

POLICY HANDBOOK FOR GRADUATE STUDENTS

GRADUATE PROGRAM IN FOOD AND BUSINESS ECONOMICS (16:395)



RUTGERS-NEW BRUNSWICK

**Food, Agricultural, and
Resource Economics**

School of Environmental and Biological Sciences

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GRADUATE PROGRAM IN FOOD AND BUSINESS ECONOMICS

Objective and Nature of the Program

The objective of this graduate program aligns with the Department's mission, which is to foster economic growth, food security, and sustainability through cutting-edge research, student-oriented teaching, and meaningful community engagement. The program's teaching and research focus leverages data analytics, innovative solutions, and advocacy to empower all populations and address pressing societal challenges. More specifically, the objective of this graduate program is to develop the ability of students to apply economic theory and high levels of quantitative and analytical skills to significant problems facing society in the areas of: sustainability in the agri-food sectors, economics of bio-pharma sectors, production and marketing of agricultural and food products, land/environmental policy and management, and international development. To achieve the goals inherent in the overarching mission of the Department, students in this graduate program will (i) develop an advanced understanding of microeconomic theory, (ii) demonstrate the ability to apply quantitative methods to economic theory and practice, (iii) develop an in-depth understanding of an area within economics, and (iv) utilize both oral and written communication skills to effectively communicate such understanding in a variety of formats.

Because of the program's problem-solving focus, policy analysis is emphasized. Students are provided with a strong background in economic theory and quantitative methods of analysis, and with the ability to apply this knowledge to solve problems. With this training, students are prepared for careers in industry, government, and the non-profit sector as data and policy analysts and executive decision makers. With proper planning by the student, the program can also provide the necessary preparation for entry into Ph.D. programs in Agricultural Economics, Economics, or a related field.

In addition to offering a 5-year BS/MS program, the program also provides an opportunity for a dual master's degree arrangement with the Graduate Program in Urban Planning and Policy Development (students interested in this dual degree arrangement must also separately apply for graduate admission to the Urban Planning and Policy Development Program).

The program offers a Master of Science (MS) degree. A dual master's degree arrangement is available with the Graduate Program in Urban Planning and Policy Development. Students interested in this dual degree arrangement must also apply for

graduate admission to the Urban Planning and Policy Development Program.

Admission to the Graduate Program in Food and Business Economics

Admission to the program is competitive. The Food and Business Economics Graduate Committee reviews all applications and makes admission recommendations to the Dean of the School of Graduate Studies (SGS). The Dean of the School of Graduate Studies (SGS) reviews the committee's recommendations, makes the final decision on admission, and notifies the applicants. Factors used in evaluating applicants are: overall undergraduate cumulative average; grades in economics, business, mathematics, and statistics courses; letters of recommendation; and the personal statement submitted with the application to the School of Graduate Studies (SGS). NOTE that GRE scores are no longer required. However, if the applicant is an international student, TOEFL or equivalent may be required by the School of Graduate Studies (SGS).

All students entering the program are expected to have had courses in intermediate microeconomics theory, statistics, and calculus. Students without the necessary background may be admitted provisionally; however, they are required to take courses to make up any deficiencies in these areas. Courses taken to rectify background deficiencies cannot be used to satisfy degree requirements.

Options Offered Within the Program

The Graduate Program in Food and Business Economics offers two alternative plans of study leading to the Master's degree. Plan A requires 24 credits of coursework plus completion of a research thesis. All students receiving graduate research assistantships are expected to follow this plan. Plan B is a non-thesis option in which students are required to complete 30 credits of coursework plus a three-credit supervised independent study research.

A thesis is a more comprehensive research undertaking than an independent study research paper and requires considerably more time and effort. Some of the key differences between a thesis and an independent study research paper are:

- (1) A greater depth of theory and analysis is required in a thesis.
- (2) Most theses involve more data and its analysis than required for an independent study research paper.
- (3) A thesis must satisfy the specific form requirements of the School of Graduate Studies (SGS), while an independent study research paper must only comply with the form requirements of the Graduate Program in Food and Business Economics.

Requirements for Plan A

Coursework:

Research Methods in Applied Econ	(16:395:503)	3 credits (fall)
Microeconomic Theory w/Applications	(16:395:505)	3 credits (fall)
Applied Econometrics I ¹	(16:395:511)	3 credits (fall)
Applied Econometrics II	(16:395:506)	3 credits (spring)
Electives ²		12 credits
TOTAL CREDITS OF COURSEWORK ³		24 credits

Research:

All Plan A students are required to do scholarly research and demonstrate this ability by submitting an acceptable thesis, for which 6 graduate credits are given (thus, total credit completed for the degree would be 24+6=30). In the second year of their program, students following Plan A are required to register for Research in Food & Business Economics (16:395:701 in Fall for 3 credits, and 16:395:702 in Spring for 3 credits).

The substantive content of the thesis is the responsibility of the student. The graduate student's entire advisory committee, which is chaired by the student's major professor, gives recommendations and advice in the development of the thesis problem and the research objectives and methodology; approves the student's formal research proposal; advises on data collection and analysis; and reviews the thesis in various drafts, making suggestions for improvements. The advisory committee is responsible for accepting or rejecting the completed thesis.

The style of the thesis must conform to the requirements of the School of Graduate Studies (SGS), as set forth in the pamphlet entitled Manuscript Form. This pamphlet is available at the School of Graduate Studies (SGS) Office.

¹ If Econometrics I (16:395:511) is not available, then Econometrics (01:220:322) or (11:373:425) is required of all students who have not previously had any econometrics course. Those students who had econometrics course(s) before entering the program, may replace this requirement with an additional 3-credit elective course (prior approval required from the Graduate Program Director). This requirement also applies to the non-thesis or Plan B option.

² Electives are approved by the student's major professor (i.e., the chair of the student's advisory committee) and the Graduate Program Director. At least 3 of the 12 elective credits must be courses in the Food and Business Economics program (courses with a prefix of 16:395). A maximum of 12 credits of approved 300 or 400 level (undergraduate) courses may be used as electives.

³ This total includes coursework only. In addition, a student must register for 6 credits of thesis research if doing thesis, or 3 credits of research (graduate independent study) and an additional 9 graduate course credits if opting for the non-thesis or Plan B option.

A list of procedures for submission of the thesis is given under “Checklist for Master’s Candidates” at the end of this handbook.

Requirements for Plan B

Coursework:

Research Methods in Applied Econ	(16:395:503)	3 credits (fall)
Microeconomic Theory w/Applications	(16:395:505)	3 credits (fall)
Applied Econometrics I	(16:395:511)	3 credits (fall)
Applied Econometrics II	(16:395:506)	3 credits (spring)
Electives		18 credits
TOTAL CREDITS OF COURSEWORK		30 credits

Research:

All Plan B students are required to demonstrate their ability to apply economic theory and methods to a research problem through the completion of a supervised independent study research, for which 3 graduate credits are given (thus, total credit completed for the degree would be 30+3=33). In the second year of their program, students following Plan B are required to register for Independent Study in Food & Business Economics (16:395:620) in either the Fall or Spring semester. *Students following Plan B are not permitted to register for Research in Food & Business Economics (16:395:701/702).*

The substantive content of the paper is the student's responsibility and should be determined in consultation with the student's academic adviser in the program.

Summary of Degree Requirements

The table below summarizes the degree requirements for the MS in Food and Business Economics.

Summary of Degree Requirements

Requirement Category	Plan A (Thesis Option)	Plan B (Non-Thesis Option)
Coursework credits	24 graduate course credits	30 graduate course credits
Research credits	6 credits of Thesis Research (16:395:701 and 16:395:702)	3 credits of Independent Study Research (16:395:620)
Total credits required to graduate	30 credits (Plan A or Thesis option = 24+6)	33 credits (Plan B or Non-thesis option = 30+3)
Comprehensive written exam	Required (Microeconomic Theory and Quantitative Methods)	Required (Microeconomic Theory and Quantitative Methods)
Oral research presentation (proposal)	Required. Formal oral presentation of thesis research proposal to faculty and graduate students	Not required
Final oral examination	Required. Oral defense of thesis before advisory committee	Not required

NOTE: For any additional information or questions, contact the Graduate Program Director (GPD).

Non-Credit Departmental Seminars

The Department of Food, Agricultural, and Resource Economics maintains an active seminar series, with an average of one seminar every two weeks (normally held during 3rd period on Fridays). Many seminars are presented by economists from other universities, non-academic institutions, and the government, while others are given by Rutgers faculty. These seminars strengthen the intellectual atmosphere of the Department, foster the development of broader professional contacts, and provide opportunities to observe how individuals engage in the scholarly investigation of a wide variety of problems of interest to applied economists. The faculty feels that attendance at these seminars is an important part of a graduate student's professional development. As a result, graduate students are expected to attend these seminars. ***Seminar attendance is mandatory for both the Research Methods (16:395:503) and Applied Econometrics (16:395:511) courses.***

Exams and Academic Standards

At the end of each semester, the Food and Business Economics Graduate Committee will review the academic progress of all students. A formal letter stating the results of the review will be sent to each student.

Coursework

Students are expected to earn grades of “B” or better in their courses, and in order to graduate, a student must have at least a B average. This average must be obtained within a maximum of 30 credits of coursework (excluding thesis research) for Plan A students and 36 credits of coursework (excluding the independent study research paper) for Plan B students. No more than two courses with a grade of C or C+ may be used to fulfill the degree requirements. The Graduate Committee may recommend (to the Dean of the School of Graduate Studies (SGS)) termination of graduate studies of any student whose cumulative average falls below “B”.

Some students are admitted into the program on a conditional basis (i.e., with the stipulation of any special grade or course requirements). In these cases, failure to meet these requirements will result in a recommendation by the Graduate Committee that the student’s graduate studies be terminated.

Students who receive a grade of “Incomplete” in a course are expected to meet with the professor of the course and develop a schedule for the prompt completion of the missing work. The School of Graduate Studies (SGS) has a formal policy with respect to incomplete grades, namely that “any student who has more than one Incomplete will be allowed one semester to reduce the number to one (or none), after which he or she will not be allowed to register for additional courses until these courses are completed or ‘abandoned’”. (“Abandoned” refers to a situation in which the student has agreed that the course may no longer be completed, and the program has agreed to allow the student to continue in the program with Permanent Incompletes on his record.)

After a student has completed the coursework for the degree, but at least two months prior to the oral examination on the thesis, an application for admission to candidacy for the master’s degree must be filed with the School of Graduate Studies (SGS). The form required for this application is available from the Departmental Graduate Administrative Assistant or from the School of Graduate Studies (SGS) Dean’s office. On the form, the student specifies the courses that s/he would like accepted in partial fulfillment of the degree requirements, and the grades earned in those courses. This form must be approved by the student’s major professor, the Director of the Graduate Program in Food and Business Economics, and the Dean of the School of Graduate Studies (SGS).

Comprehensive Written Examination

Each student must pass a written theory examination. This examination consists of applied questions in the areas of microeconomic theory and quantitative methods. The exam is generally given at the end of May or in June. Students should normally take the examination at the end of their first year of coursework, at which time they should have completed graduate microeconomics and applied econometrics. Each area of coverage, i.e., micro theory and quantitative methods, is graded on a “Pass/No Pass” basis, and a student must receive the “Pass” grade in both of these areas. In case of a “No Pass,” the affected student will be notified of the outcome along with instructions to convert the “No Pass” to a “Pass.” It is the responsibility of the affected student to convert the “No Pass” to “Pass” within one calendar year from the date the comprehensive examination is taken.

Oral Presentations of Students’ Research Proposals

After students successfully complete the program’s core course requirements and take the comprehensive written examination, each student is required to present his/her research proposal (thesis only) to the Department faculty and graduate students. In consultation with his/her research adviser, each student should prepare a presentation (max. 15 minutes) that answers at least the following questions: (i) What is the research about? (ii) Rationale or why is the proposed research important or relevant? (iii) What are the (tentative) objectives? (iv) tentative research methodology, or how the student will fulfill those objectives.

It is expected that students will present their research proposal in their third semester in the program. This presentation of the student’s research proposal is not meant to be the defense of the student’s research proposal; it is designed to encourage students to organize their research ideas, work with a research adviser, and share their research ideas with the rest of the Department for input as well as encouragement.

Oral Examination

Following the successful completion of all coursework, the written theory examination, and the research project, each student must take an oral examination. This exam is primarily a defense of the research manuscript (thesis), although theory questions related to the research may be asked. The student’s advisory committee is responsible for the final oral examination. While other faculty members and graduate students are encouraged to attend the examination and question the candidate, the final decision regarding completion of degree requirements rests with the student’s advisory committee.

It is the student’s responsibility to contact the members of the advisory committee and arrange an examination time that is convenient for them. When the date of the final examination is set, the chairperson of the advisory committee formally notifies the committee members and other members of the faculty of the time and place of the

examination. A printed final draft (draft and not final copy) of the thesis must be distributed to all committee members with an additional copy to the major professor's secretary for review by other faculty members at least ONE WEEK prior to the oral examination. In addition, the Office of the Graduate Program must be notified of the date of the oral examination at least ONE WEEK prior of the date of the oral examination so that the necessary announcements to FARE and SEBS could be made.

It is also the responsibility of the student to obtain from the School of Graduate Studies (SGS) Office the approved form for the application for candidacy for the master's degree. This form must be brought by the student to the oral exam. At the conclusion of the exam, the committee members sign this form indicating whether the student has been successful or unsuccessful in the examination, and whether or not they accept the student's thesis. A student who fails the oral examination will normally be given one opportunity for reexamination. In such a case, the advisory committee determines the general content, timing and form (written or oral) of the reexamination.

Submitting Research Manuscript

After successfully completing the oral examination, the student makes any necessary revisions and has the thesis or independent study research paper printed in final form. Although the specific amount of time needed to complete the required revisions will differ for every student, depending on the nature of the revisions required, students should generally allow for a period of at least one month to undertake the final revisions and to have the thesis accepted in final form by the student's committee and by the School of Graduate Studies (SGS).

All students must adhere to Rutgers University's policy on the use of AI or GenAI (Artificial Intelligence or Generative Artificial Intelligence). It is the students' responsibility to follow such policies by consulting information provided by the Office of Information Technology (OIT) at Rutgers University: <https://it.rutgers.edu/>.

The sequence of a student's activities for submission of the research manuscript can be summarized as follows:

- (1) Schedule the oral examination
- (2) Distribute the final printed draft of the manuscript to the advisory committee at least one week before the oral exam.
- (3) Take the oral examination.
- (4) Make revisions in the manuscript and prepare the final copy. Use www.Turnitin.com or similar tools to check for authenticity and make the necessary revisions in consultation with the advisory committee.
- (5) Submit the final copy to the Graduate Program Director for approval.
- (6) Once the GPD approves the final version, submit it to the advisory committee for approval and signature.

- (7) Submit approved copy of thesis to School of Graduate Studies (SGS) as per SGS procedures (contact sgshelp@grad.rutgers.edu for details).

Time Limitations for Completion of Degree Requirements

A full-time student should normally be able to complete the program within 24 months. The maximum amount of time specified by the School of Graduate Studies (SGS) for completion of M.S. degree requirements is three years after the first registration in the School of Graduate Studies (SGS).

The School of Graduate Studies (SGS) makes the following additional statement concerning maximum time to fulfill requirements:

“All students are urged to consider carefully the educational and economic benefits to themselves of completing their programs as expeditiously as possible. Soon after being admitted to graduate study each student should consult with a faculty advisor and work out a reasonable timetable for meeting the requirements. Extensions beyond the normal limits may be granted to students in good standing. A student requiring an extension should petition the Dean of the School of Graduate Studies (SGS) (on a form available from the School of Graduate Studies (SGS) office); if the petition is supported by reasons of weight, and if the faculty in charge of the student’s program will certify that satisfactory progress is being made, the extension will normally be granted. Part-time students should consult their program concerning their particular situation.”

Readmission for those who Temporarily Drop out of the program

Students who have interrupted their graduate registration without receiving a degree in the program for which they were enrolled must apply for readmission. Appropriate forms are available from the Office of the Dean of the School of Graduate Studies (SGS) on its website at <https://gradfund.rutgers.edu/academics/forms>. However, readmission is NOT permitted for those who dropped out of 8 consecutive semesters, i.e., did NOT continue their registration for 8 (eight) consecutive semesters.

International students wishing to be readmitted with Rutgers' visa sponsorship must contact their International Adviser at RU Global (<https://global.rutgers.edu/>).

Food and Business Economics Graduate Committee

The graduate committee of the Food and Business Economics Program is composed of the Program Director, who chairs the committee, and three other faculty members of the program. The functions of the committee are (i) to make recommendations on graduate courses and curriculum to the faculty, (ii) to review applications and make admissions recommendations to the dean, (iii) to make recommendations to the chairperson of the Department of Agricultural, Food, and Resource Economics on appointments to and removal from graduate assistantships, and (iv) to make recommendations to the dean of the School of Graduate Studies (SGS) on academic standing of students.

Appointment of faculty members to the committee, including the Program Director, is governed by the Graduate Program bylaws. The graduate committee may seek student representatives, but graduate student involvement on the committee is limited by University regulations to the first function mentioned above.

Selection of Students' Advisory Committee and Research Topic

It is important that the student's selection of a research topic to fulfill the research requirement for the Master's degree be initiated as soon as possible upon entering the program. Students should talk with each professor in the Department to familiarize themselves with the faculty's research interests and the currently available projects that could be used to fulfill their research requirements. The selection of a major professor and an area of research project is normally the result of a process of mutual agreement between the student and the professor. It must be understood, however, that the faculty have certain research commitments which must be satisfied, and students holding research assistantships may be required to choose their thesis research from a restricted set of topics.

The purpose of the student's thesis advisory committee is to assist the student in defining a research topic and in pursuing a satisfactory research program; to approve the student's formal research proposal; to conduct the oral examination; and to accept or reject the final research manuscript. The committee must have at least three members, at least two of whom must be on the faculty of the Graduate Program in Food and Business Economics.

The student's major professor serves as chairperson of the thesis committee. The other committee members are jointly recommended by the student and the committee chairperson and approved by the Program Director. It is the student's obligation to approach all potential committee members to determine their willingness and ability to serve on the advisory committee.

All students are required to prepare a formal written research proposal for their thesis. This proposal must then be presented orally by the student at a meeting of the entire advisory committee, which has the responsibility of either approving the proposal, requiring revisions in the proposal, or disapproving of it. After a student's proposal is approved, it is the responsibility of the student to meet regularly with all committee members to keep them apprised of the work on the thesis and to seek their advice and guidance on the research.

Students should be aware that failure to consult regularly with all members on the committee, or failure to provide all members with drafts of the thesis chapters as the research progresses could result in a situation where a committee member feels he or she must require substantial modifications or additions to the research or the thesis presentation of the research at a point in time when the student had expected that the thesis was essentially complete. It is the responsibility of the student (not the chair of the advisory committee) to take the initiative to consult with all committee members.

Graduate Assistantships

Several graduate research and teaching assistantships are offered to qualified students on a competitive basis. A student admitted provisionally because of background deficiencies will not be offered an assistantship. However, such a student may be considered for an assistantship after having completed the necessary background courses.

The following set of regulations pertains to all students on either teaching or research assistantships:

- (1) An assistant must devote at least 15 hours per week to work for the Department. Usually, this requirement is fulfilled by assisting professors on non-thesis related work during the student's first year in the program and by working on the student's thesis in the second year. However, students on assistantships are considered by the faculty to be a part of the professional staff, and as such, they are expected to devote whatever time is necessary to complete their assigned tasks.
- (2) An assistant must take nine credit hours of course work in each of the first two semesters in the program. Failure to take a full nine credits of coursework is grounds for termination of the assistantship.
- (3) An assistant will be funded on a teaching or research assistantship for a maximum of 24 months or 4 (four) semesters, whichever is shorter.
- (4) Students who have completed at least two years of studies in the program are

NOT eligible to receive teaching assistantships.

- (5) Students who are pursuing a dual degree are NOT eligible to receive teaching assistantships.
- (6) A research or teaching assistant must maintain a work schedule to be determined in conjunction with both the faculty member for whom the student is working and the student's major professor. As a member of the staff, a student on an assistantship is expected to maintain the work schedule when classes are not in session, except during University holidays.
- (7) Additional paid employment by an assistant during regular University working hours is prohibited. Additional employment by an assistant at other times is strongly discouraged since the faculty feels that the student's commitment should be towards completing the graduate program as quickly as possible. An assistant is responsible for reporting on any such outside employment to the Program Director. If the student's advisory committee feels the outside employment is interfering with the student's progress in the program, an assistant may be asked to resign either from such outside employment or from the assistantship.
- (8) If, at any time during an assistant's period of employment, the faculty member to whom the student is responsible feels that the student is not fulfilling the assigned obligations to the Department, the faculty member may recommend to the Food and Business Economics Graduate Committee that the student's assistantship be terminated. The Food and Business Economics Graduate Committee will review the case and make a decision.

For students holding teaching or research assistantships, the following additional regulations also apply:

- (1) A teaching or research assistant must fulfill the degree requirements through Plan A. Research assistantships are paid for by funds that the Department (or a faculty member of the Department) receives to conduct research. In accepting these funds, the Department has an obligation to conduct the funded research. In accepting an assistantship, the student has an obligation to the Department to complete, in a timely fashion, an acceptable thesis research project.
- (2) A student in funded research is expected to do his/her thesis research on a topic related to the funded research.
- (3) Thesis research is mandatory for those who receive a teaching assistantship. However, unlike those receiving a research assistantship, a student in a

teaching assistantship may select his/her own thesis research topic.

- (4) A research assistant is responsible for the progress of her/his research work and should take the initiative in contacting the major professor when assistance is needed. During the first year of the program, thesis research is in addition to the 15 hours spent assisting professors with non-thesis work. An assistant is therefore expected to use time when there is no assigned work (such as between semesters) to conduct thesis research.
- (5) The faculty member to whom a research assistant is assigned for work during the first year is not necessarily the professor who will serve as the student's major professor for the thesis research.
- (6) A research assistant has a 12-month appointment and receives all University-approved benefits for such a position. For paid vacations, they should be coordinated with and approved by the person(s) for whom the student is working and by the student's major professor.
- (7) A research assistant must select a major professor, an advisory committee, and a thesis project no later than the end of the student's second semester of graduate work. It is preferable, however, that this selection be done by the end of the first semester.
- (8) If, at any time during a research assistant's period of employment, the student's major professor feels that the student is not making satisfactory progress on the research thesis, the student's advisory committee may recommend to the Food Economics Graduate Committee that the assistantship be terminated. The Graduate Committee will review the case and make a recommendation to the Department chairperson.

CHECKLIST FOR MASTER'S CANDIDATES

Student's Name: _____

Item	Date
1. Admission conditions (if any) completed	
2. Selection of major professor	
3. Appointment of advisory committee	
4. Graduate course program worked out	
5. Written research proposal submitted to advisory committee	
6. Advisory committee's approval of research proposal following oral presentation	
7. Comprehensive written exam passed	
8. Coursework completed	
9. "Application for Admission Candidacy for the Degree of Master of Science", Part I filed with the School of Graduate Studies (SGS) (list of courses for graduation credit, and grades earned)	
10. Research credit-hour requirements completed	
11. Thesis rough draft submitted to major professor and advisory committee 12. Independent study research paper draft submitted to major professor	
13. Checking for authenticity of the final draft of thesis or the Independent study research paper by using Turnit.com or similar tools and reporting the outcome to major professor and advisory committee.	
14. Submission of the final draft of the thesis to the major professor and advisory committee 15. Submission of the final draft of the Independent study research paper to the major professor	
15. Submission of the final version of the thesis to the Graduate Program Director.	
16. A printed final draft (draft and not final copy) of the thesis must be distributed to all committee members, with an additional copy to the major professor's secretary for review by other faculty members at least ONE WEEK prior to the oral examination.	

17. The Office of the Graduate Program must be notified of the date of the oral examination at least ONE WEEK prior to the date of the oral examination so that the necessary announcements to FARE and SEBS can be made.	
18. Final oral examination (thesis defense) passed (signatures required on Part II of "Application for Admission to Candidacy for the Degree of Master of Science")	
19. Revisions to thesis or Independent study research paper completed	
20. Final copy of thesis accepted by advisory committee (signatures required on Part II of "Application for Admission to Candidacy for the Degree of Master of Science") ^a 21. Final copy of the independent study research paper accepted by the major professor	
21. Two copies of the completed thesis filed with the School of Graduate Studies (SGS) ^b	
22. The following filed with the Graduate Program Director's office: (1) A completed Exit Survey Form (2) A final hard copy of the thesis with the first page signed by the major advisor and committee members; for Plan B research papers, the first page is signed by the major advisor only. (3) A soft copy (pdf) of the final version of Thesis/Plan B research paper (4) Return office keys (5) Copy of completed "Application for Admission to Candidacy for the Degree of Master of Science" with signature from the GPD	
23. Completed "Application for Admission to Candidacy for the Degree of Master of Science" form filed with the School of Graduate Studies (SGS)	
24. Degree granted ^c	

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- a) Manuscript distribution: 2 copies to the School of Graduate Studies (SGS) (see item 18); 1 copy to the major professor; and 1 copy to the Department Chairman for Department files. In addition, as a gesture of appreciation, it is suggested that other members of the student's advisory committee be asked if they would like a copy of the manuscript.
- b) Does not apply to a Plan B Independent study research paper.
- c) Must meet deadlines listed by the School of Graduate Studies (SGS) relative to the date of graduation. As of Fall 2007, graduation dates are: October - the first Monday; January - the first Monday; May - generally the first Monday. Note that there is only one graduation ceremony which held in May each year.

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