



THE UNIVERSITY OF ARIZONA  
COLLEGE OF AGRICULTURE & LIFE SCIENCES

# Agricultural & Resource Economics

## **Graduate Student Handbook**

**Agricultural & Resource Economics,**

**Master of Science, with subplans of:**

**Applied Econometrics and Data Analytics (AEDA),**

**Applied Economics and Policy Analysis (AEPA);**

**Minor for PhD seeking UArizona students**

**2022-2023 Academic Year**

### **Director of Graduate Studies**

Dr. George Frisvold

### **Graduate Program Coordinator**

Danielle P. Buhrow

### **M.S. Admissions Review Committee**

Drs. Gary Thompson, Bonnie Colby, George Frisvold, Satheesh

Aradhyula, and Tauhid Rahman

### **Department Head**

Dr. Gary Thompson

In this handbook are details regarding the rules and procedures relevant to the graduate programs in the Department of Agricultural & Resource Economics (AREC) at the University of Arizona (UArizona).

Please review these essential UArizona and Graduate College websites for the most current information. It is each student's responsibility to be aware of policies outlined in the sites linked below and within this Handbook:

- (A) [Department site](#)
- (B) [Graduate College](#)
- (C) [Graduate College Policies and Procedures](#)
- (D) New and Current Students information including parental leave, child & elder care resources, professional development, health and wellness and safety:  
<https://grad.arizona.edu/new-and-current-students>
- (E) [General UArizona Catalog](#)
- (F) Code of [Academic Integrity](#) policy from UArizona Dean of Students
- (G) [Responsible Conduct of Research](#) and <http://www.orcr.arizona.edu/> These websites contain the formal statements of University and Department minimum requirements for all degrees. Graduate students are expected to follow the policies and procedures for both the UArizona Graduate College and for the Department Agricultural & Resource Economics. Policies are updated frequently, and it is the student's responsibility to comply with current policies.

UAccess is the student portal among other important items, includes course enrollment access, <https://uaccess.arizona.edu/>, within Student Center, Enrollment, Class Search provides a complete list of course offerings and course descriptions of courses that carry graduate credit (courses numbered 500 and above).

To view AREC course subject titles, course descriptions and syllabi, see our site at <https://economics.arizona.edu/graduate/course-offerings>.

To view how-to navigation guides for UAccess Student Center visit <https://it.arizona.edu/documentation/student-center-how-tos>.

AREC faculty & staff profiles with contact and location information may be accessed at <https://economics.arizona.edu/directory/faculty-staff>

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## *1. Program History*

The University of Arizona's, College of Agriculture & Life Sciences' (CALS), Department of Agricultural and Resource Economics (AREC) is located at 650 N. Park Ave. #308, Tucson, Arizona, 85721. AREC was established over 75 years ago with only two faculty members. In the early days of the department, research and extension activities focused primarily on Arizona agriculture. Within the first two decades, however, the department began to increase its regional, national, and even international presence through a variety of research projects, including one in Brazil. By the early 1970s, the department had doubled in size and water issues had become a focal point of AREC research. Throughout the 1980s and early 1990s, the department continued to grow and focus on the research it had gained recognition for in earlier years. The advent of the 1990s and early 2000s brought about significant changes. Yet, today, despite declining resources, the Department of Agricultural and Resource Economics continues to be recognized for high quality faculty, policy-relevant research, and impressive undergraduate and graduate programs.

The Department is home to 11 teaching and research faculty (3 of whom who hold extension/research appointments), 2 Extension Economic Impact Analysts, 1 Graduate Program Coordinator, and a team of business office staff.

Three emeritus faculty, one former faculty member, and one current faculty member have been selected as Fellows of the American Agricultural Economics Association (AAEA), a recognition of career accomplishments in agricultural and resource economics.

Similarly, three faculty members have won career recognition through the Western AEA.

## *2. Admissions*

### *2.1. Admission Requirements*

Completion of a four-year baccalaureate degree, or its equivalent from a non-U.S. institution, is necessary for enrollment in the graduate program. Applicants to our M.S. programs typically have completed coursework in economics through both intermediate

microeconomic and intermediate macroeconomic theory. Prior to applying for admission candidates for this program should have successfully completed at least one course in statistics (UArizona AREC239, SBS200, BNAD276, ISTA116, or MATH163), one course in calculus I (UArizona MATH122A&B), and one course in linear algebra (UArizona MATH310, MATH313 or MATH413). Equivalent courses to UArizona above listed courses are accepted. See our [frequently asked questions](#) page for additional information.

Minimum admission requirements for the admission application:

- Graduate College Electronic Admissions Application:
  - <http://grad.arizona.edu/programs/programinfo/ARECMSAEDA>
  - <http://grad.arizona.edu/programs/programinfo/ARECMSAEP>
- Unofficial Transcripts (Official translation in English, from previous institution), submitted through Graduate College Online Application. Official transcripts will be requested if we offer admission recommendation.
- Three strong letters of recommendation (LOR) in PDF format- names and email addresses will be entered by the applicant through the Graduate College Admission Application. If more than 3 LORs are received, the first 3 will be reviewed. Applicants should choose strong letter writers and not need more than 3 LORs.
- Statement of Purpose/Personal Statement in PDF format- submitted through Graduate College Application.
- 3.0 minimum undergraduate cumulative GPA on a 4.0 scale with all undergraduate coursework or within final 60 units, or a 3.0 GPA on a 4.0 scale within a minimum of 12 units of graduate level coursework.
- Official GRE Scores: 70th percentile or better in the quantitative portion is recommended. The institution code is 4832 for the University of Arizona and 0101 for the Department. Submitted officially from ETS. In the online application, applicants must enter their unofficial scores, but official scores must be submitted by ETS to the University of Arizona. Applications are incomplete if self-reported scores are not submitted with the application.

- Official TOEFL Scores: Required for students from countries where the native language is not English. The institution code is 4832 for the University of Arizona and 99 for the Department. Submitted officially. Students with a 4-year degree from an official English-speaking language country do not need to submit English Speaking Proficiency testing scores.
- International students (of non-English speaking countries):
  - Minimum TOEFL (Paper-based) Score: 550
  - Minimum TOEFL (Internet-based) Score: 80
  - Minimum IELTS (overall band score): 7
  - Duolingo is not an accepted form of English proficiency testing

## 2.2. Graduate Assistantships

A majority of students in the AREC MS program receive financial assistance with graduate assistantship (GA) positions and departmental scholarships, GA positions are commonly in the form of research and/or teaching assistantships. In view of the reasonable cost of living in Tucson, the real income offered by these stipends is relatively high and covers the basic costs of living. Depending on the offer extended, assistantships will require 10 or 20 hours of GA work per week and may also carry full or partial tuition coverage, as well as health insurance (excludes dental and vision). All degree seeking admission applicants that submit a completed admission application as of the annual priority deadline of February 1 are reviewed for eligible assistantships on a competitive basis. Late admission applications may also be reviewed for admission and GA positions, however, those that apply on or before the priority deadline have a greater opportunity to be offered a GA position. A separate GA application is not requested. Non-degree seeking students are not eligible for GA positions. Earning an AREC GA position is a competitive process, as such, not all admitted students are offered GA by the Department. Students will be contacted if they are selected to be a departmental GA via email with an official offer letter. Both teaching and research assistantships (TA / RA) are available each academic year. Students that wish to apply for Spring admission are not eligible for

AREC GA, as funding is awarded on an academic year basis, which begins in Fall semesters. GAs may be reappointed from semester to semester or year to year and any reappointment is contingent on the availability of funding, performance, and departmental needs. GAs will receive a Notice of Appointment which must be accepted or declined online to complete the hiring process. The Notice of Appointment (NoA) serves as the official contract for your position with the University of Arizona and is not effective until accepted by you and the President of the University. Read more regarding other funding resources at <https://grad.arizona.edu/new-and-current-students>. In addition to GA funding, students can directly apply for scholarships for which they may be eligible within [Scholarship Universe](#). See the [CALs how to apply guide](#).

Continuing GAs must make satisfactory progress each semester and earn a minimum 3.0 semester GPA as well as maintain a minimum cumulative 3.0 GPA and maintain B or better grades in the program's Core courses.

TAs are expected to hold weekly office hours for undergraduate students and work in collaboration during class time with the instructor of record for each course assigned, and respond to student emails regarding TA inquiries, and any additional TA related duties as assigned. RAs are expected to meet with their Supervisor of record, as established in their duties and responsibilities, of which is sent to the RA by the Supervisor directly. The overall work to be completed by TA and/or RA will be outlined by the Supervisor.

### *3. Curriculum in AREC M.S.*

The AREC M.S. degree has two academic subplan options from which students may choose at time of admission application: Applied Economics and Policy Analysis (AEPA), is structured to be completed in 4 semesters as the standard time to degree completion; Applied Econometrics and Data Analytics (AEDA), is structured to be completed in 3 semesters and does not require a thesis, 3 total semesters is the standard time to degree completion. Those that wish to pursue a Ph.D. typically take the AEPA plan. See section 3.2 for details of each plan. Those seeking AEDA may also complete a thesis and must extend degree completion to 4 total semesters. This change must be discussed with the Director of Graduate Students (DGS) in advance, so that any funding

offered, is confirmed, for the unexpected additional fourth semester when seeking AEDA.

The AREC MS degree requires 30 total graduate level units, 15 of which come from what are considered Core courses. AREC 596A our seminar course, is considered a Core course, however, due to the variance in required seminar units for AEDA vs AEPA seeking students, seminar is not counted in these 15 Core units. AEDA seeking students are expected to complete 3 seminar units over time, and AEPA seeking students are expected to complete 4 seminar units over time. Enrollment in the seminar course is required each semester. It may be repeated for credit each semester, with each earned unit of seminar to be counted towards meeting the 30 total degree required units and GPA. Several individual lectures are offered each semester as part of AREC 596A seminar, with specific topics and descriptions posted for each seminar. Light coursework and lectures may be required in addition to attending seminar presentations. Overall attendance is essential and required. Those that complete a thesis are required to research and compose the thesis, present and successfully complete the thesis defense, and submit the document for archival to the UArizona Repository.

### *3.1. The Minimum Requirements of the Program*

Students are required to complete:

- A minimum of 30 graduate units with a minimum 3.0 cumulative GPA;
- 15 Core units are required as part of the 30 total units;
- AREC 596A is required to be completed each semester degree is in progress.
  - AEDA seeking students will complete 3 total units from AREC 596A.
  - AEPA seeking students will complete 4 total units from AREC 596A.
- AEPA seeking students must complete a minimum of 6 thesis units (AREC 910) as part of the 30-unit total;
- AEDA seeking students are required to complete AREC 559 as part of the 30-unit total.
- Satisfactory progression and completion of degree requirements.



- If awarded a graduate assistantship (GA), 10 graduate level unit enrollment minimum is required each semester, as well as maintaining a minimum 3.0 GPA.
- If awarded a GA position, semesterly GTA/GRA evaluation using the GA Conversation document is required to be completed by the GA, discussed and reviewed with GA Supervisor and ultimately submitted by the GA using the AREC MS D2L portal. Details regarding this evaluation are also in our D2L portal.
- Successful progress with GA duties is required to maintain GA appointment. GA is a privilege which is not offered to all admitted students.
- Professional conduct at all times while you are representing the program and department as an admitted AREC MS student and while serving GA duties.
- Submit AREC MS exit survey in final semester. URL provided by Coordinator.

### **3.2. Sub Plans, AREC MS**

#### **Applied Econometrics and Data Analytics**

Our M.S. program in Applied Econometrics and Data Analytics (AEDA) offers outstanding opportunities as a terminal degree. In just 18 months or 3 semesters with full time enrollment, you will be prepared for challenging and fulfilling jobs as econometricians, data scientists, risk managers, credit analysts, economists, and policy analysts in the private sector and in governmental and non-governmental organizations. AREC 559 is required for AEDA students, as well as a final oral exam. AEDA seeking students must select their committee chair and two additional faculty members for their exam committee in UAccess GradPath. See <https://grad.arizona.edu/new-and-current-students> for GradPath information and general MS minimum degree requirements.

#### **Applied Economics and Policy Analysis**

Our program in Applied Economics and Policy Analysis (AEPA) will pave the way for excelling in premier Ph.D. programs in agricultural and resource economics. This two-year program, which requires students to write a thesis, provides superb preparation in academic research. Master's graduates in this program gain admission and garner financial support at top agricultural and resource economics programs including

UCBerkeley, Cornell, UC Davis, Maryland, Minnesota, Vanderbilt, and Washington State University. Those seeking a and eligible for Ph.D. program admission within UArizona are required to submit a Ph.D. admission application and pay the required application fee to the Graduate College for the specific Ph.D. program of interest. Our past MS graduates have placed exceedingly well in academic jobs, securing tenure-track assistant professorships in universities such as Ohio State University, University of Florida, Purdue, Tufts University, and University of Utah. Review our ARECMS career and academic placement information [here](#).

For students undertaking an MS thesis with AEPA, a thesis committee must be formed and added to GradPath. For the thesis, students must develop a (formal or informal) proposal of sufficient academic merit and on a topic of sufficient scholarly impact to satisfy their AREC thesis advisor/faculty member. Work proceeds on the research via the thesis course AREC 910, under the direction of the student's thesis/faculty advisor and using the skills and knowledge of the larger committee where appropriate. Thesis formatting guides can be reviewed at <https://grad.arizona.edu/new-and-current-students>.

### *3.3. Thesis Defense*

Thesis and thesis defense are required for those seeking AEPA. Thesis defense cannot exceed 3 hours in duration. Thesis defense is open to the public for the presentation portion, all attendees exit at the end of the presentation and only the student and committee members remain for the latter portion of the defense. It suggested that each thesis defense is scheduled a minimum of 10 business days ahead of the Graduate College published deadline each semester to allow for any necessary thesis edits. At the end of the defense the committee members will deliberate and inform the student of the committee's decision regarding the completion of the defense. A successful defense and committee signatures on the thesis approval page results in the submission of the Master's completion of degree requirements form to the Graduate College by the Graduate Program Coordinator.

Note, it is CALS and AREC policy that students are not asked, nor expected, nor required to provide food and/or beverages for their thesis defense or oral exams, should students

receive information that conflicts with this policy, the student is asked to inform the Graduate Program Coordinator immediately.

Should a student not successfully complete their thesis defense on the first attempt, they are provided a second attempt in that same semester/term, if possible, before the published deadline for that semester/term. If the student is unable to complete the defense in the second attempt, the student will be placed on academic probation by the Graduate College and the Department, of which will prevent the student from completing the degree that semester/term. The student will be required to work with their faculty advisor/Supervisor and/or the AREC DGS for an additional semester while following the written plan of action provided to the student by the DGS, to assist the student in successfully completing the thesis defense. At the end of the extended semester, the student will be given another opportunity to successfully complete the thesis defense, if the student is not successful in this final attempt the Department will recommend to the Graduate College that the student be disqualified from the AREC MS program. Disqualification prevents future enrollment unless the student applies to and is admitted under a different graduate degree program. Eligible AEPA students that cannot complete the thesis defense may also seek to change their subplan to AEDA and complete the degree without thesis and thesis defense, however, they will be required to complete 30 graduate level units without the use of AREC 910 thesis units to help reach the total unit requirement. In this scenario, the student may be required to successfully complete additional graduate level and DGS approved units to reach 30 total graduate units. Successful completion of a final oral exam is required of all non-thesis seeking students.

### **3.4. *Final Oral Exam***

Final oral exams are required for those seeking AEDA. These exams are not open to the public and only the student and committee members are present. The student's faculty advisor and/or exam committee chair in collaboration with the student will review the expectations for the final oral exam structure. The exam is generally 1-2 hours and cannot exceed 3 hours in duration. At the end of the oral exam, the 3 committee members will

deliberate and inform the student of their decision regarding their completion decision of the oral exam. A successful final oral exam completion results in the submission of the Master's completion of degree requirements form to the Graduate College by the Graduate Program Coordinator. Should a student not successfully complete the final oral exam on the first attempt, they are provided a second attempt to pass the oral exam in that same semester/term, if possible, before the published deadline for that semester/term. If the student is unable to complete the final oral exam in the second attempt, the student will be placed on academic probation by the Graduate College and the Department, of which prevent the student from completing the degree that semester/term. The student will be required to work with their faculty advisor/ Supervisor and/or the AREC DGS for an additional semester while following the written plan of action provided to the student by the DGS, to assist the student in successfully completing the final oral exam. At the end of the extended semester, the student will be given another opportunity to successfully complete the final oral exam, if the student is not successful in this final attempt at the oral exam, the Department will recommend to the Graduate College that the student be disqualified from the AREC MS program. Disqualification prevents future enrollment unless the student applies to and is admitted under a different graduate degree program.

### **3.5. *Learning Outcomes***

Graduate program learning outcomes within AREC MS:

- Subject Matter Expertise: Demonstrate proficiency in applying microeconomic and econometric approaches to well-defined economic problems.
- Critical Thinking & Problem Solving: Design and execute a research strategy to answer significant questions having real-world implications; employ independently quantitative reasoning to evaluate economic hypotheses and predictions.
- Communication: Communicate precisely in written, spoken, and graphical form to economist and non-economist audiences.

- Leadership & Collaboration: Collaborate effectively while demonstrating initiative and leadership as appropriate in workplace settings.

Individual Course Learning Outcomes will be listed within each course's syllabus and may expand upon these or list additional criteria. The learning outcomes are evaluated annually through a variety of methods, including but not limited to: exam scores in core courses, thesis quality, student performance with thesis defense and final oral exams.

### *3.6. AREC minor for Ph.D. students*

A minor is available from this department for UArizona Ph.D. admitted students, once admitted to the desired UArizona Ph.D. program; the student should submit the AREC minor application form at <https://economics.arizona.edu/graduate/minor>.

- The minor consists of 12 graduate level required units, view the requirements at <https://economics.arizona.edu/graduate/minor>.

### *3.7. Accelerated Master's Program (AMP)*

The AREC AMP is open to active, current University of Arizona students enrolled in the AREC undergraduate programs of Agribusiness Economics and Management with the Agricultural Economics emphasis (ABEM-ECON) and Agribusiness Management (ABEM-MGMT), and the Environmental and Water Resource Economics (EWRE). Students with the ABEM or EWRE major are eligible for either of our graduate programs Applied Econometrics and Data Analytics (AEDA) or Applied Economics and Policy Analysis (AEPA). Students interested in applying to AREC AMP must have at least 75 earned/completed units at the time of application submission and must have at least 90 earned/completed units prior to admission to AMP. Prior to admission a minimum 3.3 cumulative GPA is required, if the GPA falls below 3.3 prior to admission or 90 units are not completed, the student will not be admitted to the Graduate College as an AMP student nor allowed to begin the AREC AMP. The Graduate Record Exam (GRE) is required; however, it may be submitted along with your AMP application, or it may be submitted no later than Feb. 1 in the year the student will complete their undergraduate

degree. The quantitative GRE minimum score required for admitted students into this program is the 70th percentile.

During a student's 3rd year, they should prepare to apply to this program for the next soonest Fall semester, February 1st is the annual deadline for the application submission. This department's incoming AMP cohort begins in Fall semesters only. It is during their 4th year/senior year that the admitted AMP student will take graduate level AREC courses that will count toward their undergraduate and graduate degrees. Up to 12 total graduate level units are permitted to be shared between both degrees, 6 graduate units in the Fall semester and 6 graduate units in the Spring semester. While an undergraduate student, taking the 12 permitted graduate level units in courses numbered 500-599, tuition will be charged at the undergraduate tuition amount.

After the bachelor's degree has been completed and the student is taking only graduate AREC MS degree courses, tuition will then be charged at the graduate tuition amount. Should the undergraduate degree not be completed at the completion of the 12 graduate AMP units, the student's tuition will begin charging at the graduate level tuition cost and the student will no longer be eligible for undergraduate aid or scholarships nor graduate assistantships. AMP students while an undergraduate student, are not eligible for graduate assistantships, only once they have successfully and completely transitioned to a fully graduate level student status and no longer AMP, will they be eligible for available graduate assistantships/scholarships. With successful completion of one year of AMP coursework along with undergraduate coursework completed in the student's final undergraduate academic year, students will have one year remaining in the full graduate degree program to complete the MS degree, this is the standard time to degree completion for those that complete AMP prior to starting the full AREC MS program.

### ***3.8. Dual Degree, AREC MS & Law JD***

Prepares students to practice law in the area of environmental policy, where there is an increasing demand for professionals with both legal and analytical-quantitative training. AREC MS requires 30 credits. Joint degree students in this program will also receive a Graduate Certificate in Economics, Law and the Environment (ELE). The JD/MS in

Agricultural and Resource Economics is a rigorous four-year program, combining core training in law, a year of core training in microeconomics and econometrics, and two additional years of courses and workshops in environmental law, environmental economics, and other courses in both law and agricultural resource economics.

Interested applicants must submit admission applications for each degree, one for AREC MS and another for Law JD. Dual degree seeking students in this program will defer Law admission for 1 year as they complete AREC core in the first year of graduate study. In subsequent years, the student will take Law degree courses and add in AREC courses, as appropriate, each semester. Dual degree programs allow 15 units to share for each program, meaning 15 AREC MS units may be used in the JD degree requirements and 15 Law JD units may be used towards AREC MS degree requirements.

### **3.9. *Schedule of Course Offerings***

All Core courses are ordinarily completed during the first year of study: AREC 580, AREC 504 and AREC 548 in the first semester and AREC 513 and AREC 549 during the second semester. Students are required to complete AREC 580, Math for Economists, prior to completing any of the Core classes, during a three-week intensive math review in July/August. Enrollment for AREC 580 occurs in the Fall semester. If a student requests Spring admission and the department approves, the student may start the program in the Spring semester, it is recommended that the student take elective courses in the first (Spring) semester followed by AREC 580 and Core classes in the second (Fall) and third (Spring) semesters. Spring semester admission is atypical. Typical semester offerings may change due to departmental faculty changes.

#### **Fall semester course offerings:**

AREC 504 – Production Economics

AREC 512 – Development Economics

AREC 516 – Microeconomics of Agricultural Development

AREC 548 – Introduction to Statistical Methods in Economics

AREC 559 – Advanced Applied Econometrics

AREC 575 – Economics of Water & Environ. Markets & Incentive-based Policies

AREC 580 - Math for Economists (Course completed in July/August)

AREC 596A – Seminar required each semester

AREC 910 – Thesis

**Spring semester course offerings:**

AREC 513 – Consumption Economics and Price Analysis

AREC 549 – Applied Econometric Analysis

AREC 550/450 – Financial Management for Agribusiness

AREC 579/479 – Economic Analysis of Water, Food & Environmental Policies

AREC 596A – Seminar required each semester

AREC 910 – Thesis

## *4. Satisfactory Academic Progress*

AREC M.S. students are expected to:

- Maintain a 3.0 GPA each semester and a cumulative GPA.
- Maintain a 3.0 GPA in Core courses (AREC 504, 513, 548, 549 and 580).
- Students must earn a grade of B or better in all Core courses.
- Only one C grade is permitted within the courses applicable for the degree.
- Successfully complete each of the Core courses for the program and all other unit requirements.
- For those in the AEPA plan, successfully complete a thesis, thesis defense and thesis archival to UArizona by the deadline published each semester/term.
- For those in the AEDA plan, students must successfully complete the Core courses, AREC 559 and a final oral exam, by the deadline published each semester/term.
- Complete UAccess [GradPath steps](#), when applicable, by the published deadline.
- Submit AREC MS exit survey in final semester. URL provided by Coordinator.

Not making satisfactory academic progress means the student has not maintained a 3.0 GPA and is not making successful progress through the specified Core courses.



Evaluation of satisfactory academic progress will be made each semester with final grades and at the end of the student's graduate career with their final oral exam or thesis and thesis defense.

Students earning a grade of Incomplete, "I" for a course should submit a completed Report of Incomplete Grade form to their course instructor and Cc the AREC Graduate Coordinator for inclusion in their home department academic record. Incomplete grades should be completed in a timely manner and are approved at the discretion of the course Instructor. Access the form at <https://www.registrar.arizona.edu/grades/incomplete-i-grade>. There is no limit set forth by this Department limiting the number of Incomplete grades a student may seek, however, if the student is a GA, an established cumulative GPA of 3.0 or higher must be earned to maintain GA position, GA benefits, GA title and GA responsibilities for the future term/semester. If seeking Incomplete grade(s) will prevent GPA from being established or maintaining 3.0, the student must earn at least one grade of B or better to maintain the 3.0 cumulative GPA threshold to remain eligible for their GA position. GAs are not permitted to keep their position should their cumulative GPA drop below 3.0.

#### ***4.1. Not Meeting Satisfactory Progress***

What happens when students are deemed to be not making satisfactory progress?

An evaluation of "not making Satisfactory Academic Progress" is grounds for removal of funding provided to the student from this Department and may be grounds for removal from the program. Students judged to have academic difficulties (e.g., poor grades, failing or at risk of failing to satisfy program requirements) will receive written notice from the DGS with specific suggestions as to how these problems might be remedied and the date by which such actions must be taken. This notification will be copied to the Graduate College.

The Graduate College has established guidelines, which departments must follow in order to dismiss/disqualify graduate students from their programs. Students should familiarize themselves with the steps in process so they will know their rights, responsibilities, and remedies should such a situation develop. Students who fail to

remediate by the deadlines specified may be dismissed from the program. See the Graduate College policies at <https://grad.arizona.edu/new-and-current-students>. Graduate assistants are provided with a Teaching Assistant or Research Assistant “Conversation” document each semester, of which is to be completed in collaboration with the student’s faculty Supervisor. The finalized document is submitted to the Graduate Program Coordinator for Graduate College reporting purposes using the AREC MS D2L portal assignment submission process. All AREC MS student final grades are reviewed at the end of each semester by the Graduate Program Coordinator, those students not successfully completing coursework and not making satisfactory academic progress are referred to the DGS for remediation. Refer to sections 4 and 4.1 regarding remediation steps.

## *5. Concerns, Grievances, Grade Appeals, Discrimination, Student Governance*

Students are required to connect with the Graduate Program Coordinator to discuss any concerns, grievances, grade appeals and appeals to departmental policies. Students may send an email to the Graduate Program Coordinator as a start or schedule an appointment in the [eSMS scheduling system](#). Note, if reporting any concern of discrimination or discriminatory harassment as related to a student, the Graduate Program Coordinator is a mandated reporter and is required to report this information to the UArizona Equity and Title IX office. The Graduate Program Coordinator is also a Campus Security Authority and is required to report, anonymously, statistics involving any concerns that occur on campus related to criminal complaints and reports, emergencies, and crises as part of the [Clery Act](#). Faculty members are also required to report any concern of discrimination or discriminatory harassment as related to a student.

Students have the right to formally request exceptions to departmental policies and procedures by submitting this appeal [form](#). Once the student completes their portion of the appeal, it must be submitted by the student to the AREC Graduate Program Coordinator via email for departmental review and decision. All appeal submissions will

be reviewed by the Department, and each appeal requires at a minimum the student's faculty advisor (or GA Supervisor) *and* the AREC DGS or the AREC Dept Head to review and render their decision on the appeal form. The appeal will reach its last stage of review, prior to a vote, by the department's faculty as whole, and may include a collective meeting with the student. The faculty's final decision will be based on a majority vote. If the appeal is regarding a course, the course instructor will have an opportunity to review and render their decision using information supplied on the submitted appeal form, prior to the Department faculty's final decision. The faculty decision is final and cannot be further appealed.

Regarding grievances, UArizona has specific policies and how they can be officially reported and handled, see more information at <https://grad.arizona.edu/new-and-current-students>, see policies, academic policies for details regarding the grievance policy and other academic policies. Review Graduate College [Summary of Grievance Types & Responsible Parties](#) page for in-depth information.

A student who believes that they have experienced discrimination or sexual harassment should contact the [Office of Institutional Equity](#). See specific policy information regarding discrimination and sexual harassment at <https://grad.arizona.edu/new-and-current-students>, see policies, academic policies for details.

Regarding student governance, this Department invites graduate students to join the AREC Diversity, Equity and Inclusion committee to participate in the organization and planning of speakers, events and workshops surrounding DEI initiatives. Currently this is the only Department provided space for graduate students to have a formal place to participate and be involved in planning within the program. Those interested may contact the Graduate Program Coordinator for more information on the DEI monthly meetings during the academic year.

The College of Agriculture and Life Sciences (CALs) provides space within the CALs Graduate Student Council of which is composed of students from within CALs graduate

degree programs. Students may be nominated and voted upon to serve, to have a direct voice to the CALS Assistant Dean for Graduate Education and to provide input on tangible changes that can help all programs across the college. The student time commitment is intended to be low (2 meetings/semester) as they continue to evaluate/re-evaluate the roles and priorities of the Council.

## *6. Co-convened Courses*

Some graduate courses are held in conjunction with upper-level undergraduate courses, although graduate students must complete additional assignment(s), of which is outlined in the course syllabus. Such classes are typically based on lectures rather than discussion. AREC Core courses are not jointly co-convened.

## *7. Individual Studies*

Graduate students can register for various kinds of individual study and research/thesis credits. Up to nine of these credits (in addition to the required 6-units of AREC 910 thesis credits for AEPA students) can be applied to unit requirements for the M.S. degree. A student is permitted to exceed nine such credits, but only 9 will count toward their degree total units. Graduate College policy states no more than 50% of the required degree units may have alternative grading of S/P. This means of the 30 required units for AREC MS degree, a student may only apply 15 or less units from independent study/research/seminar/thesis units towards the total degree requirements. In the following list, the number in brackets refers to the number of credits permitted each semester, not the number of credits allowed for degree completion.

- AREC 593 Internship [1 to 5 units]
- AREC 599 Independent Study [1 to 6 units]
- AREC 699 Independent Study [1 to 3 units]
- AREC 900 Research [1 to 6 units]
- AREC 910 Thesis [1 to 8 units]

## 8. Course Load

During Fall and Spring semesters graduate students may enroll in full or part time coursework, enrollment definitions are outline in [UArizona Catalog](#). **Note**, AREC GA students must enroll in a minimum of 10 graduate level units each semester, commonly, non-GA students will also enroll in at least 10 graduate level units to maintain degree completion timeline, unless they are seeking part-time enrollment only.

Per the [UArizona Catalog Continuous Enrollment for Graduate Students policy](#), “A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/Associate or student worker may apply for [advanced status](#), which allows 1 unit of 900-level credit for full-time status. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, to international students with F or J visa status, and/or to students receiving University funding other than wages.” These policies are subject to change. Please refer to the latest General Catalog for current policies.

It is Graduate College policy that in a student’s final semester, the student must be continuously enrolled in at least 1 graduate level unit to earn their degree. To see this and all other Graduate College degree requirements visit <http://grad.arizona.edu/gsas/degree-requirements>.

## 9. Advising and Mentoring

Successful graduate study relies on effective relationships between the student and the advising faculty member(s). Upon arrival in the program, new students should email and request a time to meet with the DGS for faculty advising, unless they have identified an advisor and/or GA Supervisor prior to beginning the program. All AREC GAs are provided their GA Supervisor within the offer letter. The Department annually hosts a welcome gathering in Fall semesters to facilitate initial introductions to the incoming cohort with AREC faculty and continuing AREC MS students. Students should plan to meet with the DGS and/or their chosen faculty advisor at the start of their first semester

to discuss educational objectives and plan a tentative program of study. Student and faculty advisor/GA Supervisor typically share similar research interests. Students are encouraged to develop and maintain informal mentoring relationships with different faculty members, including but not limited to those faculty who are formal members of the student's final oral exam or thesis committees.

The formal advising relationship is agreed to by mutual consent through discussion between the student and the faculty member concerned. A student may change advisors, but the change must again be by mutual consent, and should be done in consultation with the DGS.

New students are also strongly encouraged to introduce themselves upon arrival to the Department Head, staff, and members of the faculty, if not met during AREC orientation and or the annual Department hosted gathering. New admits are to be available for the mandatory AREC MS orientation, of which occurs three weeks before the beginning of Fall classes and typically on the first day of AREC 580. Students holding graduate assistantships are to be available one week prior to the beginning of classes for training sessions and assisting in course preparation. Continuing graduate students should consult with mentor (if one is sought), faculty advisors, and Graduate Program Coordinator as often as necessary during each semester, and with the DGS at least once each year and as often as necessary. Students are responsible for planning ahead to ensure appropriate course registration occurs so they may maintain minimum enrollment requirements, GA enrollment requirements when a GA position is held and to meet any filing deadlines specified by the Graduate College. Graduate students should work with the Graduate Program Coordinator regarding dates and deadlines and all enrollment questions/concerns. Active use of the D2L portal for AREC MS students is essential and required, students will be added to the portal during the AREC MS orientation. Graduate Coordinator is available to provide support, guidance and assistance interpreting UArizona academic policies and does not replace faculty advisor. Students may schedule appointments with the Graduate Coordinator using [eSMS scheduling system](#). See our site for relevant [graduate student resources](#) including [past career placements](#).

## 10. *Responsible Code of Conduct, Research*

Fostering a culture and expectation of responsible and ethical conduct of research is a critical component in the advancement of knowledge through research and scholarship. It is also a key element in the maintenance of public trust in the research enterprise. Given that ethical issues emerge when conducting research and scholarship across disciplines of all kinds, UA is committed to providing high quality instruction in responsible conduct of research to the entire campus community. <https://research.arizona.edu/research-compliance/rcr>

### 10.1. *Student Responsibilities & Professional conduct*

Above meeting satisfactory academic progress, students are expected to conduct themselves professionally and respectfully while in the program, while working as a GA, and always while representing UArizona. See the UArizona Dean of Students, [code of academic integrity](#) for academic responsibilities.

## 11. *Semester-To-Semester Guide*

[GradPath](#) is the online system that manages the creation, routing, and approval of all Graduate College degree programs. All forms that graduate students are required to submit to the Graduate College are within GradPath. The ability to utilize GradPath begins with completion of the first form titled, “Responsible Conduct of Research.” Once this form is completed, the additional required forms will be made available to you. The next step is the “Plan of Study,” where students will enter the courses and units they have and will take toward this degree. Once submitted it is approved at the Dept. level and Graduate College. The Plan of Study may be resubmitted as many times as necessary to have it list only the courses applicable to the AREC MS degree.

The third form is the “Masters Committee Appointment Form,” this is where the student will indicate whether or not they are completing a thesis, identify their thesis advisor for their thesis defense or a faculty advisor for their final oral exam, as well as their two

additional committee members. See Graduate College information regarding [GradPath](#) for more details and instructions. AREC MS D2L portal also has links, reminders of submission and resources regarding GradPath.

The tables below illustrate the semester-by-semester plan for AEPA and AEDA full time students. Students are not bound to this route, but it is the most efficient pathway to degree completion. All requirements for the AREC MS degree must be completed within six years. Time-to-degree begins with the earliest course to be applied toward the degree, including eligible credits transferred from other institutions. Coursework more than six years old is not accepted toward degree requirements.

The two charts below show a full-time student's semester-by-semester plan for both AEPA and AEDA seeking students. Working part-time is possible with this degree and although unusual, this pathway will need to be worked out on a case-by-case basis with the student, Graduate Program Coordinator, and the DGS. AREC courses are offered in Fall or Spring semesters as listed; they are not offered every semester.





COLLEGE OF AGRICULTURE & LIFE SCIENCES

# Agricultural & Resource Economics

## AEPA Plan

### 1<sup>st</sup> Fall

Course	Units	Core?
AREC 504	3	✓
AREC 548	4	✓
AREC 580	2	✓
AREC 596A	1	
Total	10	

### 1<sup>st</sup> Spring

Course	Units	Core?
AREC 513	3	✓
AREC 549	3	✓
AREC 550, 577, 579, or Grad Elective	3	
AREC 596A	1	
Total	10	

### 2<sup>nd</sup> Fall

Course	Units	Core?
AREC 910 Thesis units	3	
AREC 559, 512, 516, 575 or Grad Elective	3-4	
AREC 512, 516, 575 or Grad Elective	3	
AREC 596A	1	
Total	10-11	

### 2<sup>nd</sup> Spring/Completion Term

Course	Units	Core?
AREC 910 Thesis units, enrollment in 8 units to reach full-time status	8 (3)	
AREC 596A	1	
Total applied to degree	4	

Upd 7/2022



COLLEGE OF AGRICULTURE & LIFE SCIENCES

# Agricultural & Resource Economics

## AEDA Plan

### 1<sup>st</sup> Fall

Course	Units	Core?
AREC 504	3	✓
AREC 548	4	✓
AREC 580	2	✓
AREC 596A	1	
Total	10	

### 1<sup>st</sup> Spring

Course	Units	Core?
AREC 513	3	✓
AREC 549	3	✓
AREC 550, 577, 579, or Grad Elective	3	
AREC 596A	1	
Total	10	

### 2<sup>nd</sup> Fall/Degree Completion Term

Course	Units	Core?
AREC 559	4	✓
AREC 512, 516, 575 or Grad Elective	3	
AREC 512, 516, 575 or Grad Elective	3	
AREC 596A	1	
Total	11	

Upd 7/2022