

**UNIVERSITY OF WYOMING  
DEPARTMENT OF BOTANY  
GRADUATE PROGRAMS**

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## Introduction

The primary goal of graduate studies in the Department of Botany at the University of Wyoming is the education of highly qualified individuals for productive careers in an academic or non-academic profession, including teaching, research, industry, government, environmental management or other applications of plant biology<sup>1</sup>. The foundation for professional training is built upon achieving a high level of intellectual development and scholarly research. Two advanced degrees are offered to accomplish this goal: the M.S. degree with a thesis and the Ph.D. degree. Regardless of the degree program or professional direction, students educated in the Department of Botany will achieve a breadth of knowledge about plant biology and will be accomplished in their ability to extend knowledge through scholarly research. Students will be skilled in conveying knowledge in both academic and non-academic settings and will understand the value and practice of scientific service activities

Programs of graduate study are based on courses, seminars, readings and research, and normally utilize some materials and human resources from other parts of the university or other centers of scholarship. It is expected that each student will work closely with a faculty adviser from the Department of Botany and that this association will determine the exact nature of the individual's professional growth.

While the development of every degree program is individualistic, there are some common requirements that are established by the graduate school and the department. Each of these represents a policy founded on an educational or administrative purpose. This document is the collective statement of policy and purpose, and is intended to serve as a guide for planning advanced degree programs. Suggestions for improving this document are encouraged. Questions not addressed herein should be directed to the department head, the program officer or other members of the faculty.

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<sup>1</sup> We take a broad and integrative view of the scope of plant biology to include processes that operate from molecular to the global spatial scales and that encompass time scales ranging from rapid physiological processes to evolutionary change over the history of life. Organisms studied by plant biologists include plants, fungi, photosynthetic protists and photosynthetic prokaryotes.

## **I. Administration of the Department of Botany Graduate Program**

### **A. The Dean of the Graduate School**

The dean has ultimate authority over all aspects of the graduate program and the programs of individual students. Committee appointments and programmatic recommendations are made by the departmental head to the dean.

### **B. The Head of the Department**

The department head is responsible for the graduate program at the departmental level. He or she must insure that the program is responsive to new and special needs, that academic and teaching standards are upheld, and that student needs are met expeditiously.

### **C. The Graduate Program Officer**

The head delegates the day-to-day operation of the graduate program to the graduate program officer. This officer is appointed by the head from among the faculty, with approval by the faculty, to: 1) carry out advertisement of the program, 2) coordinate evaluation and recruitment of prospective students, and 3) advise the head on the condition and needs of the graduate program.

## **II. Graduate Student Advising**

### **A. The Faculty Adviser**

At the beginning of each new graduate student's first semester, the department head will appoint a faculty adviser for that student. This choice will be made on the basis of field of interest and mutual consent of the student and the professor. The professor must be a member of the graduate faculty. This initial appointment of an adviser can be changed, but all students are expected to have selected a major field and permanent adviser no later than the beginning of the second semester. In cases in which students have no definite field of interest or preference for an adviser, the head will serve as titular adviser through the end of the first year.

### **B. The Graduate Committee**

The faculty adviser, in consultation with the graduate student, will recommend an advisory graduate committee to the departmental head. If approved at that level, the head will submit that recommended committee to the dean of the graduate school. The details for composition of the committee are given under the specific requirements for each degree (see section III). The committee will determine the deficiencies of the student's academic preparation and advise him or her on a curriculum plan for remedying deficiencies and achieving the background necessary to satisfy degree requirements and professional goals.

## **III. General Requirements for the Degrees**

This section presents the general requirements for the graduate degree programs in botany. It is meant to be used in conjunction with details provided in the UW Graduate Bulletin, especially the sections entitled "Graduate Faculty Regulations, Policies, Procedures."

The Department of Botany is relatively liberal in accepting a wide range of degree programs. The following statement, however, describes departmental philosophy for all advanced degrees:

*Regardless of field of specialization, all candidates will be held responsible for basic information in the following areas of plant biology: genetics, physiology, morphology, and evolutionary and environmental botany. Knowledge of chemistry (including organic and elementary biochemistry), physics, calculus and statistics may be required.*

The student's graduate committee is responsible for assessing the fulfillment of the plant biology breadth requirements and other deficiencies in designing the program of each student.

## **A. Master of Science**

### **1. Purpose of the M.S. Degree**

The M.S. Degree is designed to provide advanced knowledge and research capability in plant biology through graduate courses and experience in research. Research experience is achieved through the planning and execution of a thesis that can be reasonably accomplished in approximately a two-year period and the results of which could be a contribution to the science of plant biology through publication. The M.S. may be a culminating degree for direct entry to employment or may be a step toward the Ph.D.

### **2. Graduate Committee for the M.S. Degree**

Normally the graduate committee is selected by the faculty adviser in consultation with the graduate student. The committee's membership must meet the approval of the department head and the dean of the graduate school. The graduate committee will consist of at least one member of the graduate faculty from the Department of Botany as chairperson, a second faculty member from Botany, and a member of the graduate faculty from outside the department. Ordinarily, the graduate committee will have three members and not more than five. The graduate committee is responsible for advising the candidate concerning course work for the program and research requirements. The graduate committee is also responsible for administering the final examination. Other faculty members often are helpful, whether or not they are on a student's committee, and are welcome to participate in advising and the final exam.

### **3. Program for the M.S. Degree**

No later than the beginning of the student's second semester, or second summer session, a program listing the curricular plan fulfilling the course and credit requirements (see Section XIII) should be submitted for approval by the dean of the graduate school. The M.S. program must include a minimum of 26 semester hours of graduate credit course work plus a minimum of 4 hours thesis research. The required courses are not predetermined by the department, but the student is reminded to review the general degree expectations cited under III (General Requirements for the Degree).

The curricular program is usually first outlined by the student and adviser, presented to the graduate committee for discussion, and then revised to the satisfaction of all parties. The program form must carry the approval of the faculty adviser and department head before being submitted to the graduate school dean. Any changes in the program must be submitted on a "Request for Change in Program" form to be approved by the faculty adviser and the dean of the graduate school.

Grade requirements for program fulfillment are reviewed in section VII.

#### **4. Research**

A thesis of the scope defined in III-A-1 is required for this degree. The graduate school "Graduation/Title" form (see section XIII) must be submitted no later than the published deadline which is usually about one week before the midterm of the semester in which graduation is anticipated. This form includes the student's thesis title, in printer's copy with appropriate punctuation indicated.

#### **5. Teaching (see section IV)**

#### **6. Seminars (see section V)**

#### **7. Final Examination**

The purpose of the final examination is to determine whether the degree should be conferred. It shall not be held until after the beginning of the semester in which the student's course work is completed. The date and time of the exam are established by mutual agreement between the student, adviser and committee members. The student must procure the "Completion of Requirements" and the "Graduate Faculty Representative's Evaluation" forms, available online at the graduate school homepage <http://uwadmnweb.uwyo.edu/UWGrad/> under "forms", in preparation for this exam. Normally, this examination will be preceded by the presentation of a departmental seminar of 50 minutes duration. This seminar will be followed (not necessarily on the same day) by a two-hour or longer as necessary, final examination by the graduate committee. The graduate committee is responsible for:

- 1) testing of the candidate's general knowledge of plant biology as defined in guidelines expressed under III (General Requirements for the Degree),
- 2) valuating the degree of knowledge and understanding of subject fields related to the

student's research, and  
3) evaluating the adequacy of the thesis.

- The final examination is open to the public. A public announcement of the date, time and place of the examination is to be made public two weeks before the exam. This information is to be copied to the graduate school as well.
- Normally, examination protocol will consist of:
  - 1) assembly of the student and committee at the appointed time and date;
  - 2) temporary dismissal of the student at which time the committee chair describes the student's program and reiterates the purpose of the exam to members of the committee;
  - 3) recall of the student and execution of the exam;
  - 4) excusal of the student for deliberation by the committee and document signing, if appropriate, by committee members; and
  - 5) recall of the student for an explanation of the outcome of the exam.

If the examination is successfully passed, members of the committee will sign the thesis approval page and the outside examiner will fill out and submit the Graduate Faculty Representative's Evaluation form.

The examination may be retaken once in accordance with the university graduate faculty regulations (see Graduate Bulletin). **"A student failing his/her final examination may retake the examination once after a reasonable period of time has elapsed. Failure of the final examination shall be reported in writing to the dean of the graduate school by the major professor or the head of the department involved."** (02-04 Graduate Bulletin – Page 11)

## 8. Post-exam Completion of Requirements

Two unbound copies of the thesis must be submitted to the graduate school by the published deadline of the spring or fall semester or summer session in which the degree is to be awarded. These copies must meet the standards established by Coe Library and the Graduate Council. The graduate faculty has adopted guidelines published in The University of Wyoming Thesis and Dissertation Format Guide, available online at the graduate school homepage <http://uwadmnweb.uwyo.edu/UWGrad/> under "publications." Format requirements not specifically addressed in the Format Guide are within the purview of the student's committee or the department. Two copies of the thesis will be bound and deposited in Coe Library. Each student should plan on assembling approximately four copies of the thesis: two for the library, one for the adviser and one to retain for his or her use.

Fees must be paid by the posted deadline for submission of the "Completion of Requirements" form. Included will be a binding fee and a diploma fee. These fees must be paid to the university cashier. The amounts of these fees are included under Fee Structure in the front of the Graduate Bulletin.

Students intending to receive an advanced degree in a particular session must complete a "Completion of Requirements" form (see section XIII) for submission to the dean of the graduate school on or before the date established during each academic semester by the graduate school. This form must carry verifications from the chair of the graduate committee, the registrar (degree

analysts), the university cashier and the graduate school that all requirements have been met.

## **C. Ph.D. Degree**

### **1. Admission for the degree**

The purpose of the Ph.D. program is to provide the attainment of independent and comprehensive scholarship in plant biology. Unlike the M.S. degree, the Ph.D. is unequivocally a research degree. Because of this research emphasis, admission is granted only to those students who show high promise of sustained effort and lifetime dedication to the pursuit of knowledge in plant science. The Ph.D. degree consists of course work, involvement in seminars and the intellectual life of the department and the University, but most centrally it involves the development of research skills required to pursue independent research as a career objective.

Normally, students accepted to the botany graduate program without advanced degrees will pursue an M.S. degree before pursuing the Ph.D., but this intermediate degree may be bypassed if the student and adviser can provide convincing arguments for this step to the student's graduate committee, and then, with the committee's support, to the botany faculty. For new students having an M.S. degree in another discipline (e.g. zoology or geography), the program will accept that M.S. degree in lieu of a botany M.S. degree and the student normally may pursue the Ph.D. directly.

### **2. Graduate Committee for the Ph.D. Degree**

The committee will consist of a least five members including the major professor. Not less than three members, nor more than four, will be from the Department of Botany. The committee chair (usually, but not necessarily the major professor) and at least one member from outside the department will be members of the graduate faculty. A member from outside UW may be appointed to the committee.

The committee will serve in an advisory capacity for development of the student's course work and research programs, and must approve the official program filed with the graduate school. It will also be responsible for determining pass or fail on the preliminary examination, approving or disapproving the dissertation and conducting the final examination. Changes in committee membership or major professor assignment can be made at any time by action of the dean of the graduate school after consultation with the department head and the committee chair.

### **3. Program**

The student and the major professor shall prepare a formal program of course work and research on a "Doctoral Program" form provided by the graduate school to be presented to the graduate committee for review, discussion and approval. This program constitutes an agreement

among the student, his/her major professor, the graduate committee, the graduate school and the university wherein the *minimum* course work requirements for that student's Ph.D. degree are established. A student must have been officially admitted to the degree program and appropriately coded as a "PDR" (pre-doctoral) student before a program will be approved by the graduate school.

The Ph.D. program must include a minimum of 72 semester hours of credit at the 4000-level or above from UW or equivalent levels from another approved university. This 72-hour requirement may include graduate credits earned while working toward the master's degree in the same area. At least 42 hours must be earned in formal course work. Additional credits toward the 72-hour requirement may include additional formal course credits, UW dissertation research credits, or UW 5990 internship credits. The program must be on file with the graduate school before the preliminary examination can be scheduled.

Hours transferred from other institutions must carry a letter grade of B (3.0) or better (A = 4.0). Ph.D. candidates may transfer up to 48 hours, four of which may be comparable to thesis research.

The Ph.D. student has four calendar years to complete his/her degree after successfully completing the preliminary exam.

See the Graduate Bulletin for residency, continuous registration and leave-of-absence policies as well as section VII of this document on the grade requirement.

#### **4. Peripheral Skills**

The University of Wyoming Graduate Bulletin refers to "peripheral skills." Recognizing that certain degree objectives may require acquisition of skills outside of plant biology, the major professor and the graduate committee may advise and require attainment of such skills through appropriate means. These peripheral skills normally will be completed in the first two years of the student's program.

#### **5. Two year progress assessment**

Student progress will be assessed before the end of the fourth semester and is required before additional state-supported funding is provided. The assessment will consist of a written evaluation by the student's graduate committee submitted to the Department Head. The evaluation will be based on (1) progress towards fulfilling Graduate Program requirements and (2) evaluation of a dissertation research Progress Report.

Graduate Program progress will be considered adequate if scheduled courses have been completed with a grade of B or better and with evidence of progress toward fulfillment of peripheral skills, if stipulated in the Program.

Research progress will be assessed based on committee review of a Progress Report, written by the student and submitted to committee members one week before a scheduled



meeting. The Progress Report will include research objectives and justification, funding, research methods, appropriately analyzed results, summary of findings, future plans, and literature cited.

The graduate committee will vote on student progress and will prepare a written evaluation, which will be submitted to the Department Head with a copy to the student. Financial support may be terminated by the Department Head, if the committee has determined that student progress is inadequate. A second assessment by the end of the fifth semester will be possible under some circumstances, as determined by the Department Head in consultation with the graduate committee.

## **6. Preliminary examination**

The purpose of the Ph.D. preliminary examination is to test the student for competence at the Ph.D. level for general knowledge of plant biology and specific knowledge in the area of expertise. The area of expertise is defined in the individual case by the program, peripheral skills, and dissertation subject. When the major professor believes the student is ready for the preliminary examination, he or she will authorize the student to arrange for the time and date with his or her committee members. This examination will be held at least 15 weeks prior to the final examination, and may not be given before:

- a) the research tool requirements have been met and certified by the major professor to the graduate school dean,
- b) at least 30 hours of course work have been completed, and
- c) the doctoral program has been approved by the graduate school dean.

The examination shall be an oral exam with the same basic protocols as described for the M.S. final examination but delimited to the subject matter defined above. The results of the examination must be provided to the graduate school on the form "Report on Preliminary Examination for Admission to Candidacy -- Ph.D." including the indication of pass or fail by each member of the graduate committee. This form is available online at the graduate school home page. The favorable vote of the majority of the student's graduate committee members will be accepted as passing. In case of failure, the student may attempt the examination once more, after not less than one, nor more than four, semesters have elapsed. Upon successful completion of the preliminary examination, the student is considered admitted to candidacy.

## **7. The Dissertation**

A dedication to research is expected of each graduate student. Initially, the student will work closely with the major professor and will follow guidelines developed in consultation with that professor. It is a goal of the Ph.D. program, however, that the student be able to conduct research independently. Thus, as progress on the dissertation ensues, the work will become increasingly the product of student judgment and creativity.

Ultimately, each student must present a dissertation describing and interpreting the results of original research. The dissertation must show by its form and organization the ability to write acceptably and to use the English language with precision and distinction. Its contents should show maturity of judgment, depth of scholarship, and familiarity with research methods in the field. No attempt will be made to evaluate the dissertation in terms of credit hours.

The dissertation must be approved by the student's graduate committee as part of the final examination.

One hard unbound copy and one CD copy (in word or PDF format) of the dissertation must be submitted to the graduate school by the published deadline of the spring or fall semester or summer session in which the degree is to be awarded. These copies must meet the standards established by Coe Library and the Graduate Council. The graduate faculty has adopted guidelines published in The University of Wyoming Thesis and Dissertation Format Guide, available in the graduate school. Format requirements not specifically addressed in the Format Guide are within the purview of the student's committee or the department. Two copies of the thesis will be bound and deposited in Coe Library. Each student should plan on assembling approximately four copies of the thesis: two for the library, one for the adviser and one to retain for his or her use. The dissertation must be available for inspection by any other member of the graduate faculty who may care to examine it.

#### **8. Teaching requirement (see Section IV)**

#### **9. Seminar requirements (see Section V)**

#### **10. Final Examination**

The purpose of this exam is to determine whether the degree should be conferred. Criteria shall be based on professional knowledge and understanding of the material involved in the dissertation; and of the soundness, originality and completeness of the dissertation itself as a body of scholarly work. The exam shall not be held until the opening of the semester or summer session in which the candidate plans to receive the degree. The date and time of the exam is suggested by the major professor to the department head, who forwards the request to the graduate school dean. The student may procure the "Thesis Approval Page" and the "Graduate Faculty Representative's Evaluation" form from the graduate school web page preparatory to this exam.

The graduate school "Graduation/Title" form (see Section XIII) must be submitted no later than the published deadline which is usually about one week before the midterm of the semester in which graduation is anticipated. This form includes the student's thesis title, in printer's copy with appropriate punctuation as indicated.

Normally, this examination will be preceded by the presentation of a department seminar of approximately 50 minutes duration. This seminar will be followed (not necessarily on the same day) by a two-hour (or longer as necessary) oral defense of the thesis before the graduate

committee.

The graduate committee is responsible for the testing the student's fulfillment of the examination criteria as defined above. The examination is open to the public. Normally, examination protocol will consist of:

- 1) assembly of the student and committee;
- 2) temporary dismissal of the student at which time the committee chair describes the student's program and reiterates the purpose of the exam to members of the committee;
- 3) recall of the student for the exam;
- 4) excusal of the student for deliberation by the committee and document signing, if appropriate, by committee members; and
- 5) recall of the student for an explanation of the outcome of the exam.

If the examination is successfully passed, members of the committee will sign the thesis approval page and the outside examiner will fill out and submit the "Graduate Faculty Representative's Evaluation" form.

The examination may be retaken once according to the regulations of the graduate faculty.

#### **11. Post-Final Exam Completion of Requirements**

The student is advised to read the extensive post-exam requirements published in the Graduate Bulletin. These entail processing the dissertation, arranging for microfilming, paying miscellaneous fees, evaluating patentable rights, etc. These fees are itemized and final steps listed in graduate school form titled "Completion of Requirements" form.

### **IV. The Teaching Requirement**

All students in the Ph.D. programs regardless of their sources of support, must serve as a teaching assistant for at least one semester. Teaching experience at another institution will satisfy this requirement, which may be waived on an individual basis in special circumstances by the Department of Botany faculty. This requirement is intended to help develop communication and teaching skills. Dedication to this principle is such that the department agreed that it is not unreasonable to ask a student to fulfill the minimum teaching obligation (one lab section for one semester) even if the student is funded by a research assistantship (D.H. Knight memo, 25 August 1994, amended 30 March 2005).

All students teaching are required to participate in the graduate school teaching seminar prior to the teaching assignment. Contact the graduate school for procedural information on this requirement.

## **V. The Seminar Requirement**

### **A. Purpose**

Communication skills are among the most important requirements for a professional scientist. For this reason, the faculty critically evaluates the oral presentations made by students, as well as all written material submitted to them by students (letters, progress reports, term papers, proposals, theses, etc.). The faculty members believe that one of their greatest responsibilities is to help students improve their abilities to convey ideas in a logical and effective manner. Constructive criticism on communication skills is more acceptable and more easily obtained as a student than later as an employee.

In addition to regular class discussions, two special opportunities exist for students to improve their ability to communicate orally. One is as a laboratory teaching assistant, where occasional introductory lectures are required. The other opportunity is by participation in seminars. In both cases, students should be well prepared and should welcome faculty-student evaluations. Bad habits or ineffective presentations are frequently apparent only to the listener.

### **B. Seminar Requirement Fulfillment**

#### **1. Departmental seminars**

The Department of Botany seminar series is held each semester during the academic year. Speakers include graduate students and faculty members from botany and other departments at the university as well as distinguished visitors from off campus. Graduate students are expected to attend this series and are encouraged to participate in the discussion following the presentation. Students should register for Graduate Seminar, Botany 5000 (sec. 1), only during the semester in which they are scheduled to give a presentation, usually degree seminars (see below).

#### **2. Seminar courses**

Graduate students are required to take at least two seminar courses each academic year. Some of these may be taken from appropriate departments outside of botany. All students, when in residence, shall take a seminar course every semester, or, if necessary, two seminar courses in one semester, so that two seminar courses (or degree seminars) are taken each year.

#### **3. Degree seminars**

Master's degree candidates shall normally present a Department of Botany seminar on their research during their last semester prior to the final examination.

Doctoral students shall present two departmental seminars. The first normally will be presented during the second to fourth semester of their program and should focus on the scientific background of the student's topic including literature, objectives, hypotheses, preliminary data if possible, and the basic design and methods of the proposed research. The

second Ph.D. seminar presents the final results of the dissertation research and should be presented during the last semester in conjunction with and prior to the dissertation defense. A special invitation should be extended by the student to committee members to attend all degree seminars.

Degree seminars may be used to fulfill part of the seminar requirements mentioned in above (section V-2). Students should enroll in Graduate Seminar, BOT 5000 (sec. 1), during the appropriate semester to receive credit for these presentations.

## **VI. Terms of Financial Support**

The terms of financial support are explicitly provided by the graduate school and typically change in some respect annually. The student is advised to read the section on Graduate Assistantship Policies in the current Graduate Bulletin in the section, "Administrative Information--Financial Assistance".

In addition to graduate school guidelines, the department has its own requirements. In general, students on state-supported GA's (teaching or research) will be eligible for support for a maximum of two calendar years for M.S. degrees, and four calendar years for the Ph.D. (from the date of beginning their first semester). An extension of support beyond those limits requires a petition from the student and a vote of waiver by the faculty. Continuing support is dependent on making satisfactory progress. Satisfactory progress will be judged annually by the faculty as a whole, normally during the spring semester, and will be done considering the student's GPA and through consultation with the student's adviser and other faculty members who have worked with the student (D.H. Knight memo, 25 August 1994).

If a student is admitted to the program without financial support from State GA funds, the department is under no obligation to guarantee GA support in future semesters regardless of satisfactory progress by the student. In such a case, the student, although admitted and progressing through the program, must compete for available GA support along with candidates applying for initial admission. On the other hand, if a student has been supported by a State-GA, drops that GA for other support, and then requests renewal at a later time, the department will try to provide GA support if available and the same general rules about number of years of support shall apply (W.H. Smith, Acting Head, 26 April 1996).

A student cannot normally expect a state-supported GA during the summer, and those receiving one should not expect more than one summer of support. Typically only one State-supported GA, awarded on a competitive basis, is available each summer for instruction in General Biology.

GA's based on research funds will not be counted towards the support limit described above. Those limits will be set by the faculty member managing the funds.

## **VII. Grades**

A minimum 3.0 grade point average must be maintained. Moreover, any course in which a C (or below) or U is obtained cannot be counted toward the degree requirement and the student may be required to repeat it. This is especially true for courses central to the student's area of specialization. The determination of whether a student is required to repeat a course shall be made by the faculty adviser in consultation with the student's committee and the department head.

A graduate student shall be placed on scholastic probation at the end of a semester when his or her cumulative GPA in graduate courses at UW drops below the minimum. A graduate student who fails to increase his or her cumulative GPA to 3.0 after one semester of probation will be suspended from the University. A suspended student may petition the dean of the graduate school for reinstatement as detailed in the Graduate Bulletin.

### **VIII. Termination from the Program**

In the vast majority of cases, termination from the program will be voluntarily achieved through successful attainment of the degree sought. Occasions may arise, however, when a student may voluntarily choose to terminate his or her program because of a change in goals or interests, or when it becomes evident that goals are not achievable. In this case of voluntary termination, the student can simply give written notice to his or her adviser with copies to the department head and the graduate program officer. The student then simply withdraws from the program at the graduate school.

There may also be a situation leading to involuntary termination. This can occur in two foreseeable scenarios: failure to maintain a graduate GPA of 3.0, or failure to maintain adequate progress in the programs. In the former case, regulations from the graduate school are explicit under the section "Probation/Suspension." They are –

*"A graduate student enrolled at the University shall be placed on scholastic probation at the end of a semester or summer session when his/her graduate cumulative UW grade point average in 4000-level or higher courses is below 3.0. Students who fail to bring their graduate GPA to 3.0 and remove themselves from Probation after one semester or summer session will be suspended from the University.*

*A suspended student may petition the dean of the graduate school for reinstatement to the same degree program or to another degree program. The dean will consult with the appropriate department head prior to all petition decisions. A reinstated student will be on probation and may be subject to other performance criteria as specified by the dean of the graduate school in consultation with the department."*

The second case of involuntary termination--inadequate progress--follows procedures established by the department as accorded to it by the following graduate school ruling:

*"Departments may recommend suspension of students from their degree program based on higher GPA requirements, or based on other performance criteria as well."*

In the Department of Botany, the criteria for adequate progress are embodied in the Schedule (section IX) of this document. Should a student fail to maintain this schedule, the graduate committee will bring the situation to the attention of the head. The head shall insure a fair hearing of the case before the tenured/tenure-track faculty of the department. If the tenured/tenure-track faculty perceives a significant delinquency, it may vote that the student be put on probation for one semester. The student must be allowed to represent him or herself and, should probation be voted, the student shall be informed verbally and in writing of this fact and of the criteria by which normal reinstatement can be attained. At the end of the specified probation period, the case will again be brought before the tenured/tenure-track faculty to be determined whether successful correction has been obtained. If it is agreed by vote that correctional criteria have not been met, the tenured/tenure-track faculty shall recommend to the graduate school dean, through the departmental head, that the student be terminated from the program. The student shall be informed of this outcome verbally and in writing and again shall be permitted to represent him or herself. If the determination of the department is not accepted by the student, final determination of the student's status rests with the dean of the graduate school.

## IX. Normal Schedule

<u>Semester</u>	<u>M.S.</u>	<u>Ph.D.</u>
1	Meet with Adviser and Graduate Committee to determine program.	Same
2	Select adviser if not already done (by end of semester).	Same
2	Select research project if not already done (by end of semester)	Same
2	Research	First opportunity for qualifying examination if student has the M.S. degree
Summer 1	Research Underway	Research
3	Research	Same
4	Final Examination	First opportunity for qualifying exam if no M.S.
Summer 2	Last opportunity for Final Examination	Research
5	NA	Research
6	NA	Research
Summer 3	NA	Last opportunity for qualifying examination
7	NA	Research
8	NA	Normal time for dissertation defense,
Summer 4	NA	Research
9	NA	Research
10	NA	Last opportunity for dissertation defense



## **X. Election of the Graduate Student Representative**

Each year the graduate students will elect from among their number a representative to attend faculty meetings of the department. The department head will request that one of the senior graduate students implement this election in the first week of classes in the fall semester. The Graduate Student Representative will participate in discussion and votes on all issues except those pertaining to faculty and graduate student personnel issues. Involvement in marginally appropriate issues will be decided by the head.

## **XI. Assignment of Graduate Assistants**

Prior to the beginning of each semester, the department head will present a provisional assignment of graduate assistants (GAs) to teaching positions for approval by the faculty. Assignment will include consideration of student experience and educational needs as well as the instructional needs of the department.

## **XII. Check-off lists for Students**

*Under Construction*

## **XIII. Graduate School Forms for Degrees**

### **A. M.S. Degree Forms**

Required forms are available at <http://uwadmnweb.uwyo.edu/UWGrad/> and include the following:

- A. Committee Assignment
- B. Program of Study
- C. Graduate/Title Form
- D. Completion of Requirements Form
- E. Graduate Faculty Representative's Evaluation Form

### **B. Ph.D. Degree Forms**

Required forms are available at <http://uwadmnweb.uwyo.edu/UWGrad/> and include the following:

- A. Committee Assignment
- B. Program of Study
- C. Report on Preliminary Examination for Admission to Candidacy (1 pg.)
- D. Graduate/Title Form
- E. Completion of Requirements Form
- F. Graduate Faculty Representative's Evaluation Form