April 25, 2012

ECOSYSTEM SCIENCE AND MANAGEMENT DEPARTMENT GRADUATE STUDENT HANDBOOK

Guide to
Graduate Studies Program Philosophy, Requirements, Policies, and Procedures

UNIVERSITY OF WYOMING
Laramie, Wyoming

Contents

PREAMBLE

On the following pages appear rules, regulations and requirements that if followed will first result in contracts between you the student and the University. The contracts (or Program of Study and research proposal) if fulfilled is consummated in the student's graduation and minted with a graduate degree. This process is formally overseen by the major advisor[1] who also serves as chair of the graduate advisory committee. The committee makes recommendations and contributions to, and ultimately has control of, the student's academic program as well as the student's research proposal and research. The effort here is to guarantee, as much as possible, that the student's knowledge of a subject is advanced, that new knowledge is generated through research, and that the student's achievement is acknowledged in the award of a graduate degree.

All of what follows is very mechanical and prescribed from the admission process through award of the degree. These mechanisms are set in place to allow freedom of thought and expression of new approaches to address question that drive the ecosystem sciences and ultimately how ecosystems are managed in the context of our state and region cultures and economies. However, since statehood, and before, Wyoming has been a crucible of natural resource debates, issues, decisions, and policy. What has happened here and is happening here reverberates and sets the pace in conservation and development across the nation and around the world.

Graduate education is more and more at the heart of the conservation and development issues. There is nothing more powerful in the decision making process than credible, unbiased, and dispassionate evaluation of the issues of science. Of course, the impact science has on the creation of policy becomes increasingly fertile ground for graduate education too. Still, the students of the scientific process and the bastion of investigation, the university, have increasing importance in our society where issues, methodology and even fundamental questions can be evaluated while holding conflict of interest at a minimum.

Be aware that what you do and what you produce as a graduate student is a product to a large degree is a finding of others as well as your own contribution. Your findings will also inform other generations of investigators that follow. Remember too that this process is a joint endeavor that includes your committee members, your teachers, and your peers. For we are all students, we are all investigators. Those findings that you make, that we make together, are the most exciting and far reaching products that come from and ultimately justify the existence of the university. Ironically it is your drive and passion as much as your intellect; your capacity to be productive during long nights in the laboratory or under harsh conditions in the field as your ability to convey findings in public forums; it is your ability to write and publish as much as your scientific prowess and innovation that determines your success. Ultimately your success determines the

[1] The major advisor serves to coordinate and advise the student on his/her program of study (which includes the course work and research proposal), directs the students research, and is chair of the student's Graduate Advisory Committee (GAC). In some cases you may have co-major advisors. Some of these duties may be and often are shared by other members of the student's GAC, especially carrying out the research function. The major advisor may be alternately referred to as your major professor or committee chair and the terms are interchangeable.

success of our species towards understanding our place in the Universe. Thus do we in our mortality contribute to a knowledge that lives beyond us and achieves a degree of immortality.

INTRODUCTION

This brief guide is presented as a supplement to the University of Wyoming Catalog and other relevant University publications with which you should become thoroughly familiar, especially the Graduate Student Regulations and Policies http://www.uwyo.edu/registrar/university_catalog/grad_students.html). While this handbook is designed to summarize as much information as possible, this document will continuously be revised and updated. Should any reader find omission of fact, process or justice herein, please bring this to the attention of the department head or member of the Department Graduate Committee. In all cases, the minimums defined by the University in the section referred to above will take precedence. The Department may have stricter standards, but in all cases will follow University minimums. It is the student's responsibility to read and to adhere to all procedures and deadlines established by the University of Wyoming and the Ecosystem Science and Management Department.

The Department of Ecosystem Science and Management offers M.S. and Ph.D. degrees in Entomology, Rangeland Ecology and Management, and Soil Science. Ms. Alice Hamilton, room 2013 Agriculture Building, (amh@uwyo.edu), maintains an active list of Ecosystem Science and Management Department graduate student e-mail addresses. Please be sure to get your e-mail address to Ms. Hamilton as soon as possible so that you can be quickly and conveniently notified of important deadlines, changes in policy, jobs, seminars, etc. If you have questions regarding Ecosystem Science and Management department policy, protocol or procedures, or if you have suggestions for enhancing the Graduate Program in the Ecosystem Science and Management Department, please discuss your recommendations with your major advisor or with the Department Head, Dr. John Tanaka (jtanaka@uwyo.edu).

GRADUATE ADVISORY COMMITTEE

The Graduate Advisory Committee's (GAC) major role is to offer guidance regarding coursework needed for your specific degree requirements and to assist you in formulating your study design and interpretation of results. *A student should normally select a GAC by the end of the first full semester* (i.e., throughout this text the term "full semester" refers to either the fall and spring semester) and no later than during the second semester. The committee is generally composed of members of the University of Wyoming faculty. Occasionally scientists who are not part of the UW faculty may be chosen to be part of the GAC. An appointment of a non-UW faculty member should be discussed with the major advisor and Department Head before an offer is made to join the committee. Students who have an off-campus research faculty member as chair must have an on-campus Ecosystem Science and Management Department academic co-chair.

Your GAC should be selected in consultation with your major advisor. While the selection is

ultimately up to you, the GAC major advisor will provide valuable input and in function often serves bring his/her experience and knowledge of personalities and expertise to bear on the final selection of GAC members.

An M.S. committee shall consist of no fewer than three members, including the chair (i.e., your major advisor). A minimum of two members must be from the student's home department. One member of the GAC must be a UW faculty member from a department other than Ecosystem Science and Management and cannot hold a joint or adjunct appointment in Ecosystem Science and Management (the external committee member). It is possible that the student may have co-advisors both in ESM or one of the co-advisors may the external member or may be a fourth member from another department or from non-faculty of the university or from outside the university. Members from outside the university may include individuals from governmental agencies, private companies, or others. Appointments of all members should have the endorsement of the GAC major advisor or co-advisors. There is no restriction on the number of members on the student's GAC, but prudence dictates that the number should be kept relatively small.

Doctoral committees must have at least five members, including the chair(s). A minimum of five members must hold a doctorate degree. A minimum of three members must be from the student's home department. At least one member must be a UW faculty member from a department other than Ecosystem Science and Management and cannot hold a joint or adjunct appointment in Ecosystem Science and Management (the external committee member). It is also possible that doctoral students may have co-advisors both in ESM or one of the co-advisors may the external member or may be a sixth member from another department or from non-faculty of the university or from outside the university. Members from outside the university may include individuals from governmental agencies, private companies, or others. Appointments of all members should have the endorsement of the GAC major advisor or co-advisors. There is no restriction on the number of members on the student's GAC, but prudence dictates that the number should be kept relatively small.

The GAC is the authoritative entity regarding the terms of the research proposal and defense examination (i.e., there is no administrative structure that will overrule the GAC regarding the content of these items). The GAC also approves your Program of Study (POS) subject to approval by the Department Head and Registrar. The POS is viewed as a contract between the student and the University (see below). Clearly the GAC is the body that determines if the conditions of the contract have been met. Further, the POS can be changed to reflect changes in course work, but this is a formal process requiring input and agreement from the Major Advisor(s), GAC membership and other signers of the original POS.

Your GAC members will likely be useful mentors throughout your career and important sources of reference. They will also be helpful advisors in helping your graduate experience to reach its potential. Therefore, it is obviously in the best interest of the graduate student to choose the GAC members wisely and keep the various members of the GAC informed regarding the progress of

your program.

A petition may be filed (requiring the signatures of the GAC and the Department Head) if it is necessary to change the composition of the GAC.

PROGRAM OF STUDY

A Program of Study listing formal course work, seminars, and research and thesis hours should be developed with, and approved by, the student's GAC. Courses on Program of Study (POS) will vary among students depending upon their background and career objectives. The POS is a contract between the student and the University. The conditions of the contract are managed by the student's GAC. *It is usually in the student's best interest to have the Program of Study approved as soon as possible and should be no later than the end of the second full semester.* **Students will not be eligible to receive funds managed through the department (e.g., assistantships, travel grants) beyond the start of the third full semester until their POS is approved and on file in the department.**

A student's POS should emphasize graduate-level work, but undergraduate course work may be required to address academic deficiencies, particularly for research skills and techniques. The amount of undergraduate (4000-level) courses that will count towards the M.S. or Ph.D. degree is limited to 12 credit hours. If critical deficiencies exist, the GAC may require a student to take additional undergraduate courses that will not contribute to the graduate degree requirements.

A M.S. non-thesis (Plan B) option student must take at least 30 credit hours of course work. A M.S. thesis (Plan A) option student must take a minimum of 26 credit hours of course work and four hours of 5960: Thesis Research. A Ph.D. program requires a minimum of 72 hours of credit from UW or another approved university. This 72 hour requirement may include graduate credits earned while working toward the M.S. degree in the same or complementing area, but at least 42 hours (of the 72) must be earned in formal course work. Additional credits toward the 72 hour requirement may include additional formal course credits, Thesis or Dissertation Research credits, or Internship credits. Of the course work hours mentioned above, it is desirable that a minimum of 12 hours be selected from the discipline course offerings associated with the degree title (e.g., REWM for a degree in Range Ecology and Watershed Management, ENTO for a degree in Entomology and SOIL for a degree in Soil Science - RNEW or ESM courses count toward applicability in all degrees offered by the department). In unique circumstances (e.g., exceptional professional academic background before arriving at UW or special targeted career objectives) the GAC may allow that fewer disciplinary courses be taken at UW in lieu of other specialized coursework. Conversely, the GAC may require additional hours for the degree or additional hours within the discipline depending on the scope of the research problem, previous course work, etc. See the graduate section of the General Bulletin and the University Graduate Student Handbook for further specifications regarding degree program requirements.

A petition must be filed (requiring signatures of the GAC and the Department Head) if it is necessary to change the Program of Study. Any changes should occur as soon as they are known,

not at the time of application for graduation.

RETENTION

Graduate students are required to maintain a minimum 3.0 GPA. A student who falls below a 3.0 GPA has one semester to reestablish a satisfactory GPA or face loss of assistantship funding and dismissal from the department and university. Once accepted, a student will be allowed one probationary semester (a semester when their GPA falls below the 3.0 standard). Standards for students on fellowships or scholarships may be higher. Although a 3.0 GPA is a necessary criterion for retention, steady progress toward a degree and commensurate academic accomplishments are also required. If a student earns a D, F, or U in a course on their POS, it must be repeated and a C or better or S achieved. A GAC may write the provision into the POS that certain classes will require at least a B (i.e., courses that are so important to the degree that at least a B level of mastery is required).

TIME LIMITS

Master's students have 6 calendar years to complete their degree from the beginning of the first course taken that is listed on the Program of Study. Doctoral candidates have 4 calendar years after the successful completion of their preliminary examination to complete their degree. Students that exceed these limits must petition their GAC for extensions. Additional examination(s) may be a requirement for extension. Such extension maybe appropriate under a diverse set of circumstances including students that have full time positions with the university (e.g. as staff or APs) or other employment obligations.

A student has one calendar year after the final oral exam (defense) to submit the thesis or dissertation.

MINIMUM REGISTRATION

All graduate students are required to maintain continuous registration (even those without assistantships) until they complete all requirements for graduation, unless a specific leave of absence is recommended by the major advisor(s) and Department Head and granted to a student (in writing) by the College Dean and the University Registrar. Once admitted, all degree seeking graduate students must maintain continuous enrollment. Unless a formal leave of absence is approved, all students should maintain at least one hour of continuous enrollment in the semester or session they expect to receive the degree. Students should maintain enrollment for two of the three academic semesters in a given year (here the summer is considered a semester equivalent to a regular semester). Reactivation will be required if the student has not enrolled in classes within the previous 12 months. Any condition that requires a higher minimum registration would supersede this University minimum registration standard. For example, students with University of Wyoming assistantships must be registered for 9 hours during the fall and spring semesters.

Additional requirements for students with loans, fellowships, visas, etc. may exist.

If a graduate student holding a graduate assistantship drops courses which result in the student being registered for less than the required minimum number of hours (i.e., 9 hours in fall and spring semesters), the student shall not be required to add additional hours to replace the dropped hours IF the student drops after the 12th class day. A student can maintain their graduate assistant position with a memo supporting the drop signed by the Department Head. Please consider these and other possible implications (e.g., some insurance programs have special enrollment considerations) when attempting to drop below the minimum hour requirements for full-time classification.

International students should be aware that less than full-time during the spring and fall semesters may cause problems with some types of student visa requirements. Foreign nationals should be certain to never allow the time indicated on their IAP-66 or I-20 to lapse! It is usually a fairly straightforward procedure (working with International Student Services) to get the time period indicated on the form extended if the paperwork is started months before the time period expires, but it may be very difficult to get the forms re-issued if the time period has expired.

Contact the Office of the Registrar if you have questions.

PRELIMINARY EXAMINATION

A formal preliminary examination is required for all Ph.D. students. The student will not be eligible to take the exam if the cumulative program GPA is less than 3.0.

The preliminary examination will be held at least 15 weeks prior to the final examination. The preliminary examination may not be given before (a) at least 30 hours of coursework have been completed; and (b) the doctoral program of study has been approved. The GAC will determine the readiness of the student to proceed with the preliminary examinationThe format and conduct of this examination shall be the responsibility of the student's GAC, in line with any departmental policies.

Preliminary examinations will cover all areas within the scope of the student's doctoral program. They usually will involve a written exam from each advisory committee member, followed by an oral exam administered by the committee as a whole. A majority affirmative vote by the GAC is required for a student to pass the preliminary examination. Students who do not graduate within 4 years after their preliminary exam will be required to petition to remain in the program and maybe required retake the exam, at the discretion of their GAC.

A student's GAC and the University may grant permission for one re-examination to a student who has failed the preliminary exam. A period of at least one semester, but no more than four semesters, must elapse before the retest may take place.

THESIS/DISSERTATION RESEARCH PROPOSAL

The research proposal represents a formal agreement between the student, his/her GAC, and the university. *The student should work with his/her major advisor to develop the research proposal and should submit it to the GAC for approval during their second full semester of study and it should be approved prior to the commencement of research activities leading to the degree.* A title page must be signed by the student, by all members of the GAC, and by the Department Head. One copy of the proposal with signed title page must be submitted to the Ecosystem Science and Management Department Head. Copies should also be given to members of the GAC. Research involving human (Institutional Review Board) or animal (Institutional Animal Use and Care Committee) subjects require additional special approval forms. Students will not be eligible to receive funds managed through the department (e.g., assistantships, travel grants) beyond the start of their third semester of study until their research proposal is approved and on file in the department.

The department's key graduate programs (Rangeland Ecology and Watershed Management, Soil Science, and Entomology) have established new requirements related to development of MS and PhD research proposals. MS students will be required to submit a research plan with a literature review to their committee during the second semester and the committee must approve the proposal by the end of that semester. This proposal could be approximately five pages in length as a guideline, but approval by the GAC is paramount. The GAC may require a different length. For PhD students, a standard research proposal will be submitted to and approved by the student's PhD committee prior to the start of the preliminary exams. The proposals will follow the format of a standard proposal to the NSF, USDA, EPA, or other appropriate national grant agency as determined by the student's committee. These proposals, if well done, may be formally submitted to these agencies for consideration of research funding, although submission is at the discretion of the GAC and especially the GAC chair

At a minimum, the narrative of the research proposal should contain:

A. Justification and rationale: Summarize previous research on the subject, provide specific literature citations, and identify particular problems that your study will help resolve.

B. Statement of hypothesis: Specify questions your research is designed to answer.

C. Procedures: Describe the statistical design and identify the methods of data collection and analysis to be used to definitively answer your hypothesis statements.

D. Time line: Set targets of when different components of the data collection, analysis and presentation of findings will be accomplished.

E. Budget: Itemized budget for at minimum should include sections on personnel, supplies and equipment, travel, analysis, and publication. Overhead (indirect costs) should be included including benefits.

The GAC should approve the proposal before the student begins the research. In some cases the nature of the study may require that the research begin before the proposal is approved. In such cases it is very much in the best interest of the student to understand the subtleties of the research objectives and methods so that misunderstandings between the student and the major advisor are less likely. The student should report regularly (i.e., at least once and better twice a year) to the major advisor and to the GAC regarding research progress in order to avoid last minute surprises or misunderstandings and to gain approval of any redirection.

THESIS/DISSERTATION PROTOCOL

Deadline dates for filing the thesis/dissertation are announced each semester by the Registrar. The research project should be designed to produce one or more publishable products for a refereed journal. Students are encouraged to organize the document into chapters which represent stand-alone publications.

A polished draft of the thesis/dissertation in proper format should be delivered to the GAC for review only after the student and the major advisor has agreed upon technical and editorial content and at least 3 weeks before the defense. Committee members have the right to reject documents with grammatical errors or papers that fail to meet high standards of scientific style. Signatures can be obtained on the thesis/dissertation only when changes recommended by the committee have been incorporated.

FINAL EXAMINATION

The final examination may not be held until after the beginning of the semester in which coursework is completed. Although the final oral exam tends to focus on the thesis, dissertation, or M.S. non-thesis professional paper, additional issues may be addressed as a follow-up to the preliminary exams (Ph.D. candidates) or as an outgrowth of the discussion of the student's research, coursework or professional activity. The final exam is to be scheduled only after the GAC agrees that the thesis, dissertation, or professional paper is ready for defense. All students must schedule a final Thesis or Dissertation defense seminar in conjunction with the final oral exam (see Seminar section below). The thesis presentation will be open to the public while the final examination is limited to the student and the GAC. At its discretion, the GAC may require a written component to the final examination.

A student must file the Anticipated Graduation Date form to the Office of the Registrar before the final oral exam can be scheduled. The degree application and fee must be submitted within the time frame indicated in the Graduate School Bulletin. A student must be registered in the University in the semester in which the final examination is taken. A student's GPA must be at least 3.00, and there must be no unacceptable grade (e.g., D, F, X or perhaps C, see the program of study section for more explanation) for any course on the program of study.

General notice of the final defense must be publicly advertised at least two weeks in advance and

only after all GAC members issue approval to schedule. Requests for scheduling which include a petition for changes to the degree plan or to the GAC must be submitted at least 5 weeks prior to the final defense date.

A majority affirmative vote by the GAC is required for a student to pass the final examination. The Report of Final Examination Results must be signed and submitted to the Office of the Registrar.

DEFENSE SEMINAR

All students will present a Final Thesis or Dissertation Research Seminar prior to the final examination. The final defense seminar must be at least 2 weeks prior to the scheduled date. The student should post the date and time of the seminar in the Agriculture Building and should distribute copies of the seminar announcement to all Ecosystem Science and Management faculty, graduate students, staff, and other interested units at least two weeks in advance of the scheduled date. The Graduate Advisory Committee will administer the final oral examination after the seminar audience has been excused.

Generally the defense seminar is scheduled immediately ahead of the final defense. Extenuating circumstances may modify this, but these should be considered by the student's GAC in consultation with the department head. We encourage all graduate students, and especially Ph.D. students, to present a seminar during the department's Research Across Disciplines (RAD) seminar

SUBMISSION OF THESES AND DISSERTATIONS

To meet deadlines for graduation, students need to begin the final defense process usually several months in advance. Due to the size of this department, faculty members normally serve on a number of graduate committees, both as advisors and as committee members. Thus, faculty members often have multiple proposals, theses, and dissertations to review each semester, typically near the end of the semester. The student should allow adequate time for review of these documents and sufficient time for corrections to be made. The GAC should have a final defense draft in hand at least three weeks prior to the defense.

Students should be in close contact with GAC members so that travel schedules, etc. can be accommodated and planning adjusted accordingly. **It is the student's responsibility to initiate and to coordinate this process.** Professional courtesy dictates that ample time be allowed for each step in the process if academic standards are to be maintained. Impending graduation deadlines are never justification to accelerate this process. The student is responsible to know all deadlines and to schedule sufficient time for the following sequence of steps:

1. Student submits draft of document to major advisor(s). The student should allow at least 2 weeks for review, and the process often takes much longer.

2. Major advisor(s) returns draft to student for revision. Normally, several drafts will be required to produce a document acceptable to the GAC.

3. Repeat steps 1 and 2 until major advisor(s) agrees that the written document is ready to defend.

4. Send approved thesis or dissertation to GAC members. Find out if they want paper and/or electronic copies. Allow 3 weeks (15 working days) for GAC review.

5. Student files the Anticipated Graduation Date form with the Office of the Registrar and pays any applicable fees. Applications must be submitted within the first week of the semester in which the final examination is to be taken.

6. After each member of the GAC has approved the document's general form and content, the student may schedule the final examination. The student must coordinate schedules of the GAC as noted above.

7. Student posts defense seminar announcement at least two weeks in advance of the proposed final oral exam date.

8. The thesis/dissertation seminar is presented, and the final defense is held.

9. Students passing the final oral exam may be required to make additional changes to the thesis/dissertation document before the GAC gives final approval. A student who fails the final defense may request permission to retake the final exam after 6-months..

10. Student submits the thesis/dissertation complete with GAC and Department Head approval signatures. Various rules, including some format rules, are required by the Office of the Registrar. Students are well advised to speak with the appropriate official in the Registrar's Office well before finalization.

PUBLICATION OF RESEARCH

Students are encouraged to submit findings from their research to refereed journals and should discuss order of authorship with their major advisor(s) and with relevant parties early in their program. Scientific publication will greatly enhance a student's career opportunities and are an important return on investments of faculty, Departmental, and University resources into graduate education.

A final bound copy of the thesis/dissertation should be submitted to the department for use in the departmental library. It is good form that a bound copy also be given to each member of the GAC.

In many cases, the grants and contracts that support a student's project stipulate timely publication of research results. Faculty members responsible for acquiring these funds may, therefore, have professional and/or legal obligations to publish. Data collected from research sponsored by grants, assistantships, and departmental projects are the property of the Department of Ecosystem

Science and Management and the University of Wyoming. The major advisor(s) may assume control of research results and make a final decision on re-directing authorship for students who do not make a reasonable attempt to publish within six months of their defense. Students may publish portions of their thesis/dissertation prior to the final oral exam.

OTHER ECOSYSTEM SCIENCE AND MANAGEMENT POLICIES AND PROCEDURES

Copy and fax machines are for Ecosystem Science and Management department business only; they are not for any student's class work or personal use. Use of University mail services or long-distance phone calls for personal matters is prohibited. Use of administrative professional staff or office equipment for work related to degree plans, proposals, dissertations, theses, or professional papers is also prohibited. There are exceptions to some of these prohibitions, but they are specific to particular accounts held by particular faculty members (major advisors).

Students are responsible for familiarizing themselves with rules pertaining to use of University vehicles and equipment. Personal use of University vehicles is strictly prohibited and is a violation of State law. Any student driving on University business, whether in state or personal vehicles, must submit a request for authorization to the Office of Risk Management. This entails giving permission for a motor vehicles record check.

All faculty, staff and graduate students have assigned mailboxes. If you are going to be out of town for several days, please arrange for someone to retrieve the mail from your box and store it. If you will be gone for an extended time period, please leave a forwarding address with your major advisor and with the Department so that your mail can be sent on to you.

Parking regulations are strictly enforced on campus. Failure to pay fines can result in registration blocks, denial of permission to conduct the preliminary exam and defense, withholding of transcripts and diplomas, etc. Be sure to familiarize yourself with current rules and protocol.

GRADUATE STUDENT PROFESSIONAL DEVELOPMENT

The Ecosystem Science and Management Department will contribute up to $300/academic year to defray costs associated with students attending professional meetings to present research papers. The Office of Academic Affairs will also usually contribute up to $250 one time during your graduate program for this purpose as long as funds are available.

EXPECTATIONS

Graduate Student Expectations

While we recognize that each student and each student's program is unique, there are common expectations for all. These are outlined below:

- Every graduate student should prepare a solid proposal of their work that is reviewed and accepted formally by their graduate committee. For PhD students, the proposal should be presented to the department in a formal seminar. This proposal should be finalized before the student begins collecting data.
- Every graduate student should present their work at least once at an appropriate professional meeting.
- Every PhD student should have at least 1 manuscript in review prior to graduating. Every MS student is expected to publish their research.
- Every PhD student should have teaching experience prior to graduating. MS students are encouraged to have teaching experience prior to graduating. For students on state funded assistantships, being a teaching assistant is a requirement.

Expectations of Graduate Faculty

- Provide sound and timely advice and guidance to graduate students. It is expected that there will be more advice and guidance given to MS students and that PhD students will be given more latitude.
- Ensure that new graduate students have the appropriate background for their field of study. For example, for a student undertaking a Rangeland Ecology and Watershed Management degree, the student must either have an undergraduate degree in this field or take REWM 5000.
- Ensure that students take courses appropriate to their field of study. This includes courses within and outside the department from other graduate faculty. There should be a minimal need for special topics or similar one-on-one types of courses.
- Provide sound advice to graduate students on the makeup of their graduate committee, but not dictate who should be on it.
- Graduate faculty should teach graduate-level courses. Expectations for graduate students in combined courses should be significantly higher than for undergraduate students.
- Ensure that there is appropriate financial and time support for any graduate student whom they choose to be the major advisor.
- Ensure that the students know coming in that writing a peer reviewed paper and submitting it for publication is an expectation.
- Ensure that proper credit is given to fellow faculty members and other graduate students in any paper or presentation.
- Be willing to serve on graduate committees, on departmental graduate committees, and participate in assessment of graduate programs and learning.
- It is incumbent upon each faculty member and the department as a whole to ensure that we are providing quality programs. Therefore, the expectations outlined above should be taken as the minimum to which each of us should aspire.

Expected Timelines to Complete a Graduate Degree

Most of the research conducted in the department is field based. If you select a research project with field work, you can expect that it will take 2.5 years for an MS degree and 3.5 years for a PhD degree (assuming you enter with a completed MS degree). This will vary based on research requirements, course work required, other commitments the student may have, and other such factors. If a faculty member takes you on as a graduate student and provides a Graduate Assistantship, you should expect to be supported for these amounts of time. The faculty member is expected to let you know of any funding issues prior to your acceptance and during your program.

SUMMARY OF DEADLINES

The following is a general outline of steps and time sequence a student must follow to be awarded a graduate degree through the Ecosystem Science and Management Department.

1. Select GAC and submit Program of Study before the end of the second semester.
2. Finalize a research proposal with major advisor's assistance during the second full semester and have it approved by the GAC, ideally before research activities occur.
3. Begin research after GAC approves proposal.
4. Develop a time-line with your major professor for submitting journal article(s) resulting from the graduate research. It is highly desirable that the manuscripts resulting from your research be submitted within 6 months of final examination.
5. Ph.D. students take preliminary examination after completing at least 30 coursework hours listed in the Program of Study, or within one semester thereafter. Submit the Report on Preliminary Exam for Admission to Candidacy form to the Office of the Registrar after the exam.
6. File the Anticipated Graduation Date form with the Office of the Registrar and pay any applicable fees.
7. Submit draft of thesis/dissertation document to major advisor(s) for evaluation and input.
8. Present polished draft of thesis/dissertation to GAC only after major advisor(s) agrees the document is ready; three weeks prior to the defense.
9. Schedule final defense after GAC has approved document for the semester in which graduation is planned. Defense must occur no later than 10 days before the end of the semester for graduation that semester.
10. Advertise defense seminar at least two weeks in advance.

11. Pass final oral exam. GAC will fill out a separate assessment form.
12. Revise thesis/dissertation if necessary.
13. Submit thesis/dissertation to the Office of the Registrar.
14. Schedule an exit meeting with the Department Head.

April 25, 2012

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It is necessary that each graduate student sign and turn in this form to Ms. Alice Hamilton before the end of their first semester.

I have read, understand, and agree to conform to the Graduate Studies Program Requirements, Polices and Procedures as outlined in the Graduate Student Regulations and Policies in the University Catalog and the Ecosystem Science and Management Department Graduate Student Handbook.

_____ _____

Signature Date

_____

Printed Name