

# Institute of Applied Economics

Information for Students  
Regarding Preparation and Filing  
Of a Problem in Lieu of Thesis\*

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## Research and Writing

- Think about areas of study that you find interesting.
  - Schedule a meeting with a professor to discuss your topic ideas.
  - After the professor approves your topic, begin your research and data gathering.
  - If your topic involves direct contact with people you must get permission from the Institutional Review Board. This includes mail surveys and phone surveys.
  - If in doubt, discuss this with Dr. Clower **before** proceeding.
  - Consult with your advising professor regularly during the research and writing phase.
  - When appropriate, submit chapters or partial chapters of your Problem in Lieu of Thesis (PILT) for comment and feedback.
  - When the professor returns your written work with comments, make **all** corrections or revisions prior to resubmission.
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## The Written Paper

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|---------------------|-------------------------|
| • Required Sections | • Optional Sections     |
| – Abstract          | – List of Tables        |
| – Title Page        | – List of Illustrations |
| – Table of Contents | – Copyright Notice      |
| – Body of Text      | – Acknowledgements      |
| – References        | – Appendix              |

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\* This document is only for students writing a Problem in Lieu of Thesis. If you choose to write a Thesis, please see department information for students writing a Thesis.

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## Formatting

You **must** follow the **APA 5th Edition** style manual for formatting.

- Publication Manual of the American Psychological Association (5th Edition) costs \$20-\$25.
- Use APA for formatting section headings, tables, references, citations, etc., in your PILT.
- Papers that do not conform to APA style will not be approved.
- For help with formatting, typing, or editing your paper, the Graduate School maintains a list of typists and editors. That list can be found at:  
[http://www.tsgs.unt.edu/graduation\\_process/index.htm](http://www.tsgs.unt.edu/graduation_process/index.htm)
- UNT has a Writing Center that is available to all UNT students. While they will not edit a specific document for you, they do offer help with basic grammar and writing skills. For more information:
  - Call: 940-565-2563
  - Visit: Auditorium Building 105
  - Visit: <http://www.unt.edu/writinglab/>

The Graduate School also has a set of guidelines titled “Preparation and Filing of Dissertations, Theses, and Problems in Lieu of Thesis in the Toulouse School of Graduate Studies.” You will follow these guidelines for your abstract, title page, and table of contents.

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## Department Deadlines for PILT

<i>Planned Graduation</i>	<i>Draft Due By*</i>	<i>Final Due By*</i>
Spring Semester	Feb. 15	April 10
Summer Semester	June 1	July 10
Fall Semester	October 1	November 10

\*If one of these dates falls on a weekend, then the due date moves to the next business day.

- By the Draft Deadline, you must turn in a complete draft that includes:
  - Body of paper that includes all sections, such as:
    - Introduction
    - Literature Review
    - Research Methods
    - Research Findings
    - Conclusion
  - Appendix (if needed)
  - References

- Your draft should be submitted both on paper and in electronic format (either on disk, CD, or by e-mail attachment).
- After meeting the Draft Deadline:
  - Your paper will be reviewed by your advising professor (Dr. Clower, Dr. Weinstein, or Dr. McKee).
  - You will be contacted about revisions needed to your paper.
  - You must address all concerns of the professor and turn in your completed final paper by the Final Deadline.
- By the Final Deadline you must turn in your final PILT (in both paper and electronic forms) that
  - incorporates all previously marked revisions; and
  - is formatted to APA style.
- The paper turned in by the Final Deadline must be complete and include:
  - Title Page
  - Table of Contents
  - Body of Paper (with all necessary sections)
  - References
  - Any optional sections that you plan to incorporate into your paper (Appendix, List of Tables, List of Figures, etc.)
- This “final” paper should need only very, very, very, minor changes/edits, if any.
- Failure to turn in EVERYTHING due by the Department Final Deadline means that your graduation will be delayed.
- After meeting our Department Final Deadline:
  - Your PILT will be reviewed again by your advising professor.
  - You will be contacted about any further work needed.

Your paper must be approved by the department  
**Two Weeks before Finals Week**  
in order for you to graduate during that semester.

# Deadline for Applying for Graduation

- There are 2 deadlines to apply for graduation:
    - Deadline for filing without a late fee
    - Deadline for filing with \$25 late fee. This is the absolute last chance to file to graduate during a specific semester.
  - Deadlines are published in:
    - Academic Calendar of Events
    - Schedule of Classes
    - Graduate School's Website: <http://www.tsgs.unt.edu>
    - AECO Website: <http://www.unt.edu/aeco>
  - Application packets are available from the Graduate School:
    - You can pick up a graduation packet in person from them in the Eagle Student Services Building Room 354.
    - You can call them at 940-565-2383 and request that they mail the graduation packet to you.
  - Graduation Application Fees:
    - Problem in Lieu of Thesis: No Fee
    - Late Fee: \$25 (if you file after the first deadline)
  - Any questions about applying for graduation should be directed to the Graduate School.
  - Papers needed to apply for graduation:
    - Graduation Application
    - UNT Graduating Student Survey
    - Copy of receipt showing that you paid the graduation fees
    - Copy of your filed degree plan\*
      - ✓ Has your degree plan been filed?
      - ✓ Do you have a copy of your filed degree plan?
      - ✓ Is your filed degree plan accurate?
- \*Contact Lisa for a copy of your filed degree plan.

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## Graduating

- In order to graduate during a specific semester, you must have
    - passed your comprehensive exam; and
    - received final approval on your PILT two weeks before finals week.
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## Important Dates

- Please visit one of the following websites for up-to-date graduation deadlines:
  - UNT Graduate School: [http://tsgs.unt.edu/graduation\\_process/index.htm](http://tsgs.unt.edu/graduation_process/index.htm)
  - Institute of Applied Economics: <http://www.unt.edu/aeco/graduationdeadlines.htm>

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## Additional Information:

### Grade Changes

- If you have received an “I” in AECO 5920 or 5930 prior to the semester in which you graduate, your grade must be changed administratively.
- Please remind us that you need a grade change, and we will process the necessary paperwork.

### Helpful Websites

- Toulouse School of Graduate Studies: <http://www.tsgs.unt.edu/>
- Institute of Applied Economics: <http://www.unt.edu/aeco/>
- UNT Academic Calendars: <http://www.unt.edu/catalogs/catsched.htm>
- APA Style: <http://www.apastyle.org/>