

GOVERNING DOCUMENT FOR STUDY TOWARD THE MASTER OF SCIENCE DEGREE
DEPARTMENT OF BIOLOGICAL SCIENCES, BOWLING GREEN STATE UNIVERSITY
Plans I and II

Most of the following rules are in addition to those of the Graduate College and are subject to change at any time (but not retroactively) by the Graduate Faculty of the Department:

1. The Department of Biological Sciences offers the Master of Science degree under Plan I which requires a thesis, and a non-thesis program designated as Plan II.
2. All applicants for the Master of Science degree must have their Graduate Record Examination scores transmitted to the Graduate College.
3. All students entering graduate studies toward the Master of Science will identify an advisor and meet with them no later than the end of the first semester of full-time graduate study. The purpose of that meeting will be to establish either a Plan I or Plan II course of study and to select the student's committee.
4. The student's committee shall consist of the major advisor and at least two other members of the Graduate Faculty in Biological Sciences. An Outside (Associate) or Adjunct Graduate Faculty member may fill one of the committee positions, but may not act as the major advisor. [Consult "Policy Concerning Utilization of Non-contract Personnel in Graduate Committees" approved by Graduate Faculty, October 20, 1976.]
5. A proposal meeting consisting of an oral defense of a written thesis research proposal is required of students pursuing Plan I. The proposal must be approved by the student's committee; a copy of the approved proposal must be submitted to the Departmental Graduate Secretary for the student's permanent file; and the Graduate College Applications/Report form must be completed and filed with the Graduate College.
6. The Tentative Degree Program (TDP), approved by the student's advisor and committee, must be approved by the Departmental Graduate Coordinator by the end of the first academic year.
7. Candidates for the Master of Science degree shall have completed the following requirements prior to the master's examination:
 - A. One hour of Biol. 6010 (Biodocumentation).
 - B. One hour of Biol. 6020 (Biodocumentation for Plan II students only).
 - C. One hour of Biol. 7810 (Department Seminar).
 - D. One of the core courses (Biol. 6210,6510, or Psyc. 7100).
 - E. At least 10 hours of formal courses, letter-graded, carrying graduate credit in Biological Sciences exclusive of readings, topics, problems, issues, seminars and workshops.
 - F. At least 18 hours of graduate credit at the 600-level or above (Biol. 6910 cr. hrs. do not count).
None of the course requirements, A through F, can be satisfied by audit.
 - G. In addition, the student shall be responsible for the knowledge equivalent to that offered in the undergraduate core in biological sciences (Biology 2040 and 2050).

8. All candidates for the Master of Science degree must pass a final examination administered by the advisor and the student's committee.

A. The duties of each master's examination committee are:

1. To determine the acceptability of the thesis (Plan I only).
2. To determine whether the student has passed the final examination for the Master of Science degree.
3. To make recommendations to the student and the departmental Graduate Committee regarding continuation toward the Ph.D. degree in this department. The recommendation of the committee will be made in writing and will become a part of the student's department record (Plan I only).

9. **Master of Science Plan I:** All candidates who follow Plan I will engage in research and report the results in the form of a thesis. The thesis will show evidence that the candidate has mastered the literature in his/her research area and has analyzed and assimilated the candidate's research results into that body of literature. The thesis will follow the format prescribed by the Graduate College, and will follow the rules of style of the Council of Biological Editors Style Manual or the editorial rules of a recognized journal. At least 30 semester hours of graduate credit are required for Plan I including 3-6 hours of Biology 6990.

Final examination for Master of Science Plan I -- The examination will be oral. The time and place of the oral portion of the examination shall be announced to all members of the department faculty at least one week in advance of the examination date. This exam will consist of two parts:

1. General questioning of the candidate over broad areas of biology and more specific questioning in the student's area of specialization.
2. Defense of the thesis.

Once the date of the oral examination is set and the examination is in progress, the committee must render a decision at the end of the examination period. No recess or adjournment is permitted except in extenuating circumstances. If such circumstances are encountered, they must be reported to the Graduate Committee prior to a resumption of the examination. No more than one dissenting vote will be permitted in the decision to pass the student for the examination and oral defense of thesis. The vote to approve the thesis document must be unanimous.

10. **Master of Science Plan II:** All candidates who follow Plan II must complete one hour of Biology 6010. This is followed by one hour of Biology 6020 (offered on demand with the selected advisor), which will result in a substantive written document (library or laboratory research paper) with the topic approved by the student's committee at a proposal meeting. Plan II candidates must complete 34 hours of graduate credit.

Final examination for Master of Science Plan II -- The final examination for the degree will consist of two components:

1. A written examination testing comprehensive biological knowledge.
2. An oral portion, with questions concerning the written examination, the student's Biology 6020 research paper, and comprehensive biological knowledge. The oral portion will be scheduled within one week of the written examination. The time and place of the oral portion of the examination shall be announced to all members of the department faculty at least one week in advance of the examination date.

As with the Plan I degree, a committee decision must be made at the end of the oral exam. The vote to approve all written work, i.e., Biology 6020 paper and written examination, must be

unanimous. No more than one dissenting vote will be permitted in the decision to pass the oral portion.

10. Exit Interview

During the last semester of attendance all students must submit a completed Exit Interview Form, a current CV, and a forwarding address, to the Graduate Secretary.

11. Time Limits and Funding

Students must complete all requirements for a master's degree within 6 years from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program. Funded students should expect continued funding for two years if they are in good standing and follow the degree timeline (see checklist for M.S. programs). Students should not expect support beyond the second year.