

**DEPARTMENT OF  
ENVIRONMENT & SOCIETY**

**GRADUATE STUDENT  
HANDBOOK**

**Utah State University**

**Spring 2008**



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# MISSION STATEMENT

## Environment & Society Department Utah State University

“Bringing people and science together for healthy communities and enduring ecosystems”

1. Promote scholarship and creativity in the discovery, synthesis, and transfer of knowledge relating to the human dimensions of natural resource and environmental management;
2. Apply social science concepts and approaches to better understand human-environment interactions at a range of spatial scales; and
3. To enhance the effectiveness of policies, planning, and administrative processes that affect sustainable use of the natural world.

To this end, the department’s academic programs provide undergraduate and graduate students with a balanced exposure to the social, physical, and biological sciences within an interdisciplinary framework. This combination has great relevance for students aspiring to careers in natural resource and environmental policy, planning, management, education, and science, as well as careers in geography. The program is designed to provide students with a working knowledge of the human aspects of ecosystems and a speaking knowledge of the biophysical aspects, as well as experience using “state of the art” tools and techniques for integrating this knowledge.

# I. INTRODUCTION

This handbook describes the basic requirements for obtaining a graduate degree in the Environment & Society (ENVS) Department. The handbook also presents some suggestions for making your graduate program less difficult and more fulfilling. While many of these points will already be familiar to students with graduate school experience, they are included to help those with less experience, and to ensure a common level of understanding for both students and faculty alike.

## **Introduction to Graduate Studies**

Graduate studies, unlike more general undergraduate programs, focus upon a chosen area of specialization in a profession. You have expressed the desire to participate in a specialization, and you should be excited about this opportunity. Graduate school differs from undergraduate studies in many ways:

- Graduate studies are much more than striving for good grades in course work. As a beginning professional, you are expected to demonstrate initiative, ambition, excitement, and creativity.
- Course work is only a part of your studies. Reading and discussing additional ideas with your peers are critical components of graduate study. The library should be a second home, as you independently delve into additional past and current literature. You will not fully attain expertise in the profession by course work alone -- independent discovery and discussion are critical elements.
- Professors should be viewed as colleagues who expect you to perform as a fellow member of the profession. Your fellow students should be viewed as peers who help you formulate ideas and develop your skills through constructive criticism.
- Learning to ask the “important” questions and seeking answers is an aspect of professional development. You should strive to develop the ability to ask probing questions and to seek answers. Graduate studies help you to learn how to address problems, not how to recite dogma. Hopefully, you will have the opportunity to answer some of the pressing questions in the profession.
- A chosen profession should be exciting and rewarding and if you are not enjoying your education, re-evaluate your goals. Even though you should be having fun, you should be continually evaluating your performance. Are you pleased with your progress? How does your progress compare with that of other graduate students, faculty and others in the profession? Are you progressing towards a leadership role in the profession? Are you attaining a competitive position, given the current job-market and the qualifications of others in the profession?

## **Advice on Graduate Studies**

Many of these suggestions were originally made by Steven Stearns and Raymond Huey (S. Stearns. 1987. Some modest advice for graduate students. *Bulletin of the Ecological Society of America* 68(2):145-150, R. B. Huey. 1987. Reply to Stearns: some acynical advice for graduate students. *Bulletin of the Ecological Society of America* 68(2):150-153).

### ***Know Why Your Work is Important***

When you first begin your graduate program, read and think widely and exhaustively. Assume that everything you read is suspect until the author manages to convince you otherwise. If you do not understand something, reread it. This first stage is difficult because students often feel guilty about not getting started on their own research. You will continually be asking yourself, “What am I doing here?” Be patient. This stage is critical to your personal development and to maintaining the flow of new ideas into science. Here you decide what constitutes an important problem. It’s best to arrive at this decision independently for two reasons. First, if someone hands you a problem, you won’t feel that it is yours, you won’t have the possessiveness that makes you want to work on it, defend it, fight for it, and make it come to fruition. Secondly, your graduate degree work will shape your future. It is your choice of a field in which to carry out a life’s work. It is also important to the dynamic of science that your entry be well thought out. This is one point where you can start a whole new area of research. Remember, what sense does it make to start gathering data if you don’t really know what you’re going to do with it.

### ***Take Advantage of Informal Learning Opportunities***

Alert graduate students will find that there are as many, if not more, opportunities for them to learn from fellow students as from classes or conferences with their professors. The students that gain the most from their graduate years take every opportunity to talk with students with experience from other parts of USU, the U.S., and the world. Students can learn a great deal by sharing work efforts, and traveling to different study areas with other students and/or professors. The department will try to facilitate these opportunities for interaction. Interaction will not be forced, however. Thus, a student that quietly keeps to him or herself working only on their research, will gain only a fraction of the experience that the sociable, widely inquiring student will be able to obtain. Lifelong professional ties can be built between fellow students to enhance the student’s long-term chances for success.

The department and college will periodically schedule social gatherings for faculty and graduate students to assist in creating a sense of bonding and sharing. All graduate students are strongly encouraged to participate in those activities. Graduate students can also serve as role models and as supporters of undergraduates in these activities.

### ***Get Involved with Professional Societies and Meetings***

Graduate students are strongly encouraged to join and participate in the activities of pertinent professional societies such as the International Symposium on Society and Resource Management (ISSRM). Most societies have special low student dues in recognition of student budgetary constraints. In addition to reading journals and newsletters, the student should attend professional meetings whenever possible. Students serving on professional society committees and/or delivering papers will usually be able to obtain partial travel expenses from their project, department, or the Graduate Student Association.

### ***Take Every Opportunity to Present and Discuss Your Research***

By enrolling in graduate school, you’ve committed to spending much time, energy and money over the next few years in pursuing a graduate degree. It is important that you obtain the most out of your program, and that your work be as good as it can be. To do this, take every opportunity to present and discuss your research and ideas. There are many opportunities to do so. Volunteer to give a departmental or club seminar. Offer to give a guest lecture in a faculty member’s course. The offer will generally be appreciated, especially when faculty have scheduled time out of town for research or to attend professional meetings. Better yet, submit applications to present oral or poster papers at professional meetings. Volunteering for panel discussions or moderator roles can also help hone your ideas and broaden your circle of contacts. Oftentimes, funds will be available to assist with your travel.

### ***Plan to Publish Your Results***

A report, thesis, or dissertation is not considered a publication. These documents are not readily accessible to the research and management community at large. Anyone that accepts public monies to carry out research has an obligation to make the results available to the public that paid the tax dollars or donated the foundation money

enabling the research to be accomplished. Consequently, every student, especially those supported on research assistantships or fellowships, is expected to get at least the main elements of his or her research into widely available, publishable form. The stature of the department and its continuing ability to attract research funds highly depends on this process. Maintenance of departmental stature is of overall value to all past and potential recipients of graduate degrees. Present graduates draw on the past departmental reputation as they vie for positions in the current job market.

A written plan for publication from the thesis or dissertation is now required by the School of Graduate Studies. Inquire at that office for the proper forms. The student will be encouraged to write up his or her work in a form acceptable for publication within one year after completion of degree requirements. This task becomes more difficult the longer it is delayed. Accordingly, if he or she fails to meet this obligation within one year after leaving the University, the responsibility for getting the work in published form will fall to the major professor. This, in turn, may change the professor's opinion when answering requests for references for jobs and awards. Be forewarned, however, that publishing is a lengthy process. Peer reviews by outside scientists are often harsh, and it will likely be a year or two until a paper submitted to a journal actually appears in print.

### ***Take Charge of Your Graduate Program***

Some of the greatest catastrophes in graduate education could have been avoided by a little intelligent foresight. Although it may sound bad, assume the worst. Perhaps your proposed research might not work, funding might fall through, or one of your faculty advisors might become unsupportive --or even hostile. Plan for alternatives.

It is also important to realize that although most professors care about you and are willing to help, all faculty are busy and have very limited time. As a result, decide early on that you are in charge of your program. The degree you get is yours to create. Your major professor can advise you and protect you to a certain extent from bureaucratic and financial pitfalls, but he/she should not tell you what to do. That is up to you. If you need advice, ask for it -- it's the faculty member's job to provide it.

### ***Recognize that Psychological Problems Are Often Your Biggest Barrier to Success***

You must establish a firm psychological stance early in your graduate career to keep from being buffeted by the many demands that will be made on your time. If you're not careful, the pressures of course work, teaching, language requirements, and who knows what else, can be overwhelming. Here are a few things to watch out for:

- The initiation-rite nature of completing your graduate program often leads students to believe that their value as a person is being judged. No matter how hard you try, you won't be able to avoid this. No one does. It stems from the open-ended nature of the thesis problem. You have to decide what a "good" thesis is. A thesis can always be made better, which too often leads to an endless cycle of revisions.
- Recognize that you cannot produce a "perfect" thesis. There are going to be flaws in it, as there are in everything. Settle down to make it as good as you can within the limits of time, money, energy, encouragement, and thought at your disposal.
- Get all of your course requirements and examinations out of the way as soon as possible. Not only do you thereby clear the decks for your thesis, but you also convince yourself, by successfully jumping each hurdle, that you are good enough after all.
- Nothing elicits dominant behavior like subservient behavior. Expect and demand to be treated like a colleague. The paper requirements are the explicit hurdle you will have to jump, but the implicit hurdle is attaining the status of a colleague. Act like one and you'll be treated like one.

- Remember, you were admitted into our graduate program because of your exceptional abilities, and your expressed desire to become a leader in the profession. The faculty want you to succeed and will work with you to attain this goal, given your continued exhibition of this desire to achieve success in the profession.

## II. GRADUATE PROGRAMS IN THE ENVIRONMENT & SOCIETY DEPARTMENT

### Graduate Degrees

#### *Master of Science (M.S.)*

For the M.S. candidate, this is likely to be a first experience in actually doing as opposed to only hearing about science. Consequently, many M.S. candidates need considerable guidance on the part of their major professor and supervisory committee. The student may well be following up on ideas that have been initially generated by his/her major professor or committee members. If the student is financially supported on funded research, it is likely that the major professor wrote the proposal and was awarded a grant or made a successful bid on a contract well before the student arrived. The student's role may be largely that of an apprentice, serving as a data gatherer and analyst; research is learned through intimate involvement in a structured example. This may be the student's only exposure to research if the M.S. is the terminal degree. Regardless of career objectives, the student should be able to understand the scientific process and thus be better able to critically review and use scientific literature in the future.

Most M.S. research programs allow latitude for a student to suggest changes in design, data collection, and analysis. Most of the interpretations of the data should be the student's own. The major professor and committee provide editorial comment and suggestions. The degree of originality shown during the M.S. program is often used as an indication of probable aptitude for a Ph.D.-level program.

There are two types of M.S. programs at USU. **Plan A** programs include a significant research component that leads to a thesis. **Plan B** programs include a 3-credit research paper that may or may not include original research. This department regards an M.S. **Plan B** program as a terminal degree for someone planning to become an administrator.

That is, an M.S. Plan B awardee should not intend to subsequently apply for a Ph.D. program at USU. The rationale is that there will be little basis to judge the student's ability to plan and conduct original field or laboratory research if an M.S. Plan B degree program is undertaken.

#### *Doctor of Philosophy (Ph.D.)*

The Ph.D. candidate is treated more as a colleague or journeyman or woman in science. Attainment of a Ph.D. brings the expectation that the individual can eventually serve as a project leader. Therefore, the Ph.D. candidate is usually heavily involved in generation of original ideas, proposal writing, and funding negotiations. The student thus has to show considerable command of the literature, creativity at hypothesis formulation, and skill at research design and data analysis. Most data are primarily collected by the student (only M.S. Plan B programs allow use of secondary information, i.e., collected by someone else). Thus, the work is more completely personal than for most M.S. candidates. The major professor and committee don't solve any of the details, but serve as advisors and critics to provide a taste of the peer review system used in science. The outcome is judged on its contribution to science. The general criterion is whether it is original and substantial enough to merit publication.

### Departmental Degree Programs

There are several different graduate degree programs offered through the ENVIS Department, including M.S. and Ph.D. degrees in Bioregional Planning, Human Dimensions of Ecosystem Science & Management, Geography, and Recreation Resource Management.

### ***Bioregional Planning***

Bioregional Planning is aimed at students focused on how the biophysical attributes of a region influence the human dimensions of culture and settlement and the reciprocal of this. Offered jointly with the Department of Landscape Architecture and Environmental Planning, the program has an interdisciplinary core of courses that provides the background for addressing complex issues in the areas of environmental analysis, planning, and policy. Employment is available in both the private and public sectors, wherever there is emphasis on large-scale planning and management.

### ***Geography and Geography Teaching***

Geography and Geography Teaching is geared for students interested in exploring the availability and location of the earth's natural resources, the physical and cultural processes that occur at the earth's surface, and the spatial interactions among components of human society and the private and public sectors in such areas as business, planning, resource and economic development, environmental assessment, and education.

### ***Recreation Resource Management***

Recreation Resource Management is aimed at students interested in managing outdoor recreation settings, such as public forests and rangelands, state and national parks, and wilderness areas. An understanding of both the land itself and the people who visit these areas is required. Opportunities are available to work as environmental interpreters, recreation planners, park rangers, trail crew supervisors, ski area employees, visitor center directors, wilderness rangers, and similar occupations. Graduate study provides additional opportunities for research and teaching in higher education, as well as in the private and government sectors.

### ***Human Dimensions of Ecosystem Science and Management***

These degrees are the first of their kind in the country. They are aimed at students who desire to be problem-solvers with an ability to integrate the human and biophysical aspects of ecosystems, and to analyze policies and decisions that encourage sustainability of human communities and ecosystems. The MS degree prepares students for professional practice in natural resources and environmental planning and management, policy and program analysis, public affairs, environmental education, community assessment and collaboration, conflict management, and extension/outreach. The PhD program places a greater emphasis on basic theory and research methods in one or more social science disciplines, and thus prepares students for university teaching, research, and extension; for conducting agency and private organizational research; and for positions in formal policy and program evaluation.

### **Interdisciplinary Programs and Certificates**

The ENVS department also offers several interdisciplinary and certificate programs for graduate students.

### ***Master of Natural Resources Program (M.N.R.)***

The Master of Natural Resources (MNR) is a professional degree designed to prepare students to work in the interdisciplinary context of 21<sup>st</sup> century natural resource management and decision making. It is a non-thesis, management (versus research) program, based on two required core courses and a wide selection of suggested and open elective courses.

Students are accepted and have their major professor in one of the three College of Natural Resources' Departments most closely aligned to their interests (i.e., Forest, Range, and Wildlife Sciences, Aquatic Watershed and Earth Resources, Environment and Society). Since this is an interdepartmental degree with all College of Natural Resources departments participating, general oversight is provided by the Dean's Office in the College of Natural Resources. An MNR Advisory Committee, with a representative from each of three departments, provides guidance on policy and curricula.

### ***National Environmental Policy Act (NEPA) Certificate Program***

This stand alone Certificate Program provides training related to the National Environmental Policy Act (NEPA). NEPA is an important environmental law that requires analysis of impacts, alternatives, and mitigation measures for all major federal actions affecting the environment, both within the territorial boundaries of the U.S. and at foreign military installations. Government agencies, private businesses, public interest organizations, and other groups involved in the NEPA process need individuals who have been trained in decision-making, analysis, and documentation aspects of NEPA, as well as the accompanying Council on Environmental Quality (CEQ) regulations and various agencies' NEPA implementing procedures.

The NEPA Certificate Program was designed to prepare natural resource and environmental professionals to meet the challenges of complying with the act and working effectively on NEPA documents. Participants who successfully complete the program have a solid understanding of both the spirit and the letter of the law, and are more effective members of interdisciplinary teams responsible for developing NEPA documents.

### ***Natural Resource and Environmental Education Certificate***

The Interdisciplinary Graduate Certificate Program in Natural Resources and Environmental Education (NREE) at Utah State University focuses professional interests in natural resources communication, environmental education (EE), and interpretation. Through classes, projects, and fieldwork, students develop critical and creative thinking skills to understand and interpret human-environment interactions, interdisciplinary approaches to communicate about the natural environment, appropriate presentation skills for non-formal and formal educational groups, analytical skills necessary to evaluate effectiveness of programs, messages, and presentations; and a foundation to connect theoretical and experiential content knowledge in an area of their choice (such as natural resources, history, education, sociology, literature) and interpret this knowledge for varied audiences.

The certificate program was designed to provide graduate students with a working knowledge of the depth and breadth of the professional field of environmental education and interpretation and prepare graduate students for a job market demanding innovative and creative approaches for incorporating environmental education and interpretation in formal (K-12 school-based) educational programs, non-formal (youth, community, and outdoor) education programs, non-profit organizations, for-profit commercial sector, and federal, state, and local agencies.

### III.

## CHECKLIST FOR COMPLETING A GRADUATE DEGREE

### **What You Must Complete For Your Graduate Degree**

It is the responsibility for both you and your advisor to track the completion of your degree requirements (grades and checklist of actions). Record keeping will be facilitated by using the *Graduate Student Annual Progress Report Form* (Appendix I) that is filed by you and your major professor each spring. This form includes the date that each official step of your program of study was completed as well as other information. Information pertaining to publications, grant proposals, and teaching experiences should be included each year to both facilitate the departmental database as well as to quantify your progress. These annual forms will be used for scholarship and teaching assignments as well as to create an official record of your achievements, should questions or discrepancies arise.

If departmental records indicate that you have not completed a requirement by the recommended date, your major professor and supervisory committee will be informed to determine whether the records are correct. If the records are correct, your major professor and supervisory committee will contact you on the matter. Failure to remedy the deficiencies may make you ineligible for department, college, and university financial assistance, and if not remedied can lead to termination of your graduate program.

The following checklist is the recommended sequence of actions to be taken by graduate students for successfully completing their graduate program; nonetheless, there exists considerable flexibility in designing one's graduate program. Although the following sequence of events is only recommended, it should be taken seriously.

### ***Masters Degree Checklist***

(Semesters refer to an academic year, not including summers. Underlined terms are defined in the following section, and italicized terms represent forms that you need to have signed.) Enter the completion date of each checklist item where indicated.

\_\_\_\_\_ **By the End of 1<sup>st</sup> Semester**

### **Supervisory Committee**

You entered the graduate program with a Major Professor. M.S. students select at least 2 additional faculty members to serve with your major professor on your Supervisory Committee. Faculty should be asked if they are willing to serve and if they agree, list them on the *Supervisory Committee Form* (Appendix II). The Committee's composition must be approved by the department head. Members of the committee should be individuals who can provide constructive input to your research and program of study. One individual must come from outside the ENVIS Department. Discuss your career plans and Program of Study (list of courses - Appendix III) with your major professor and construct a tentative Program of Study by the end of this semester. Before the end of the semester, you should have a committee meeting in which your career plans and program of study are reviewed, along with your thoughts on possible research projects.

- \_\_\_\_\_ a) Committee members review your Program of Study (*Program of Study Form*) (Appendix III)
- \_\_\_\_\_ b) You review your research plans with the committee and get their feedback. An early outline of your Research Proposal will facilitate constructive discussion.

\_\_\_\_\_ **By the End of 1<sup>st</sup> Semester**

**Research Proposal and Program of Study**

- \_\_\_\_\_ a) Prepare your research proposal by working in collaboration with your major professor and committee members.
- \_\_\_\_\_ b) After reading your Research Proposal, your supervisory committee must indicate the acceptability of your work by signing on the title page of your Research Proposal. Please have their names typed before their signatures. You have until the end of the 2<sup>nd</sup> semester to address any deficiencies identified by your supervisory committee in your proposal.
- \_\_\_\_\_ c) You should obtain the signature of your major professor and supervisory committee members and the department head on the *Program of Study Form* (Appendix III). This form will be submitted along with a copy of your Research Proposal, *Plans for Publication Form* (Graduate School sends to you), and the *Rights to Thesis/Dissertation Data Form* (Graduate School sends to you to the School of Graduate Studies).

\_\_\_\_\_ **Program of study needs to be turned in by the end of the 2<sup>nd</sup> semester, Research Proposal, by the end of 4<sup>th</sup> or 5<sup>th</sup> Semester**

**Thesis Defense and Post-Project Seminar**

The M.S. Thesis (Plan A)/Paper (Plan B) should be defended . (Plan A) The Thesis Defense will entail a Post-Project Seminar that is open to all faculty and graduate students in which your research and conclusions are presented, with an opportunity for questions from the audience. The supervisory committee holds a Defense Meeting within 48 hours of the seminar. (Plan B) After reading the paper, the supervisory committee members either accept or reject the paper.

- \_\_\_\_\_ a) It is your responsibility to turn in an *Appointment for Examination Form* (Appendix VI) to the Graduate School at least **10 working days** before your scheduled defense.
- \_\_\_\_\_ b) It is your responsibility to ensure that **all** supervisory committee members can be present at the times and dates of the seminar and meeting, and the seminar time and date are publicly advertised **at least 10 working days prior to its presentation.**
- \_\_\_\_\_ c) It is your responsibility to meet Graduate School guidelines for binding and for the deposition of your thesis after it is accepted by your Supervisory Committee, the Department Head, and the Graduate School (see “Graduate School Handbook”).
- \_\_\_\_\_ d) It is your responsibility that all Graduate School format guidelines are met (see “Graduate School Handbook for Thesis/Dissertation Writing”).

- \_\_\_\_\_ e) Once the defense is complete, it is your responsibility that your committee signs the *Record of Exam Completion Form* (found in defense packet), **1 copy is made for the department head**, and the original is sent back to the Graduate School.

### ***Doctoral Degree Checklist***

Semesters refer to academic year, not including summers. Underlined terms are defined in the following section, and italicized terms represent forms that you need to have signed.) Enter the completion date of each checklist item where indicated.

#### \_\_\_\_\_ **By the End of 2<sup>nd</sup> Semester**

##### **Supervisory Committee and Research Proposal**

Choose at least 4 additional faculty members, to serve on your Supervisory Committee. Faculty should be asked if they are willing to serve and if they agree, list them on the *Supervisory Committee Form* (Appendix II). The committee's composition must be approved by the department head. Members of the committee should be individuals who can provide constructive input to your research and program of study. One individual must come from outside the department. Before the end of the semester, you should have a committee meeting in which your career plans and Program of Study (list of courses - Appendix IV) are reviewed, along with your thoughts on possible research projects.

- \_\_\_\_\_ a) Committee members review your *Program of Study (Program of Study Form)* (Appendix IV).
- \_\_\_\_\_ b) You review your research plans with the committee and get their feedback. An outline or draft of your Research Proposal would facilitate constructive discussion.
- \_\_\_\_\_ c) Prepare your research proposal by working in collaboration with your major professor and committee members.

#### \_\_\_\_\_ **By the End of the 3<sup>rd</sup> Semester**

##### **Signed Research Proposal and Program of Study**

- \_\_\_\_\_ a) After reading your Research Proposal, your supervisory committee must indicate the acceptability of your work by signing on the title page of your Research Proposal. Please have their names typed below their signatures. You have until the end of the **3<sup>rd</sup>** semester to address any deficiencies identified by your supervisory committee in your proposal.
- \_\_\_\_\_ b) You should obtain the signature of your major professor and supervisory committee members and the department head on the *Program of Study Form* (Appendix IV). This form will be submitted along with a copy of your Research Proposal, *Plans for Publication Form* (Graduate School sends you), *Rights to Thesis/Dissertation Data Form* (Graduate School sends to you) to the School of Graduate Studies.

#### \_\_\_\_\_ **By the End of 4<sup>th</sup> Semester**

- \_\_\_\_\_ a) The Comprehensive Examination should then be completed. To take the exam, you must arrange a **date** for the written portion and **time and date** for the oral portion when **all** of your supervisory committee can be present.

#### \_\_\_\_\_ **By the end of the 10<sup>th</sup> Semester**

### **Dissertation Defense and Post-Project Seminar**

The Ph.D. Dissertation should be defended . The Dissertation Defense will entail a Post-Project Seminar that is open to all faculty and graduate students in which your research and conclusions are presented, and defended in an ensuing period for questions. **Within 48 hours** of the seminar, the supervisory committee will conduct a Defense Meeting in which the student’s research performance will be evaluated.

- \_\_\_\_\_ a) It is your responsibility to turn in an *Appointment for Examination Form* (Appendix VI) to the Graduate School at least **10 working days** before your scheduled defense.
- \_\_\_\_\_ b) It is your responsibility to ensure that **all** supervisory committee members can be present at the times and dates of the seminar and meeting, and the seminar time and date are publicly advertised **at least 10 working days prior to its presentation**.
- \_\_\_\_\_ c) It is your responsibility to meet Graduate School guidelines for binding and for the deposition of your dissertation after it is accepted by your Supervisory Committee, the Department Head, and the Graduate School (see “Graduate School Handbook”).
- \_\_\_\_\_ d) It is your responsibility to see that all Graduate School format guidelines are met (see “Graduate School Handbook for Thesis/Dissertation Writing”).
- \_\_\_\_\_ e) Once the defense is complete, it is your responsibility that your committee signs the *Record of Exam Completion Form* (found in defense packet), **1 copy is made for the department head**, and the original is sent back to the Graduate School.

### **Graduate Student Responsibilities**

- YOU ARE RESPONSIBLE FOR KEEPING TRACK OF ALL FORMS SENT TO YOU BY THE GRADUATE SCHOOL AND ENSURING THEY ARE TURNED IN ON TIME. ALL FORMS MUST BE TURNED IN AND APPROVED BY THE GRADUATE SCHOOL AT THE APPROPRIATE TIME BEFORE A DEFENSE IS SCHEDULED OR PERMISSION TO DEFEND WILL LIKELY NOT BE GRANTED.
- IF YOU DO NOT MEET THE ABOVE HIGHLY RECOMMENDED DEADLINES, THE GRADUATE SCHOOL HAS A STATUTE OF LIMITATIONS FOR COMPLETING AN M.S. OR PH.D. DEGREE THAT IS **8 YEARS**. IF YOUR COURSEWORK EXCEEDS THE 8 YEAR LIMIT, IT MUST BE REVALIDATED OR RETAKEN WITH WRITTEN APPROVAL OF YOUR MAJOR PROFESSOR/SUPERVISORY COMMITTEE, DEPARTMENT HEAD, AND DEAN OF GRADUATE STUDIES.
- YOU ARE RESPONSIBLE FOR MEETING ALL ADDITIONAL GRADUATE SCHOOL REQUIREMENTS AND DEADLINES, ESPECIALLY THOSE FOR PARTICULAR COMMENCEMENT DATES (see “Graduate School Handbook”).
- YOU ARE RESPONSIBLE FOR ENSURING THAT YOUR THESIS/DISSERTATION REFLECTS YOUR ORIGINAL WORK (see USU GUIDELINES FOR PLAGIARISM in the “Graduate School Handbook”).

## **Final Steps**

The following forms must be completed and submitted to the School of Graduate Studies, before degree requirements are considered completed.

- 1) **Graduation Fee Payment Form** requires \$15 payment at the Cashiers Office.
- 2) **Commencement Data Card**
- 3) **Survey of Earned Doctorates**, if a doctoral student
- 4) **Questionnaire for Hometown News Release**—optional
- 5) **Alumni Card**

In addition, three copies of the thesis or dissertation and one additional copy of the title page and an abstract for Bell & Howell (150-word maximum for theses and 350-word maximum for dissertations) must be turned in to the Serials Department of the Library.

Binding fee for two of the three required copies .....	\$30
Binding and processing fee for personal copies* .....	\$15 per copy
Bell & Howell (formerly UMI) Microfilming Fee .....	\$55 (doctoral)
Bell & Howell (formerly UMI) Microfilming Fee .....	\$45 (master's)
Bell & Howell Copyright Registration Fee .....	\$45 ( <i>optional</i> )

\*The student is responsible for verifying that the personal copies are complete and have been copied and/or printed without errors.

The Serials Department personnel will provide a paper receipt, which must be submitted to the School of Graduate Studies before the degree is considered completed.

The final committee-approved Plan B paper must be taken to Special Collections in the Merrill Library to be microfiched. Special Collections personnel will provide a paper-receipt that must be submitted to the School of Graduate Studies before the degree is considered completed.

Also, incomplete grades must be removed from the student's record by the major professor. For nonthesis master's programs, the School of Graduate Studies must receive a letter of completion from the department head. **It is the student's responsibility to make that these final steps are taken.**

## The Description of Terms in the Checklist

### *Major Professor*

Your major professor should be your principal mentor for guiding you through graduate studies. Major professors have considerable flexibility in designing your graduate training, and differ considerably in the way in which they deal with their graduate students. An atmosphere of mutual respect should be maintained since you are colleagues working together as professionals. Remember, as you selected your major professor on the basis of his/her expertise and reputation, your major professor also has a stake in your progress and wants to see you succeed, since your future professional performance will reflect on his/her professional reputation. Your professional development is *the principal* role of faculty in the Graduate School.

You should feel comfortable coming to your major professor with professional concerns and should seek his or her advice regarding your professional progress. You should discuss advances in your profession with your major professor, the same as any professional does with colleagues. Your major professor is hopefully a friend who will do all within his or her power to help you during your graduate studies. However, your major professor also has an obligation as a faculty member in the Graduate School to evaluate your progress and enforce your timely progression through the graduate program.

Maintain open and frequent communication with your major professor. Most conflicts between graduate students and their major professor arise when lines of communication are not maintained and used on a frequent basis. Conflicts do arise. Try to resolve them through frank and open discussion, since you are colleagues. If this is no longer possible, remember that 1) your Graduate Student Representatives, 2) the Department Head, and 3) the Graduate Academic Review Committee can aid by arbitrating differences.

Two particular points that you should resolve early with your major professor are authorship and patent arrangements (also see “*USU Patent Policy*”) arising from research projects that you conduct together. Faculty attitudes differ on these points, and you need to be aware of your major professor’s expectations and make your expectations known to your major professor.

### *Program of Study*

With the aid of your major professor, you should construct a tentative list of courses and a schedule of when they will be taken. These courses and their scheduling should “best” serve to meet your professional goals and prepare you for your immediate research needs. The course list should be formalized with and agreed to by your supervisory committee (*Program of Study Form - Appendix III or I V*) when Candidacy is requested. Once the Program of Study has been formally approved, it can only be changed with the approval of your supervisory committee, the department head, and the Dean of the Graduate School. *It is recommended that course work that is particularly applicable to your research be completed as early as possible and before any extended leave from campus for research.*

The only course *required* by the department is participation in and registration for Departmental Seminar (ENVS 6800/7800, 1 credit). In the fall, the seminar is combined with the other departments of the College of Natural Resources. **You must register for departmental seminar one semester per year** (Fall or Spring) during the semesters you are on campus taking coursework. You are required to attend as many of these weekly seminars as possible. The purpose of the seminars is to acquaint students with the people, research, and scholarly activity within the department. The seminar may also afford students opportunities to present their ideas for peer and faculty review. If you choose to affiliate with other programs, such as the Ecology Center, there may be other required courses that you must complete (see literature on these programs).

The Program of Study for the graduate degree (not additional courses to satisfy deficiencies) must meet certain requirements:

1) Types of courses

- a) Courses listed **2990 and below** are lower-division courses and are not acceptable for graduate degree programs of study.
- b) Courses listed as **3000-4990** are junior/senior, upper-division undergraduate courses. Up to 3 semester credits of coursework at this level **may be used** if they are recommended by the supervisory committee for inclusion in a Program of Study and approved by the graduate dean. To be approved, such courses must be outside the student's graduate-degree field. Courses that students entering the graduate program are expected to have taken as undergraduates and prerequisites for graduate courses are not acceptable.
- c) **5000-5990** are advanced, upper-division courses and may be used in a graduate program if approved by the supervisory committee.
- d) **6000-6990** are master's-level courses. With supervisory committee approval, they may be used in a doctoral program.
- e) **7000-7990** are doctorate-level courses. With supervisory committee and instructor approval, they may be used in a master's program.

No more than 15 semester credits of 3000-5990 level coursework may be used for a graduate degree, except for a doctorate without a master's degree, for which a total of 21 semester credits of 3000-5990 level coursework may be used. Audited courses may not be used for a degree program or toward status as a full-time student. Credits in the following areas are not acceptable in a degree program: foreign languages, continuing graduate advisement, individual home study, and military science. No more than 12 workshop credits may be applied to a master's degree.

2) Minimum Grades and Credit Acceptability

Students whose grade point average (GPA) is below 3.0 for any semester will be notified by letter that their academic performance is unsatisfactory. Students whose cumulative GPA falls below 3.0 will be placed on probationary status. If a student remains on probationary status for two consecutive semesters, the School of Graduate Studies will ask the student's department to explain why the student's graduate program should not be terminated. If the department cannot provide compelling reasons to explain why the student should continue graduate study, the student's graduate program will be terminated. In the case of termination, reapplication is required to regain matriculation. Should a student holding a University appointment as a teaching or research assistant or fellow be changed to probationary status, the assistantship or fellowship will be terminated. Until a Program of Study is submitted to the School of Graduate Studies, the GPA will be computed using all coursework completed at USU since the prior degree. Once a Program of Study, approved by the student's supervisory committee and department head, is filed in the School of Graduate Studies, the courses listed on it will be used to compute the student's GPA if approved by the student's department head. Departments may have more restrictive scholarship policies.

- a) **P-Grade Policy.** *P* (Pass) will be accepted only for seminars, special problems, interdisciplinary workshops, thesis or dissertation research, and continuing graduate advisement. Credits for a course with a *P* grade cannot be transferred from another university.
- b) Incomplete grades (*I*) must be completed within 12 months (or a deadline set by the Instructor), except for research and thesis/dissertation credits. If they are not removed in time, the course must be retaken

- if it is listed on the Program of Study. Courses cannot be removed from the Program of Study until any incomplete grades are removed. Once thesis/dissertation credits are completed any (I) grade will change to a (P) PASS.
- c) Failure to meet the above requirements *will* lead to your being rejected for candidacy, or if you already have candidacy, you will be refused the opportunity to defend your thesis or dissertation by the department head.
  - d) **Monitoring of Progress.** The student's department and the School of Graduate Studies monitor the progress of graduate students. For continued participation in a graduate program, a student must complete requirements in a timely manner. In reviewing a student's progress, several factors will be considered, including demonstrated ability to develop a thesis proposal, independence in the conduct of research, performance on comprehensive examinations, GPA, and special program requirements. Satisfactory progress also involves maintaining the standards of professional ethics and integrity expected in the student's discipline.
- 3) Degree program
- a) (M.S. students) The Program of Study must include a minimum of 30 semester hours. If you are planning to do a research project and thesis (Plan A), 24 credit hours must be in formal coursework, that is non-research/ thesis credits. If you are planning to write a paper (Plan B), 27 credit hours must be in formal coursework and 2-3 credit hours must be in thesis research to meet the requirements of the Graduate School. At least 24 credit hours must be taken at USU, including seminars, research paper/thesis credits, and you must be in residence for at least 1 semester (at least 6 credits per semester).
    - i) If your undergraduate preparation at the time of admission to the graduate program at USU was found to be deficient, additional courses that do not count towards your M.S. course requirements may need to be included in your Program of Study.
    - ii) Graduate credits attained elsewhere can be petitioned for transfer to your Program of Study (letter stating cause with your major professor's signature) through the Department Head, with final approval from the Dean of the Graduate School. No more than 6 transfer credits can count towards the minimum 30 credit hours required, because 24 credit hours must be taken at USU. Transfer credit will only be considered for courses that 1) are pertinent to your graduate program, 2) were not used for a degree, 3) received a B (3.0) or better grade, and 4) were taken within the past 6 years.
  - b) (Ph.D. students) The Program of Study must include a minimum of 90 credit hours beyond the B.S. degree, or 60 credit hours, if you already have an M.S. degree. At least 33 credits must be taken at USU and you must be registered full-time for a minimum of 3 semesters of coursework. None of the semesters must be consecutive. No more than 36 credit hours can be for conducting research and writing the dissertation.
    - i) If your undergraduate or M.S. preparation at the time of admission to the graduate program at USU was found to be deficient, additional courses that do not count towards your Ph.D. course requirements may need to be included in your Program of Study.
    - ii) If you already have an M.S. degree and took more than 30 credit hours of coursework in getting it, excess credits can be petitioned for transfer to your Program of Study. No more than 27 transfer credits can count towards the minimum 60 credit hours, because 33 credit hours must be taken at USU.
    - iii) If you have taken graduate courses elsewhere, without receiving an M.S. degree, you can petition to have credits transferred. Up to 57 credits can count towards the 90 minimum credit hours, because 33 credits must be taken at USU.
    - iv) To petition to transfer credits a letter must be sent to the Department Head that states cause and is signed by your major professor. Final approval rests with the Dean of the Graduate School.

Transfer credit will only be considered for courses that 1) are pertinent to your graduate program, 2) were not used for a degree, 3) received a B (3.0) or better grade, and 4) were taken within the past 8 years.

4) Number of credits/semester

- a) If you are being paid as either a Research or Teaching Assistant (R.A. or T.A.) any semester, including a summer, you must be a full time student and therefore be enrolled for a minimum of 6 credits until all coursework on your program of study form has been submitted to the graduate school. PhD students must register for a minimum of **9 credits** to qualify for a tuition remission.
- b) After all of your coursework has been completed and your *Program of Study Form* (Appendix III or IV) has been submitted to the Graduate School, you may register for 3 credits/semester. This option is open to you only after your advisor submits a letter to the Graduate Dean signifying that you have fulfilled your course requirements and you have only thesis/dissertation research remaining in order to complete your degree.
- c) Students who are not on campus and do not use Utah State University facilities or USU faculty can pay a Continuous Registration Fee (\$15/semester). This option requires a petition from your advisor or the Department Head stating that you will not be using university facilities and faculty time. For each semester that you are allowed Continuous Registration, you must pay \$15 and the semester counts against the 8 year Statute of Limitation for degree completion.
- d) If you cannot register for credits for health reasons or family emergencies, etc., you may petition for a **Leave of Absence** (which is difficult to obtain -- see section below).
- e) **You must enroll for 3 credits the semester you defend.** If you are unable to submit your final thesis/dissertation to the graduate school during the same semester as your defense, you must enroll for an additional credit hour (FW 6990, the out-of-state tuition fee will be waived in this situation), or until your thesis/dissertation is finalized through the Graduate School Office.

### ***Supervisory Committee***

Your Supervisory committee (*at least 2* faculty in addition to your major professor for M.S. and *at least 4* faculty in addition to your major professor for Ph.D) oversees your progress and provides detailed, constructive criticism. For M.S. committees, 2 members must be from the ENVS Department and one member must be from another department. For Ph.D. candidate committees, at least 3 members must be from ENVS and at least one member must be from another department.

### **Guidelines for Supervisory Committee Appointments for Graduate Degrees**

1. Members of supervisory committees must have a record of active scholarship or special expertise related to the student's program and hold the accepted final degree in their field, *unless an exception is approved* by the graduate dean based on other evidence of accomplishment. A committee member should hold a degree equivalent to or higher than the one the graduate student is seeking and have completed a dissertation or thesis requirement similar to that which the graduate student is completing.
2. A member must have faculty a faculty appointment at the assistant professor level or higher (including clinical, library, and research ranks), *except* as noted below.

3. Adjunct faculty members *without* a full-time USU appointment may serve on supervisory committees upon recommendation by the department and approval by the graduate dean, but a majority of the members of each supervisory committee must be core faculty members who have full-time USU appointments.
4. Clinical instructors and lecturers may serve on master's committees (usually for nonthesis degrees) upon recommendation of the department and approval by the graduate dean.
5. Upon recommendation of the department head, emeritus faculty may serve on supervisory committees, but *may not* chair new committees.
6. To serve as chairperson/major professor of a thesis or dissertation committee, the faculty member must have a record of current (last five years), active research and/or scholarship. A faculty member *other than* core faculty may serve as the chairperson/major professor *only* under exceptional conditions of research supervision approved by the graduate dean.
7. A faculty member *should not* be appointed to a supervisory committee if, for any reason, he or she *will not be available* for committee meetings. Ideally, all members should be present for the final defense, and the defense should be scheduled accordingly. Technology-assisted participation in the defense by a faculty member is acceptable, when an absence is unavoidable. The student and the student's major professor *must be present* for the defense. *No more than one* committee member for a master's defense and *no more than two* committee members for a doctoral defense may participate via technology.

Because these individuals will be required to review your Program of Study, Research Proposal, and critique your research accomplishments, it is helpful to ask faculty to serve who are familiar with your area of specialization. If there are flaws in your work, it is better to have them found by friendly faculty advisors (your supervisory committee) who desire to see you succeed, than by others who may not care about your progress. Take advantage of the faculty expertise that the department and USU provide.

Once you have established your committee (they are requested to serve and are listed on the *Supervisory Committee Form* - Appendix II), meet with them frequently as a group or individually to discuss your progress and problems. They are there for you to use as a "sounding board" so that your research progresses smoothly. They will be of little use to you if you only talk to them when the necessary formal meetings take place.

**Your supervisory committee must be officially designated** (supervisory committee form signed by the Graduate Dean) **prior to any official activities such as the signing of your proposal, your pre-project seminar, etc.**

### ***Research Proposal***

This is a scholarly work and may be your first attempt at such an endeavor. A well-designed Research Proposal seldom works out the way that it is conceived on paper, but it can do a lot to ensure your success. A poorly-designed proposal often leads to disaster. A proposal is no more than a thorough statement of the research that you are planning to do. Obviously, it comes before the research, so you are not expected to have results. Nonetheless, some students may have preliminary results from pilot studies, and most will have indications of potential results from studies that have been conducted by others that were found in the literature. Failure to identify these results and discuss them is poor scholarship. If you do not have preliminary results it is often useful to analyze hypothetical conceptualize what the results may look like. Writing the proposal forces you and others to evaluate your ideas, and to see whether or not they withstand critical scrutiny. It is better to identify weaknesses in research plans before the work is started than during the project (or even worse, after the work is completed).

This may be your first attempt at technical writing, something that will become a common professional endeavor. The ability to communicate effectively is critical. Talk to your major professor and committee members about

technical writing and look at style manuals for assistance. Give early drafts to your graduate student peers for criticism, and more polished drafts to your major professor for critical review. Most of us are not comfortable writers, and writing is a struggle. Several revisions and major rewrites (usually entailing more than checking spelling and grammar) may be necessary. You should note that most of the faculty use the proposal as the document which illustrates your writing competency, a requirement to becoming a "candidate."

To help you in writing a proposal, ask yourself the following questions about what you have written. Should the answer be yes to all these, be honest. Positive answers to all of the questions may indicate that you have done a good job and have progressed along the road to solving problems analytically and identifying important questions. Both Ph.D. and M.S. students may be having problems if any negative answers appear in the first six questions, because this indicates problems with the technical aspects of the research project. If you have negative answers or are uncertain about the last four questions, you may be having problems if you are a Ph.D. student, because this indicates problems with the novelty of the intellectual content of the research project.

- 1) Would an individual who is an informed reader, but not an expert in the field, be able to understand what I am writing and the logical development of my ideas, and fathom my conclusions?
- 2) Do I clearly state the question (hypothesis) that my research will address?
- 3) Do I state why this question is important, especially given the knowledge provided by those who have preceded me in the field?
- 4) Do I carefully develop and explain the methods that will be used to collect data?
- 5) Do I describe how these data will be analyzed?
- 6) Will the data acquired address the question in a clear-cut and meaningful fashion?
- 7) Have I eliminated alternative explanations for my anticipated results?
- 8) Does my approach to the question differ from the approaches taken by those who have preceded me in the field?
- 9) Will my study really add to the field's knowledge?
- 10) Is this study going to make a difference in the field and, if so, will the research design accomplish this goal?

There is no page length requirement for the proposal, but it should be long enough to address the above questions, provide the necessary literature citations to support claims, and include pilot data, if any are available. Figures and tables can also be used. A profitable way of thinking about the proposal is that it should be easily adapted to become your introduction and method sections in your thesis or dissertation. When completed, the proposal for either the M.S. or Ph.D. degree must be signed by your major professor, supervisory committee, and the department head to signify its acceptability. **An original, signed copy will be kept in the department files for future reference.**

### ***Comprehensive Examination (Ph.D. only)***

The Comprehensive Exam is used to assess whether a Ph.D. student is prepared to successfully conduct independent research. This assessment depends upon the student's:

- 1) knowledge in his/her area of specialization and in supporting areas,
- 2) understanding of philosophical perspectives on scholarship, and
- 3) ability to communicate this knowledge effectively.

It is recommended that the Comprehensive Exam be taken by the end of your second academic year. The *exam must be passed no later than 1 year prior to defending the dissertation, and before Candidacy will be recommended.*

The exam may be composed of two parts:

- 1) a set of questions provided by *each* member of the supervisory committee that must be answered by essays, and

- 2) an oral exam, where questions must be addressed verbally.

A typical Comprehensive Exam consists of questions (minimum of one) from each committee member. Written questions must be completed over at least 5 working days, and no more than 10 working days. The scope of knowledge to be addressed in written and oral questions can vary considerably between committees. Individual committee members may require you to answer the written portion from memory or allow you to use reference material. Both the scope and form of the exam are the purview of the supervisory committee, both collectively and individually. You should discuss this with them so that you know what to expect. A decision as to the acceptability of the essays will be determined within 2 weeks after the last exam is completed. To successfully complete this portion of the exam, two-thirds (e.g. 4 of 5) of your committee members must signify that you “passed” their portion of the exam. This can be accomplished with your original answers or through follow-up work such as a review paper, etc.

Failure to pass the written exam ends the Comprehensive Exam. However, proceeding to the oral portion does not mean that your committee found your written performance to be adequate. Rather, the committee might be uncertain about your written performance, and they may use the oral exam to address questions they might have about your written responses. Ask your major professor and supervisory committee members how they perceived your performance before the oral exam so that you are better prepared.

Many students feel uncomfortable with the oral portion of the exam and three bits of advice may be useful. First, if you do not know an answer, admit it. "Bluffing" is always obvious and can generate even more critical questioning. Second, if you become flustered, ask for a moment to compose yourself. If necessary, ask to go to the washroom or get a drink of water, but do not allow your emotions to get out of control. Third, do not become antagonistic during questioning if you perceive that you are being "badgered." Careful choice of words, joking and body language can usually "desensitize" a difficult moment. Always remember that your supervisory committee wants to see you succeed, and they are trying to determine whether their faith in you is justified.

At the end of the oral exam, the committee will ask you to leave the room and wait outside while they discuss your performance and come to a consensus on an evaluation. The evaluation can take 3 forms, and the decision must be communicated in writing to the department head:

- 1) Pass - This means that at least two-thirds (e.g., 4 of 5) of your committee members have recommended that you become a Ph.D. Candidate.
- 2) Conditional Pass - This means that the committee has found deficiencies in your performance, but they believe that you have demonstrated sufficient ability to recommend Candidacy after certain weaknesses are addressed by you. The deficiencies might require you to retake either the written or the oral portion of the exam, take a specific course or courses, complete a set of readings, and/or write an essay or essays on specific topics. While the actions to be taken are at the discretion of the committee, extensive requirements might indicate to the Graduate Academic Review Committee and the department head that a “Fail” rather than “Conditional Pass” is more appropriate. These requirements *must be fulfilled* within the following two semesters of the academic year.
- 3) Failure - The committee can indicate a failing performance with two possible recommendations.
  - i) You must retake the written, oral, or written and oral portions of the qualifying exam. This must be done within a year, if not sooner, at the committee's discretion.
  - ii) You must terminate your graduate program. If you believe this decision was unjustified, you can appeal in writing to the department head to be allowed to retake the Comprehensive Exam within a year. However, reasonable cause must be given to override the supervisory committee's decision.

The Comprehensive Exam may only be retaken once. Remember, it must be passed at least 1 year before your dissertation can be defended.

## ***Candidacy***

Candidacy is an indication that your progress to date warrants consideration for a Ph.D. degree. Candidacy is granted after your supervisory committee has formally approved:

- 1) your Program of Study and performance in the courses to date (*Program of Study Form* Appendix III or IV);
- 3) your Research Proposal;
- 4) your performance on the Comprehensive Exam (Ph.D. only) and;
- 5) your request for candidacy (*Application for Candidacy Form* Appendix V) signed).

Your Program of Study and Research Proposal must be forwarded to the department head and the Dean of the Graduate School, and they must approve them and sign the *Application for Candidacy Form* (Appendix V). In addition, all necessary forms (IACUC, Plan for Publication, etc.) must be completed.

### ***Thesis (Plan A) or Paper (Plan B) and Defense (M.S. only)***

Your thesis (Plan A) or paper (Plan B) represent the culmination of your program, and should reflect a degree of professionalism and scholarship indicating that you are ready to seek employment or continue for a Ph.D. in your chosen field of specialization. The thesis or paper must satisfy any format requirements established by the Graduate School (see *Graduate School Handbook for Thesis/Dissertation Writing*) and any additional requirements made by your Supervisory committee. It is your responsibility to identify these requirements and follow them. As in writing your Research Proposal, it is important that your thesis/paper be well written. Writing a thesis is a time consuming and difficult task, and may require numerous revisions. Have your graduate student peers comment on early drafts, and have your major professor comment on more polished drafts before giving a draft to other committee members. Everyone finds that they have to rewrite their thesis/paper several times, but the process is easier if you can positively answer the first six questions listed under Research Proposal before giving it to your major professor and other committee members.

It is often advantageous to write one or more chapters of your thesis in the journal format(s) where you intend to publish your results. This will teach you how to write for publication, and will facilitate the timely publication of your results. Because the formats of journals and that of the Graduate School are not identical, you will want to work with your advisor to “creatively” package your thesis. Students have been successful with including an updated introduction from their original proposal before the actual manuscript, and including ANOVA tables, etc., in appendices. This approach will both satisfy the graduate school requirements and facilitate publication.

Defenses cannot be scheduled until the thesis or dissertation is in “acceptable” format to the graduate school. That is, title pages, introduction and summary sections, as well as the basic manuscript(s) must be provided to the supervisory committee following the approval by the departmental thesis coordinator. Given that theses are now available on microfilm, the graduate school has become particular about the inclusion of a complete introduction and all statistical tables.

A public presentation of your project design and findings is required of a plan B program. The paper (Plan B) only needs to be accepted by your supervisory committee after they have had the opportunity to read it.

The thesis (Plan A) is a presentation and discussion of your research results. The thesis needs to be defended in a formal defense with your supervisory committee. Do not schedule your Thesis Defense before you have indications from your committee that they approve of your product. You must provide your supervisory committee with the thesis a minimum of **2 weeks** before you notify the Graduate School of your defense. Because the School of Graduate Studies requires a minimum 10-working day notice of your defense, this effectively means the earliest you can defend your thesis is 3 weeks after giving it to your committee members, assuming there are no major problems. In some cases, individual committee members may require substantial changes to the thesis before they will sign on the thesis as ready to be formally defended.

At least **10 working days** before your defense an *Appointment for Examination Form* (Appendix VI) should be filled out, signed by your Supervisory committee, and turned into the Graduate School.

The actual defense includes:

- **Post-Project Seminar** - You must give a public seminar that must be advertised at least **10 working days** prior to its presentation. More than one seminar can be given, but the public seminar constitutes the formal seminar for your defense. Plan on a maximum of 45 minutes, so there is adequate time for questions. *The seminar cannot take place sooner than 1 Semester after you have given your Pre-Project Seminar* (except by approval of a written petition stating cause and signed by your major professor to the department head). The seminar is a formal presentation (powerpoint/overheads) that should be well prepared and should include:
  - 1) a statement of the question that your research addressed;
  - 2) why this question is important, given earlier work by others in the field;
  - 3) how you addressed the question and analyzed the data;
  - 4) what weaknesses are in your data and how you might have done the research differently given the experience that you gained; and
  - 5) what conclusions can be reached with your data and how they compare with findings by others.
- **Defense Meeting** - You *must* meet with your supervisory committee within *48 hours* after the Post-Project Seminar to answer questions dealing with your research and/or general knowledge in the field. At this meeting, the supervisory committee comes to a consensus on your performance on the thesis, its defense, and whether you have fulfilled the requirements of your Program of Study. Three decisions are possible:
  - 1) Acceptable - This means that your committee will sign the *Record of Exam Completion Form* (found in defense packet) recommending your being granted an advanced degree. This typically entails minor revision of the thesis and/or passing of courses that you are currently taking.
  - 2) Conditional acceptance - This means that your committee will sign the *Record of Exam Completion Form* (found in defense packet) in the future after you satisfy one or more of the following:
    - a) major revision of the thesis;
    - b) satisfaction of certain actions (e.g., correction in statistics in the thesis, additional readings, etc.) required by the committee, given a deficiency indicated in the defense; or
    - c) satisfaction of a deficiency in your Program of Study (failing grade, incomplete, or course not yet taken).
  - 3) Failure - This means that you will leave the graduate program without receiving a degree. This is an unlikely event, since your major professor and supervisory committee should have indicated the likelihood of this occurring much earlier, and can only be justified by exceptional circumstances (e.g., your having twice failed a course listed on your Program of Study, plagiarism, research fraud, etc.). Without exception, this decision will be reviewed by the department head.

After your committee signs the *Record of Exam Completion Form* (found in defense packet), and makes **1 copy for the department head**, this form along with your thesis and completed *Program of Study Form* are forwarded to the department head and Dean of the Graduate School for final approval at which time you are eligible to graduate.

### ***Dissertation and Defense (Ph.D. only)***

Your dissertation represents the culmination of your graduate program, and your passport to future research opportunities; therefore, it must exhibit a degree of scholarship that would permit it to be accepted in the peer-reviewed publications of your field. The dissertation must satisfy any format requirements established by the Graduate School (see “Graduate School Handbook for Thesis/Dissertation Writing”) and any additional

requirements made by your Supervisory committee. It is your responsibility to identify these requirements and follow them; however, since this work must be publishable, you might select options that will minimize your need to rewrite material before submission to a journal, monograph series, etc.

As in writing your Research Proposal, it is important that your dissertation be well written. Have your graduate student peers comment on early drafts, and have your major professor comment on more polished drafts before giving a draft to other committee members. Everyone finds that they have to rewrite their dissertation several times, but the process is easier if you can positively answer the first 6 questions listed under Research Proposal, before giving it to your major professor and other committee members. For a Ph.D., however, a well-conducted research project and well-written dissertation are not sufficient; particular attention must be paid to the last four questions listed under Research Proposal.

It is advantageous to write chapters of your dissertation in the journal format(s) where you intend to publish the results. This will teach you how to write for publication, and will facilitate the timely publication of your results. Because the formats of journals and that of the Graduate Schools are not identical, you will want to work with your advisor to “creatively” package your dissertation. Students have been successful with including an updated introduction section from their original proposal before the actual manuscript, and including tables, etc. in the appendices. This approach will both satisfy the graduate school requirements and facilitate publication.

Defenses cannot be scheduled until the thesis or dissertation is an “acceptable” format to the graduate school. That is, title pages, introduction and summary sections, as well as the basic manuscript(s) must be provided to the supervisory committee following approval by the major professor. Given that these are now available on microfilm, the graduate school has become particular about the inclusion of a complete introduction and all statistical tables. To facilitate publishing your scholarly work in a timely manner, you may want to work with your advisor to “creatively” package your thesis. Students have been successful with including an updated introduction section from their original proposal before the actual manuscript, and including tables, etc. in appendices. This approach will both satisfy the graduate school requirements and facilitate publication.

Following the committee’s favorable review of your penultimate thesis/dissertation, a post project seminar and defense can be scheduled. At least **10 working days** before your defense an *Appointment for Examination Form* (Appendix VI) should be filled out, signed by your committee, and turned into the Graduate School.

- **Post Project Seminar** - The actual defense must include a public seminar that is advertised at least **10 working days** prior to its presentation. Plan on a maximum of 45 minutes, so there is adequate time for questions. The *seminar cannot take place sooner than 1 year after you have given your Pre-Project Seminar* and passed your *Comprehensive Exam* (except by approval of a written petition stating cause and signed by your major professor to the department head). The seminar is a formal presentation (powerpoint/overheads) that should be well prepared and should include:
  - 1) a statement of the question that your research addressed,
  - 2) why this question is important, given earlier work by others in the field,
  - 3) how you addressed the question and analyzed the data,
  - 4) what conclusions can be reached with your data and how they compare with findings by others, and
  - 5) how your work advances the field, especially in terms of providing generalizations.

This seminar is likely to be used by you as your job seminar when you interview for your first professional position.

- **Defense Meeting** - Your supervisory committee will conduct a formal defense within *48 hours* after your Post-Project Seminar in which you answer questions dealing with your research and/or general knowledge in the field. At this meeting, the supervisory committee comes to a consensus on the quality of your

dissertation, your performance during the defense, and whether you have fulfilled the requirements of your Program of Study. Three decisions are possible:

- 1) Acceptable - This means that your committee will sign the *Record of Exam Completion Form* (found in defense packet), recommending that you be granted a Ph.D. This typically entails minor revision of the dissertation.
- 2) Conditional acceptance - This means that your committee will sign the *Record of Exam Completion Form* in the future after revision of the dissertation and/or criticisms have been dealt with to their satisfaction.
  - a) major revision of the dissertation,
  - b) satisfaction of certain actions (e.g., correction in statistics in the dissertation, additional readings, etc.) required by the committee, given a deficiency indicated in the defense, or
  - c) satisfaction of a deficiency in your Program of Study (failing grade, incomplete, or course not yet taken)
- 3) Failure - This means that you should leave the graduate program without receiving a degree. This is an unlikely event, since your major professor and supervisory committee should have indicated the likelihood of this occurring much earlier, and this can only be justified by exceptional circumstances (e.g., your having twice failed a course listed on your Program of Study, plagiarism, research fraud, etc.). Without exception, this decision will be reviewed by the department head.

After your committee signs the *Record of Exam Completion Form* (found in defense packet), and makes **1 copy for the department head**, this form along with your dissertation and completed *Program of Study Form*, are forwarded to the department head and Dean of the Graduate School for final approval, at which time you are eligible to graduate.

### **Leave of Absence and Off-Campus Research**

The Department Head and the Graduate School can be petitioned for a leave of absence. A leave can be granted for:

- 1) illness, military service, or other extenuating personal circumstances, or
- 2) participation in a planned and department approved extension program, when the courses that are part of the program are not being offered.

Because you are expected to be enrolled while conducting research (even off-campus research), a leave of absence may not be granted for extended off-campus research. Furthermore, deadlines and the 8 year limit for degree completion are still operating even though you may be off-campus conducting research.

### **Notice of Failure to Register and Reactivation Procedures**

A student who does not maintain continuous registration will be notified and a copy of the notification will be sent to the department. If, after notice, the student fails to register, the department will be notified and the student's records will be put on inactive status. On the recommendation of the department, the student's file may be reactivated, if the time limit for the degree has not expired. The student will be required to pay the Continuous Registration Fees or register for the semesters missed, as determined by the department and the School of Graduate Studies.

## **Transferring to Another Program of Study**

Departmental policy allows students to switch their current program of study for the following reasons:

- 1) The student finishes his or her M.S. and continues, entering a Ph.D. program within ENV.S.
- 2) The student wishes to switch from an M.S. candidate to a Ph.D. candidate.
- 3) The student wishes to change major professors, but pursue the same degree.

For the first two cases, the following steps are required:

- 1) The student writes a letter to the department head and Dean of Graduate Studies indicating a desire to enter a doctoral program. In the first scenario, these letters must be submitted prior to completion of an M.S. degree.
- 2) Student's M.S. major professor and supervisory committee make written recommendations to the Graduate Admissions Committee.
- 3) If the proposed Ph.D. major professor is different from the M.S. adviser, that potential supervisor makes written recommendation to the Graduate Admissions Committee regarding acceptance.
- 4) The student's application materials are reviewed by Graduate Admissions Committee with a written recommendation on admission to the department head.
- 5) The department head makes recommendation on admission to the Dean of Graduate Studies.
- 6) A final decision will be made by the Dean of Graduate Studies.

For the third scenario (a student wishes to switch major professors but complete the same degree), the following steps must be followed:

- 1) The student writes a letter to the Graduate Academic Review Committee indicating a desire to transfer to a different major professor to complete the current degree program. The student should include any relevant explanations for the desired change.
- 2) The student's original major professor (and supervisory committee, if requested) make written recommendations to the Graduate Academic Review Committee regarding the transfer.
- 3) The proposed new major professor makes a written recommendation to the Graduate Academic Review Committee regarding acceptance.
- 4) The student's major professor's and committee's letters are reviewed by the Graduate Academic Review Committee with a written recommendation on transfer forwarded to the department head.
- 5) The final decision will be made by the head of the department.

## **Research Fraud and Plagiarism**

Maintaining the highest standards of academic honesty and research ethics is especially important at the graduate level, where students are expected to do original, scholarly work in preparation for future professional and academic roles. Academic dishonesty is defined in the *Code of Policies and Procedures for Students at Utah State University* (September 1999) Article V, Section 3, Paragraphs a, b, and c to include cheating, falsification of information, and plagiarism.

Violations of the above policy will subject the offender to the University disciplinary procedures as outlined in Article VI, Section 1 of the Student *Code*, with the penalties or disciplinary measures to include one or more of the following:

1. **Probation.** Continued attendance at the University is predicated upon the student satisfying certain requirements as specified by the University. Probation is for a designated period of time and includes the

probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating any University regulations during the probationary period.

2. **Suspension.** Temporary dismissal from the University for a specified time, after which the student is eligible to return. Conditions for readmission may be specified.
3. **Expulsion.** Permanent dismissal from the University.
4. **Denial or revocation of a degree.**

Research is a vital part of the education of most graduate students, and appropriate scientific and research conduct is expected. An allegation of scientific misconduct involving funded research is handled through the Office of the Vice President for Research. If the research is nonfunded, the allegation is handled following the *Code of Policies and Procedures for Students at Utah State University*.

Research misconduct may be determined during a student's program or after the program is completed. If a student is found guilty of research fraud, the penalty may include, in addition to any listed above, correction and reanalysis of data and/or rewriting of the thesis or dissertation, and/or loss of financial assistance.

### **Role of the Graduate Academic Review Committee**

The role of this committee is advisory to the department head. This committee can also bring suggested changes in the graduate program to the department faculty for discussion. In its advisory role, the committee can:

- 1) recommend changes in the graduate curriculum based upon the suitability of current courses and the perceived need for new courses,
- 2) recommend changes in the procedures for graduate education, including requirements and deadlines,
- 3) be requested by the department head to review perceived deficiencies in a graduate student's progress that have been identified using the *Graduate Student Annual Review Form*,
- 4) be requested by the department head to review and comment upon petitions from students, major professors, or Supervisory committees,
- 5) be requested by the department head to serve as a fact-finding board in disputes between graduate students and their major professors or Supervisory committees, and
- 6) oversee, evaluate, and provide recommendations to the department head for students wishing to transfer programs.

## IV.

# FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

Several types of financial assistance are available to graduate students in the Environment & Society Department. These include graduate fellowships, research and teaching assistantships, non-resident tuition scholarships, non-resident tuition waivers, and student loans. Some graduate students are provided opportunities for work on university or consulting payrolls. Formal offers of financial support may be made only after a student has been fully admitted for graduate study by the School of Graduate Studies. All employment procedures will conform with Affirmative Action and Immigration and Naturalization Service policies.

### **Graduate Fellowships, Scholarships, and Assistantships**

#### ***Graduate Assistantships***

Teaching, research, and other graduate assistantships are available in most of the departments of the University. A full-time assistantship is 20 hours per week. In the interest of timely degree completion, graduate students are generally employed by the University for *no more than* 20 hours per week. Employment for more than 20 hours per week must be approved by the student's advisor and degree-program department head. Graduate assistants must be full-time, matriculated students. For students employed as graduate assistants, full-time status is based on the full-time equivalent or FTE. A 0.25 to 0.374 FTE requires a student to enroll for 9 graduate-level credits; a 0.375 to 0.50 FTE requires a student to enroll for 6 graduate-level credits. Graduate assistants must maintain a grade point average (GPA) of 3.0 or higher for those courses included on their Program of Study. However, if a Program of Study has not been submitted to the School of Graduate Studies, a cumulative GPA is computed using all of the student's coursework at USU since the prior degree. The GPA is checked by the School of Graduate Studies at the end of each semester. The cumulative GPA on the last 60 semester credits will be used to determine eligibility as a graduate assistant if the student has not yet started the graduate program. Graduate assistants may register for a maximum of 12 credits per semester. However, a research assistant whose assistantship involves his or her thesis or dissertation research may register for additional credits.

#### ***Teaching Assistantships/Graduate Instructors***

Graduate students may be teaching assistants or graduate instructors in departments. Teaching loads vary up to a maximum of 20 hours per week and stipends vary depending on the department and the teaching load.

International students may be considered for teaching assistantships if they demonstrate proficiency in English communication, as determined by Utah State University's Intensive English Language Institute, and have participated in the required workshop.

**All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships.** The workshops help students gain the techniques and skills to be effective instructors in the university environment. The workshop for international students also aids students in understanding the American university culture and in improving communication. When a teaching assistant workshop has been successfully completed, 1 credit will be added to the student's transcript. However, this credit cannot be applied toward a graduate degree program.

The ENVS Department is not heavily involved in teaching large service courses for students from the University at large, and therefore does not have a large budget for teaching assistants. In order to make teaching experience available to the maximum number of students, we typically have one-semester teaching assignments. These currently pay nominally for assistance in one course. Preference for these assistantships is shown to Ph.D. candidates and required for all students who indicate an interest in teaching after receiving their degree. Teaching assistantship stipends are paid in addition to any other income from the department. Non-remunerated opportunities in volunteer teaching are also available. Every effort will be given for the teaching assistant to appear before the class to gain actual teaching experience. Students receiving teaching assistantships are required to first enroll in a course on graduate teaching offered by the Graduate School.

### ***Research Assistantships***

Research assistantships are available for collaborative research and study under individual faculty members who provide the funds and equipment. Graduate students are encouraged to identify those faculty whose research and study corresponds with their own area of interest. The ability of faculty to take on research assistants may be limited by several factors, including finances, equipment, and time. Therefore, it behooves the student to plan well in advance and request specifically for the availability of faculty. Research assistantships are available through individual faculty members who direct research financed by grants and contracts from various governmental agencies and private foundations, and are administered through the ENVS Department. Continued flow of these monies depends on expeditious production of results. Accordingly, students associated with a project are expected to meet the same deadlines as the project leaders who initiated the proposal and accepted the awarded grant or contract. The student usually writes a thesis or dissertation from data collected within the project framework. Sh/e may or may not collect additional data for the overall attainment of the project objectives depending on how closely the thesis or dissertation encompasses overall project objectives. Research assistantships are normally awarded for no more than two years to an M.S. candidate or three years to a Ph.D. candidate.

Stipends and other conditions associated with research assistantships are negotiable between the project leader and the student. An offer of financial assistance is not valid unless accepted within the stated time period and appearance at the arrival date indicated in the letter of offer. The period of service is normally 12 months, with the student assistant spending an average of 20 hours per week on the project. Stipends are potentially taxable. A social security number is required for payment of stipends. Foreign students may experience a delay of several weeks after arrival in obtaining this number. They thus should bring enough funds to pay for their needs during this period. Assistantships do not carry fringe benefits such as health insurance (except in the case of accidents while at work). Social Security taxes are not deducted from the stipend if a student registers on time.

Most research assistantships begin July 1 through October 1; thus application for these appointments should be received the preceding winter and spring. Research assistants that are not legal residents of Utah can apply for a non-resident tuition waiver. Resident tuition and fees must be paid by the student. However, a graduate research assistant may elect to award part of the tax burden by having part of the stipend turned into a tuition scholarship.

### ***Waiver of the Nonresident Portion of the Tuition Fee***

A nonresident student who holds a graduate assistantship and is receiving at least **\$250** per month may be awarded a waiver of the nonresident portion of tuition for courses in the student's degree program. Out-of-state, noninternational graduate students who receive nonresident tuition waivers must apply for Utah residency at the end of their first year of study. Waivers *cannot* be used to audit classes. Waivers *cannot* be used for coursework below the 5000 level, *unless* the course is on the student's Program of Study or required by the student's supervisory committee, as indicated by a letter from the committee chair.

### ***Resident Tuition Remission for Doctoral Students***

A student who is matriculated in a doctoral degree program and is a graduate assistant or graduate fellow receiving at least \$600 per month may be awarded a resident (instate) tuition remission. The student must be registered for at least 9 graduate-level credits. If credits other than those required for the doctoral degree are needed to meet the 9-credit requirement, registration must be for FRWS 7990 (Continuing Graduate Advisement). A doctoral in-state tuition remission *cannot* be used to audit classes or for coursework below the 5000 level.

### ***Waiver-Remission***

The department head must submit a waiver/remission request to the graduate dean for approval no later than the first day of classes for the semester. The waiver and/or remission must be used before the last day for registering or adding classes in the semester for which it was awarded (15<sup>th</sup> day of classes). The waiver and/or remission are available for a maximum of 9 credits per semester, with the number of eligible credits indicated on the Program of Study, which must be submitted by the end of the second semester, with the number of eligible credits indicated on the Program of Study, which must be submitted by the end of the second semester for a master's student and the end of the third semester for a doctoral student. Audited courses do not qualify for waiver/remission.

\* Registration of at least 9 graduate credits is required for students receiving the PhD Instate Remission or the Masters Instate Tuition Grant. These must be credits that will be used on the Program of Study. If a student has fewer than 9 credits left on the Program of Study, they should register for enough credits of 6990/7990 to make up the difference.

\* The Masters Instate Tuition Grants cover only 9 credits.

\* To receive a tuition waiver/remission, a graduate assistant must be employed for the total semester, except for any beginning or ending week that has less than 4 class or test days. If a student is terminated prior to the completion of a semester for which he or she has received a waiver/remission/grant, the waiver/remission/grant will be CANCELLED and the student will be responsible for paying the tuition.

\* Tuition remission covers tuition only. It does not cover fees. Classes may be dropped if fees are not paid. It is the student's responsibility to check their billing statements and make sure that all associated fees are paid in full by the Graduate Student Fee Payment Deadline.

### ***Fellowships***

Fellowship and scholarship awardees must be full-time matriculated students enrolled in approved graduate-level coursework. Application for these, as well as for departmental fellowships and awards, is made through the departments.

**Presidential Fellowships** - include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria include a 3.50 GPA and quantitative and verbal GRE scores at the 70<sup>th</sup> percentile or above.

**Vice President for Research Fellowships** - include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria are the same as for the Presidential Fellowships. In addition, the student must be in a research degree program that includes a master's thesis or doctoral dissertation.

**University Fellowships** - also include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria are the same as for Presidential Fellowships.

### ***Scholarships***

**Resident Tuition Scholarships.** Scholarships covering the resident portion of tuition are available each semester on a competitive basis through the departments. Awardees must be full-time matriculated students and must maintain a 3.0 or higher GPA.

### ***Graduate Fellowships and Scholarships***

The College of Natural Resources has a restricted number of competitive scholarships available such as the Quinney Foundation Fellowships. Information on application procedures and criteria for acceptance can be acquired from the College of Natural Resources. The University at large outside the College can also put the prospective student in contact with alternative sources of graduate funding (e.g., Women's Center, etc.).

Graduate fellowships with varying stipends are sometimes awarded to outstanding students. The department head or a potential major professor may notify you if he/she feels you have a chance to qualify for one of these awards. Students are encouraged to apply for fellowships in national competitions as well. Examples of these include the National Science Foundation and others.

Application for University fellowships must be made to the department head by February 15 for consideration during the forthcoming academic year. The department forwards the files of its nominee(s) to a special college-level committee to select candidates. Applicants are notified of the final decision by March 15. The department head or potential major professor can provide you with information about other types of fellowships.

### ***Employment and Assistantship Regulations***

**Supervision** If you have been provided with a specific departmental work or research assignment which requires your spending certain agreed-upon hours of work (including those few who might be on a work-study, teaching assistantship, or research assistantship assignment) it is incumbent upon you to carry out your contract in a fully professional manner. Though your immediate supervisor may be a faculty member or lab director, it is also incumbent upon you to make yourself acquainted with general regulations that apply to all staff and students who work on campus. Regulations are available from USU's Personnel Department and usually require some orientation at the beginning of the year.

**Reporting and Time Sheet Submissions** It is your duty to faithfully keep track of your work hours as required by your supervisor and departmental financial managers. If you want to be paid on time, report your work on the appropriate forms and turn them in at the announced times.

**Remuneration, Benefits, Vacations, and Leave** Remuneration for those students on a work assignment or other assistance is set by the university in consultation with the direct work supervisor. The same applies to other benefits, including vacation and leave. Consult your supervisor and the agreed-upon contract as well as regular university published guidelines in this regard. Note that part-time appointments do not carry provision for fringe benefits, including vacation and sick leave.

Arrangements for long absences from campus or field sites should be worked out between the student and the Major professor or supervisor. The student should indicate when sh/e expects to return. If intended leave conflicts with needs for data collection, analysis, or preparation of reports to administrators or funding agencies, the student may expect to have requests for extended leave denied.

**Insurance** The University carries fire, theft, and third-party injury and property damage liability insurance on graduate students who are on contract, but this does not cover costs for repairs from collisions of University or College vehicles nor is it valid when accidents occur in connection with unauthorized use of equipment. It is also not in force if students are breaking the law at the time of the accident (e.g., drinking alcoholic beverages in a state vehicle). The law breaker is also personally responsible for all fines (e.g., traffic tickets). Ask for a digest of traffic laws for both the campus and the State of Utah.

Students are advised to obtain non-owner automobile liability insurance to cover injury to themselves and others while driving University vehicles. A current Utah driver's license in good standing, together with passage of a USU-administered safe drivers test, are required of drivers of all University vehicles. University employees are covered by Workman's Compensation in case of injury on the job. Any accidents should be reported to the Major professor or supervisor as soon as possible.

Personal effects of employees below \$1,000 in value are not covered by any kind of University insurance. We advise that student's check their homeowners or renter's policies for more complete personal property insurance coverage.

### **Credit Loads for Research and Teaching Assistants**

The maximum credit load for students on research assistantships is 12 credit hours (note that students conducting research resulting in a thesis or dissertation may register for an additional four units of research and thesis credit). Students on research assistantships or on teaching assistantships must register for a minimum of 6 credit hours per semester, including summer session.

### **Obtaining Utah Residency**

Applications will be accepted within 30 days prior to the first day of each semester. The application deadline is ten calendar days after the first day of the semester. Applicant must be a US Citizen or have Permanent Resident Status. Each person who applies for Utah resident status for tuition purposes is considered on an individual basis.

Each applicant **MUST INCLUDE PHOTOCOPIES OF SUPPORTING DOCUMENTATION:**

Each application should include **A, C, D or B, C, D** listed below.

- A. Documentation of living in Utah for 24 continuous months prior to beginning school in Utah. (Employment and housing verification).
- OR*
- B. Documentation of living in Utah while completing a minimum total of **60 semester credit hours** at a regionally accredited institution of higher education in Utah. **\*Note:** Utah semester credits should not be broken by attendance at another school of higher education outside of the State of Utah. (i.e. - Do not attend summer classes in your home state.)
- C. Utah Driver's License.
- D. Utah Vehicle Registration. (If you own a car *OR* if you are borrowing a car and have it here for your regular use - it must be registered in Utah.)

Additional, but not required, items you can document are: Verification of Utah employment, Utah State and Federal Income tax filings as Utah resident, Banking in Utah, Utah voter registration.

## **V. UNIVERSITY AND DEPARTMENTAL POLICIES**

### **Departmental Policies on Office and Equipment Use**

### ***Office and Desk Space***

The College of Natural Resources is currently very limited in office space, even for faculty. Those who are full-time students and involved with funded research are most likely have office space assigned to them, yet they may still need to share that space with other students. The department head, in conjunction with the faculty, will attempt to find space once Fall Semester has begun and actual needs are verified and available space has been assigned by the Dean's Office.

A system based on financial support and degree sought is used by the FRWS Department to place new students on differing priority levels for desk space. These priorities are as follows, in descending order:

- 1) Visiting scientists and scholars
- 2) Full-time research associates, technicians or post-doctorals
- 3) Ph.D. Candidate -- Supported by departmental funds
- 4) M.S. Candidate -- Supported by departmental funds
- 5) Ph.D. Candidate -- Unsupported
- 6) M.S. Candidate -- Unsupported

It is the responsibility of the major professor to notify the office staff of the impending arrival of persons requiring desk space. Check with the FRWS office staff immediately following your arrival just in case your major professor has not already done so. Time of such notification is used to establish precedence within each priority level. It is thus to the student's advantage to advise the office staff as soon as a change in status is known. If possible, desks will be assigned when new personnel arrive on campus or their name will be placed on the priority list.

Once assigned a desk, it is the student's responsibility to utilize it to the fullest. Office space and desks are at times a scarce resource. If it is seen that desks are used only as book storage areas or as "part-time" study areas, the student will be asked to share his/her desk with another student, or to possibly find a carrel in the library. People in a low priority category occupying desk space may be displaced by one in a higher priority category without desk space. The University Library has available a number of carrels with lockable book shelves. You may wish to occupy one of these until departmental office space and a desk becomes available.

### ***Department Office Mailbox Assignments***

Each graduate student will be assigned a mailbox in the FRWS Office in either NR 206 or BNR 162. If sufficient space is not available, students may need to share a mailbox with another student. One of the departmental office staff will generally make mailbox assignments. Check also with them for leaving forwarding addresses when required.

### ***Building and Office Key Assignments***

As required, authorized students will be given keys and access codes to certain labs and offices. Appropriate keys are obtained by a work order signed by the department head and major professor. Students will also be required to make a monetary deposit on each key that is received. These deposits are refunded when you return your keys after completion of your program. Like all University personnel, students obtaining keys must follow Key Office regulations (e.g., keys cannot be shared or duplicated, and replacement costs must be paid if keys are lost, etc.). Also note that it is illegal to have unauthorized University keys in your possession.

### ***Use of Audio-Visual and Field Research Equipment***

Projectors, cameras, overhead projectors, LCD's, laptop computers, video recorders and players, and GPS instruments are all expensive and difficult to replace. Please take care of them when and if you check them out or use any of this equipment as part of a research project. Any observed problems found on A-V equipment assigned to specific classrooms (e.g. burned-out bulbs, missing or frayed cords) should be reported immediately to one of the

departmental office staff. Departmental equipment is not for personal use and should always be returned to its proper storage location when not in use.

### ***Use of Departmental Phones and Fax***

Unauthorized use of any departmental phones or the FAX machine is prohibited. Use of this equipment by students can only occur with the approval of the department head and/or one of the department office staff.

### ***Use of Departmental Photocopier***

The FRWS Department photocopiers are for the exclusive use of faculty and research teaching personnel (including GRAs and GTAs) and are not to be used for personal needs. Access requires the entry of an account code. Several publicly-available photocopier centers exist for student use on campus, including one in the BNR building.

### **Affirmative Action/Equal Opportunity (AA/EO)**

It is the policy of Utah State University to ensure equal educational and employment opportunity regardless of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status. In addition, discrimination based on sexual orientation is prohibited in evaluating employee or student performance. The Affirmative Action/Equal Opportunity (AA/EO) Office implements federal, state, and University anti-discrimination laws, statutes, and policies, and strives to provide an atmosphere in which students, staff, and faculty can work, study, and live without fear of discrimination or sexual harassment.

Utah State University is dedicated to providing equal opportunity in education and employment to all students, faculty, and staff. University members who feel their rights have been violated, want information, or just need some guidance relating to their course of action, should contact the Affirmative Action/Equal Opportunity Office, located in Main 161, or call (435) 797-1266. Copies of the complete Affirmative Action Plan and the Discrimination Complaint Policy, along with information pertaining to AA/EO-related laws and policies at the local (USU), state, and federal levels, are available in the AA/EO Office.

### **Drug and Alcohol Use**

Utah law prohibits consumption of alcoholic beverages in vehicles and on all state property. Unopened containers of alcoholic beverages may be carried in State vehicles. Drinking of such beverages in public is, however, illegal and any Professor in charge of a field trip or property is responsible for such conduct. Students' refusals to comply with these laws could leave those responsible with no other option but to report infractions to the proper law enforcement officials.

### **Grievance Procedure**

Students who feel they have been unfairly treated may file a grievance through the proper channels. Since there are various types of grievances and the information is quite lengthy on all the situations, only the website will be listed here. Go to the USU homepage ([www.usu.edu](http://www.usu.edu)) and locate the USU Student Code for details.

### **Human Subjects**

All University research involving human subjects, animal subjects, radiation materials, recombinant DNA, or biohazardous materials must be reviewed and approved by the appropriate University committee(s) **before the research is started**. Graduate students are, with the assistance of their advisors, responsible for obtaining the necessary approval for their research. Verification of approval must be submitted to the School of Graduate Studies before the student's master's Program of Study or doctoral Application for Candidacy can be approved. For further information, contact the School of Graduate Studies or the Office of the Vice President for Research.

### **Software Use and Copying**

Generally, copyright law applies to computer software the same as it does to most other forms of works. However, the copyright law permits the owner to make a copy for archival purposes so long as the copy is destroyed once the

original software is transferred or sold. In limited circumstances, a copy or adaptation may be made as an essential step in using the program in a computer. For more information concerning copyright law and guidelines, please contact the Utah State University Bookstore at 797-1666.

# Draft

### **Travel Authorizations**

Official travel out of town overnight in project or private vehicles or any USU car pool usage requires completion of a **Travel Authorization Form**. See your major professor or one of the Business Services Staff (NR 208) for details.

### **University Vehicle Use**

Utah State University Motor Pool is located at 1400 North 900 East. The telephone number is 797-3145. The Driver's Video must be viewed before any employee or student can drive for USU or drive USU vehicles. All drivers must be at least 18 years of age and have a valid driver's license. If driving is an essential function of the job (i.e. in the job description), the video must be seen once a year. If it is not an essential function, the video must be viewed once every three years. Any student can arrange to view the video through Personnel Services. A Commercial Driver's License is required when hauling hazardous materials or when carrying 16 or more occupants. For information on obtaining a Utah Commercial Driver's License, contact either the Logan office at 0155 LeGrand St. or the Brigham City Office at 285 West 1100 South Street.

The university and department are very sensitive to taxpayer concerns about State vehicles speeding or located at unauthorized places (e.g., private residences, bars, restaurants, etc.). The department realizes that one has to eat, and that occasionally it may be in the public interest to drive a State vehicle home at night when leaving at 5:00 AM, etc. However, any time a State vehicle is not returned to the USU Motor Pool or departmental parking lot at the end of the working day, the driver should be able to document that it is plainly in the interest of the taxpayers of Utah for the student or staff member to have the vehicle where it is. The convenience of the driver has no standing with the legislative auditor. When projects require a vehicle to be parked at a public place (e.g., airport, restaurant, amusement park, fishing hole, etc), a detriment could be turned into an asset by preparing a sign or note that explains the research and how it helps Utah.

## VII.

# CAMPUS RESOURCES

### Professional and Career Resources

#### *Campus Libraries and Library Tours*

USU libraries are open to all USU students (a valid USU card is required to check out materials). Home page with access to all library holdings information can be found at the USU's library homepage: <http://www.usu.edu/~library/>. This is often the first and best place to start your research.

Merrill-Cazier Library Circulation: 797-2633 Reference: 797-2678

The main library on campus. Open seven days a week: (see hours posted at entrances or call for current hours)

Quinney Library 797-2464

The College of Natural Resources Library-containing special collections and limited journals and books. Theses and dissertations for the College of Natural Resources are available here. Also, local databases, a slide maker, and most NR reserve material are available. Open five days a week: (see hours posted at entrances or call for current hours)

Some of the Library services that are available to graduate students at most campus libraries include:

- Graduate student library orientations. Sessions usually scheduled at the beginning of the Fall term and cover library organization, basic research strategies, and use of the on-line catalog and CD ROM Databases. Call the library for scheduling.
- Conference rooms for study sessions and group work.
- Audio Visual Services (797-2658). Frequently used by teaching assistants, this service provides audio and visual recordings for use in the classroom. Technicians are available to assist with classroom setup.
- Interlibrary Services. You may request books or articles in journals not available or listed in any of the USU libraries in two ways. First, you may request books or articles in a hard copy format from the interlibrary loan service (797-2680). There may be a charge for this service. Materials requested are usually received in 5-10 days; rush service is available. Second, you can request articles through the UTAD service (Utah Article Delivery). Articles can be requested via email from any computer (see USU Library's home page for link or use: [www.lib.utah.edu/ualc/jour.html](http://www.lib.utah.edu/ualc/jour.html)). You will need to have the citation for the article and a fax number to receive the articles (e.g., the department's fax number). The article will be searched for at other Utah libraries and a faxed copy will be sent if the article is found. There is currently no charge for this service. Call 797-2680 for more information.
- Electronic, full-text documents. Limited availability; call for more information.

#### *Career Services*

Career Services is located on the ground floor of the University Inn. Students are encouraged to visit or to call at 797-7777. After meeting with your advisor, you are encouraged to attend a short workshop about the services and resources available at the Center. This includes information about their customized resume writing software program and a comprehensive packet of career information.

#### *CNR Computer Lab*

There are two Quinney Library Computer Labs located in NR 304 and NR 306. The lab has numerous personal computers with graphics capabilities, where both graduate and undergraduate students can do beginning and intermediate GIS/RS projects as well as computer cartography and conventional statistical data analysis. Guidelines for access, use, and hours of availability are available by accessing <http://qlabs.nr.usu.edu>. All those who utilize the

computers in this lab and throughout the department are required to follow commonly accepted principles of protecting equipment, meeting copyright regulations, minimizing the risk of contaminating hard disks by viruses, etc. Guidelines developed by lab managers governing hard disk use, access to files, etc., should be followed carefully. Unprofessional use of equipment, or negligent/careless use may lead to severe restrictions or penalties. Illicit copying or use of computer software is unacceptable. In addition to the CNR computer labs, several open-access labs are available to students across campus.

### ***E-Mail Accounts***

Currently registered USU students may activate a computer account on the USU VMS computer system by accessing <http://www.usu.edu/~compserv/newuser.html>. Before obtaining a computer account, there are some policies that you must read and understand on this web site.

### ***International Students and Scholars Office***

The mission of the Office of International Student and Scholars is to assist students from abroad in achieving their educational goals and maintaining their legal student status while studying at Utah State University. The goals, therefore, are to help minimize stress and apprehension, and facilitate an emotional and psychological climate conducive to adjustment and achievement for the international student. The Office is located in the Taggart Student Center, Room 313, and the telephone number is 797-1124.

### ***Statistical Consulting Services***

Statistical consulting is available to all Forest Resources graduate students at no cost through Susan Durham, the statistician for the College of Natural Resources. Her office is in BNR 145 (phone 797-1337), and she is typically available Monday through Thursday from 10:30- to 4:30. As the department is paying for this service, we strongly encourage you to utilize it.

### ***Women and Gender Research Institute***

The Women and Gender Research Institute is pleased to offer a number of funding opportunities for Utah State University women faculty and graduate students conducting research in their fields, or men and women faculty conducting research on gender issues. The programs, eligibility requirements, and application deadlines are available by contacting the Director, Vicki Allan, in the Taggart Student Center, Room 315 or by calling 797-1728.

### ***Writing Center***

The Writing Center is a service of the Department of English designed to help students improve their writing skills. They will work with you individually to help you solve your writing problems and answer your questions--whether you are a freshman working on an essay or a graduate developing a thesis. In other words, no matter what writing assistance you need, they can help. They are located in the Ray B. West Building, Room 104, or you can call their hotline at 797-2712. The hotline is only available during Writing Center hours for students who need a quick answer to an immediate writing problem. For appointments, please call 797-2712.

### **Personal Services**

#### ***Disability Resource Center***

The purpose of the Disability Resource Center is to help students with disabilities overcome physical, educational, or attitudinal barriers which may prevent them from reaching their full educational potential. Staff members coordinate University support services, thus aiding students in becoming integrated into the campus community. Several students in our program have been referred for assistance with learning disabilities. For more information call 797-2444.

#### ***Psychological Counseling***

The USU Psychology Community Clinic provides professional psychology services to the residents of Utah, Southern Idaho, and Western Wyoming, as well as students and staff of Utah State University. The Clinic serves as the primary mental health service and training site for graduate students studying clinical, counseling, and school psychology. Psychological services are provided by graduate students completing their M.S. or Ph.D. degrees. Students are supervised by licensed Ph.D. psychology faculty and receive intensive training in therapeutic techniques. Fees for services are based on a modest sliding fee schedule and determined by the monthly take-home pay of the household and the number of persons in the family. The Clinic is a participating provider with Blue Cross and Blue Shield of Utah. For other insurance companies, an itemized summary of services is provided. This information may be submitted by the insurance holder to obtain reimbursement. The Clinic is located in the Education Building, Room 413 at 950 East 700 North. The telephone number is 797-3401.

### ***Student Health Insurance***

The Student Health Insurance office is located in the Taggart Student Center, Room 102-K. The telephone number is 797-0066. If a student does not have adequate insurance he/she can call or stop by the office for enrollment. Brochures are available that explain the benefits, coverage, limitations, etc.

### ***Student Health Services***

Students with student health insurance should use the Student Health Service for medical needs (this is not a requirement for dependents). Treatment will be administered at that office, and if necessary, a referral will be made to a preferred provider. Please contact the office (797-1660) for more information.

### **Supplies and Services**

#### ***Bookstore***

Textbooks and stationery supplies for students and staff are handled by the University Bookstore. Given sufficient notice, the bookstore can provide adequate numbers of textbooks assigned for a course. Individual books can be ordered.

#### ***Campus Clubs and Organizations***

Each department within the College of Natural Resources has one or more clubs for its undergraduate students (i.e., Forestry Club, Wildlife Club, Range Club, and the Earth Resources Club). Several of these clubs are affiliated with student chapters of professional organizations. While activities vary each year, these clubs can offer graduate students opportunities to meet College undergraduates and become involved in professional and University activities.

#### ***Chemistry Stores***

Chemistry Stores is a quick and user-friendly source of scientific supplies for research and teaching. Faculty, researchers, graduate students and staff find that Chemistry Stores saves them time and money in the procurement of needed supplies, allowing focus on research and teaching efforts. Chemistry Stores serves the entire campus community, providing access to laboratory supplies, laboratory glassware, and scientific chemicals. Chemistry Stores products are not for any cosmetic, drug or household application. Our acceptance of purchase number or payment is with the assumption that only qualified individuals, trained and familiar with procedures suitable to the products ordered, will handle them. On our customers must rest the burden of safe storage, handling, application and disposal of all products purchased from Chemistry Stores. Chem Stores is located in the College of Science, Department of Chemistry and Biochemistry. The telephone number is 797-1616.

#### ***Computer Solutions***

A computer sales and service office is maintained on campus for discounted purchases of computers and accessory equipment. Two full-time computer service technicians are maintained for service work throughout the campus. Prices are reasonable. They are located in SC 123 and their telephone number is 797-3357.

#### ***Conferences and Institutes***

This campus unit will plan, coordinate and help administer conferences that are held on campus. Services include planning of schedules, use of buildings and rooms, production of agendas/schedules, and arrangement of refreshments and/or meals. A fee is charged to the department or group using these services. Some shortcourse organizers use Conferences and Institutes, while others, for various reasons, do not.

### ***Copy Centers***

There are many places on campus to obtain copying services. Because FRWS students tend to work in the NR/BNR complex, only two copying locations are described here (there are at least 5 copy centers around campus). For more detailed information about any of the copy centers, including any changes in their services and hours, please call the copy centers listed below.

#### Copy Center #2- BNR 115 797-2494

Located on the north side of the BNR courtyard, this copy center has 3 self-service copy machines and one employee operated high-speed copy machine for large production jobs. Copies are 6¢ each with a bulk savings only if you purchase a 200- punch copy card (\$10.80 plus tax), which reduces the cost to about 5¢ per copy. Double and single-sided copies are available, with sizes ranging from 4"x 6" to 11" x 17". Recycled paper is available by request. Cash, check, and credit cards are accepted. Prices subject to change. A variety of office supplies are available, especially items related to organization of documents, including clips, binders, folders and envelopes. It is possible to have your course packet published here, but you first need to get copyright clearance through the Custom Publisher Supervisor, located in the back of the student center bookstore. Allow 6-8 weeks for clearance.

#### Quinney Library Copiers, on 1<sup>st</sup> and 2<sup>nd</sup> floor: 797-2464

Since this is not really a copy center, services are limited to self-service copying. Two self-service machines are available that take coins, bills (1's and 5's) and copy counters. These machines are always stocked with *recycled paper* and bright white paper is available on request. Copies are 5¢ each and copy cards, vend-a-cards, or credit cards are not accepted. Prices subject to change. Also, double sided copies are available only with a manual feed. For basic copies of course reserved materials, it is often the cheapest and most convenient.

### ***International Student Council***

The International Student Council was organized in the early 1980s to provide international students opportunities to develop leadership abilities, showcase cultures, and integrate into the culture and traditions of Cache Valley. In addition to the nine executive officers who serve on the Council, representatives of about 80 countries represented on campus often attend Council meetings. The Council sponsors World Festival Week, the Miss International Pageant, and International Women's Day. Additionally, educational workshops/activities, dances, and sporting events are held to promote interaction between the approximately 900 international students attending USU and their American counterparts. For more information, contact the President of the council at 797-2764.

### ***Photography Services***

A University-photography lab is available to faculty, staff and students. Services include film development, slide production, a variety of special services, and photography supplies. Service and prices are excellent. They are located in Campus SRV and their telephone number is 797-2262.

### ***Publication Design and Production***

This service is available for production of departmental brochures and documents requiring high publication quality. Standardized and/or customized productions are available. For more information call 797-2620.

### ***University Audio-Visual Service (AVS)***

For audio-visual equipment needs requiring specialized equipment (i.e., video projection systems are provided by AVS), this office maintains and provides these services. Most of this equipment is available for faculty and staff, and tends to be limited to on-campus activities. AVS is located in STL 126 and can be reached by phone at 797-2658.

***University Extension***

University Extension includes the Cooperative Extension Service and Life Span Learning Programs, the latter encompassing the Conference and Institute Division, the Division of Independent Study (correspondence home-study), evening school, enrichment classes, Uinta Basin Center (in Roosevelt), and Southeastern Utah Center (in Moab).

Draft

## SCHOOL OF GRADUATE STUDIES

### ADVISOR'S CHECKLIST FOR GRADUATE PROGRAMS

- \_\_\_\_\_ **Continuous registration requirement.** All graduate students must be continuously registered each fall and spring semester until they complete all requirements for a graduate degree.
- \_\_\_\_\_ **Graduate Assistants.** If student is employed as a Graduate Assistant (GA), the Employment Action Form (EAF) must be submitted to the Personnel Office. If a student is eligible for a nonresident tuition waiver or doctoral instate tuition remission, the EAF should be filed prior to submitting a nonresident tuition waiver or doctoral instate tuition remission request, or a signed copy of the EAF sent to the School of Graduate Studies (SGS) with the request for a nonresident tuition waiver or doctoral instate tuition remission.
- \_\_\_\_\_ **Graduate Assistants registration requirement.** All GAs must meet the registration requirement. This includes number of credits and level of credits.
- \_\_\_\_\_ **Requests for tuition waivers and remissions.** Forms requesting nonresident tuition waivers or doctoral instate tuition remissions should be submitted to the SGS at least 1 ½ to 2 weeks prior to the beginning of the semester.
- \_\_\_\_\_ **Supervisory Committee approval.** A committee form should be submitted to the SGS by the end of the first semester for a master's degree and by the end of the second semester for a doctorate degree.
- \_\_\_\_\_ **Master's Program of Study form.** A master's Program of Study form should be submitted to the SGS by the end of the second semester and must be submitted at least two months prior to the final defense or examination. The form should indicate whether the student is in a Plan A or Plan B program.
- \_\_\_\_\_ **Doctoral Program of Study form.** A doctoral Program of Study form should be submitted to the SGS by the end of the third semester.
- \_\_\_\_\_ **Application for Candidacy.** An Application for Candidacy for a doctoral degree, verifying completion of the comprehensive examinations, must be submitted to the SGS at least three months before the final defense.
- \_\_\_\_\_ **Thesis/Dissertation credits.** For a Plan B report, 2-3 credits of 6970 are required. For a Plan A thesis, 6-15 credits of 6970 are required. A minimum of 12 dissertation credits is required for a post-master's doctorate and a minimum of 18 dissertation credits is required for a no-master's doctorate.
- \_\_\_\_\_ **Unacceptable courses.** Audited courses, foreign language courses, continuing graduate advisement, individual home study, military science, and courses numbered below 3000 may not be used for a degree program or toward status as a full-time student. No more than 12 workshop credits may be applied to a master's degree.
- \_\_\_\_\_ **Lower level courses.** Up to 3 semester credits of 3000-4990 level courses may be used for a master's degree with approval of the supervisory committee and the graduate dean, but must be outside the degree granting department. 5000-5990 level courses may be used in a graduate program if approved by the supervisory committee and the graduate dean.
- \_\_\_\_\_ **Grade point average.** Graduate students are required to maintain a minimum GPA of 3.0 for degree-program courses. The GPA is taken from the USU transcript until a Program of Study is approved. After approval of the Program of Study, the GPA will be taken from the Program of Study, unless directed otherwise by a department. Grades below "C" will not be accepted. Two or more semesters below 3.00 GPA may result in termination of the student's participation in the degree program.

- \_\_\_\_\_ **“P” grades.** “P” (Pass) grades will be accepted only for seminars, special problems, interdisciplinary workshops, and thesis or dissertation research.
- \_\_\_\_\_ **Research clearance.** All University research involving human subjects, use of animals, radiation or radiological materials, or biohazardous materials must be reviewed and approved by the appropriate University committee(s) **before research is started.** Contact the SGS for further information.
- \_\_\_\_\_ **Residency Requirement.** For a master’s degree, at least 24 semester credits must be from USU. For the PhD, a minimum of 33 USU semester credits, at least 3 semesters, two of which must be consecutive, of full-time registration in residency at USU are required.
- \_\_\_\_\_ **Nonmatriculated credits.** A maximum of 12 semester credits earned as a nonmatriculated, postbaccalaureate student may be used in a graduate degree program, if approved by the student’s supervisory committee.
- \_\_\_\_\_ **Out-of-state coursework.** Coursework that is more than eight years old may not be used for a graduate degree. Work experience cannot be substituted for out-of-date coursework.
- \_\_\_\_\_ **Time limit for degree completion.** A master’s degree must be completed within six years of matriculation and a doctorate degree must be completed within eight years of matriculation.
- \_\_\_\_\_ **Transfer credits.** The student’s supervisory committee may recommend transfer of graduate credits earned from an accredited institution. The credits must not have been used for another degree and the courses must have been taken within the past eight years. Transfer credits must be approved by the graduate dean. Only 12 semester credits earned before matriculation at USU may be transferred. Credits with grades below “B” or “P” grades cannot be transferred. Student must still meet USU residency requirement.
- \_\_\_\_\_ **Thesis, dissertation, or Plan B defense or final examination.** A defense or final examination should be schedule at least 7 weeks before the anticipated degree-completion date. The Appointment for Examination form must be submitted to the SGS a minimum of 10 working days prior to the defense or examination.
- \_\_\_\_\_ **Letter of completion.** For a nonthesis master’s program, a letter must be submitted from the department head to the SGS verifying that the student has completed all required work and reports.
- \_\_\_\_\_ **Graduation forms.** Students are sent the graduation forms with a copy of the approved Program of Study. The graduation forms can be completed and submitted to the SGS anytime after the students received the forms. The Binding card, microfilm form, and keyword form are given to the students at the time that the thesis/dissertation is cleared in the SGS. All graduation forms must be completed, fees paid, and forms submitted to the SGS before a degree can be closed out.
- \_\_\_\_\_ **Binding clearance.** A Binding Clearance form will be given to the student when the copies for binding have been submitted to the library. The form must be submitted to the SGS before the degree can be closed out.

**Appendix I**

**Department of Environment & Society  
Graduate Student Annual Progress Report**  
Return completed form before 2<sup>nd</sup> week in April

Name (last, first):

Date of this report (mo/day/yr):

Date of matriculation in current degree program (semester/year):

Degree sought:  MS  PhD

Degree Program:  Bioregional Planning  Recreation Resource Management  
 Geography  Human Dimensions of Ecosystem Science and Management

Major Professor:

General area of research:

Specific topic of research:

Research funding source(s):

	Date:	Expected Date (if not completed)
Date of supervisory committee formation:		
List committee members:		
Date of initial proposal draft:		
Date proposal signed:		

Date of successful completion of comprehensive exam (PhD students only):		
Date of candidacy:		
Date of post-project/defense:		

If degree is completed or no longer in residence, current position:

Papers presented:

Papers published:

Papers submitted:

Grants, etc. received:

Teaching activities:

Other recent scholarly activities:

Awards, recognitions:

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\*Student signature

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\*Major Professor signature

**\*Signatures signify that both individuals have read this document.**

**Appendix II**

**SCHOOL OF GRADUATE STUDIES  
SUPERVISORY COMMITTEE APPROVAL**  
(Please Print)

Initial       Revision

**Student Name:**

**Student Number:**

**Current Address:**

**Degree Sought:**

**Major:**

**If Master's:** Plan A  Plan B  Other  \_\_\_\_\_

Committee

Department/Area

Approved by:

**Chairperson:**

\_\_\_\_\_  
Department Head

**Members:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Dean

\_\_\_\_\_  
Date

**Appendix III**

***PROGRAM OF STUDY FOR MASTER'S DEGREE***

Please submit original and two copies of this form to the School of Graduate Studies Office, UMC 0900

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Department \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Degree sought \_\_\_\_\_ Degree specialization \_\_\_\_\_

List specialization on transcript? Yes No

Check one:

**Plan A** (6-15 credits of 6970 required) **Plan B** (2-3 credits of 6970 required) **Plan C** (no 6970 credit)

---

Term _____	Year _____						
	Title of Course	Dept.	Course No.	Credits	Grade	Remarks	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Term _____	Year _____						
	Title of Course	Dept.	Course No.	Credits	Grade	Remarks	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Term _____	Year _____						
	Title of Course	Dept.	Course No.	Credits	Grade	Remarks	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Term _____	Year _____						
	Title of Course	Dept.	Course No.	Credits	Grade	Remarks	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Term _____	Year _____						
	Title of Course	Dept.	Course No.	Credits	Grade	Remarks	
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Credit Subtotal:
------------------

**PROGRAM OF STUDY FOR MASTER'S DEGREE**  
**CONTINUATION PAGE**

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Term _____	Year _____						
Title of Course		Dept.	Course No.	Credits	Grade	Remarks	

Credit Total:
---------------



**PROGRAM OF STUDY FOR DOCTORAL DEGREE**

Please submit original and two copies of this form to the School of Graduate Studies Office, UMC 0900

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Department/Program \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

Specialization \_\_\_\_\_ List specialization on transcript? Yes No

Highest degree obtained \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_

PhD EdD 60 credits above master's degree 90 credits above bachelor's degree

Term _____	Year _____	Title of Course _____	Dept. _____	Course No. _____	Credits _____	Grade _____	Remarks _____
------------	------------	-----------------------	-------------	------------------	---------------	-------------	---------------


Term _____	Year _____	Title of Course _____	Dept. _____	Course No. _____	Credits _____	Grade _____	Remarks _____
------------	------------	-----------------------	-------------	------------------	---------------	-------------	---------------


Term _____	Year _____	Title of Course _____	Dept. _____	Course No. _____	Credits _____	Grade _____	Remarks _____
------------	------------	-----------------------	-------------	------------------	---------------	-------------	---------------


Term _____	Year _____	Title of Course _____	Dept. _____	Course No. _____	Credits _____	Grade _____	Remarks _____
------------	------------	-----------------------	-------------	------------------	---------------	-------------	---------------


Credit Subtotal:
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**PROGRAM OF STUDY FOR DOCTORAL DEGREE**  
*CONTINUATION PAGE*

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Term _____ Year _____	Title of Course	Dept.	Course No.	Credits	Grade	Remarks

Credit Total:
---------------

**Transfer Credits**

<u>Institution</u>	<u>Course No.</u>	<u>Title</u>	<u>Quarter or Semester/Year</u>	<u>Credit(s)</u>	<u>Grade</u>
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Language requirement: No    Yes  
Language \_\_\_\_\_

Coursework substitution for language requirement: No    Yes  
Coursework \_\_\_\_\_

Prerequisite and other program requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval signatures:\*

Major Professor _____	Date _____	Department Head _____	Date _____
Supervisory Committee: _____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____
_____	Date _____	_____	Date _____

Student agreement: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Signatures indicate agreement that the proposed program of study and thesis/report will fulfill requirements for the degree. Amendments require the signature of the major professor and written notification to other members of the supervisory committee.

School of Graduate Studies approval: \_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_

**THE NEXT DOCUMENT REQUIRED IS THE APPLICATION FOR CANDIDACY,  
WHICH MUST BE TURNED IN AT LEAST THREE MONTHS BEFORE THE FINAL DEFENSE.**

Appendix V

**APPLICATION FOR CANDIDACY  
FOR DOCTORAL DEGREE**

Please submit original and two copies of this form to the School of Graduate Studies Office, UMC 0900

Name \_\_\_\_\_ Student No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ e-mail \_\_\_\_\_

Department/Program \_\_\_\_\_ Specialization \_\_\_\_\_

PhD  EdD  60 credits above Master's degree  90 credits

Dissertation proposal title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dissertation proposal submitted and approved (date): \_\_\_\_\_

Check applicable box(es) for any risk areas involved in the dissertation research. Appropriate approval(s) must be obtained before the Application for Candidacy will be approved.

- |                                                   |                     |                         |
|---------------------------------------------------|---------------------|-------------------------|
| <input type="checkbox"/> ---Animal Subjects       | Approval date _____ | IACUC No. _____         |
| <input type="checkbox"/> ---Human Subjects        | Approval date _____ |                         |
| <input type="checkbox"/> ---Chemical Hygiene Plan | Approval date _____ |                         |
| <input type="checkbox"/> ---Lab Safety Training   | Date _____          |                         |
| <input type="checkbox"/> ---Radiation Materials   | Approval date _____ | Authorization No. _____ |
| <input type="checkbox"/> ---Biohazards            | Approval date _____ |                         |
| <input type="checkbox"/> ---Recombinant DNA       | Approval date _____ |                         |
| <input type="checkbox"/> ---None                  |                     |                         |

Comprehensive examination (list all required examinations):

Title	Date Passed	Signature of Examiner

Approval signatures\*:

Major Professor	Date	Department Head	Date

Student agreement: \_\_\_\_\_  
Signature Date

School of Graduate Studies approval: \_\_\_\_\_  
Dean Date

\*Signatures certify that all listed requirements have been successfully fulfilled by the student. Amendments will require the signature of the major professor and written notification to the other members of the supervisory committee.

**Appendix VI**

**APPOINTMENT FOR EXAMINATION  
(Thesis/Dissertation)**

TO THE DEAN OF THE SCHOOL OF GRADUATE STUDIES:

\_\_\_\_\_ has presented his/her thesis/dissertation to me. I have read it and tentatively approved its content and format. I can be present at the final examination to be held on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.  
(Date) (Time)  
(Building & Room No.)

\_\_\_\_\_  
Major Professor (signature)

\_\_\_\_\_  
Committee Member (signature)

\_\_\_\_\_  
Committee Member (signature)

\_\_\_\_\_  
Committee Member (signature)

\_\_\_\_\_  
Committee Member (signature)

Degree \_\_\_\_\_

Specialization \_\_\_\_\_

*This form must be returned to the School of Graduate Studies office at least ten working days before the exam and reminders will be sent to all committee members.*

**Appendix VII**

**APPOINTMENT FOR EXAMINATION  
(Nonthesis)**

**TO THE DEAN OF THE SCHOOL OF GRADUATE STUDIES:**

\_\_\_\_\_ is ready for the final examination of his/her nonthesis graduate program. I have been presented with the paper or project to be defended, if any, and believe it is ready for defense. I can be present at the final examination to be held on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.  
(Date) (Time)  
(Building & Room No.)

\_\_\_\_\_  
Major Professor (signature)

\_\_\_\_\_  
Committee Member (signature)

\_\_\_\_\_  
Committee Member (signature)

\_\_\_\_\_  
Committee Member (signature)

Degree \_\_\_\_\_

Specialization \_\_\_\_\_

*This form must be returned to the School of Graduate Studies office at least ten working days before the exam and reminders will be sent to all committee members.*

## Appendix VIII

### Thesis/Dissertation Format and Style Form

THIS FORM MUST ACCOMPANY ALL THESES AND DISSERTATIONS PRESENTED TO THE GRADUATE SCHOOL FOR APPROVAL. **PAPERS WILL NOT BE READ UNLESS ACCOMPANIED BY THE COMPLETED, SIGNED FORM.**

I have checked the thesis/dissertation of \_\_\_\_\_  
(student's name)

This thesis/dissertation is in a **monograph** (traditional) / **multiple-paper** format (circle one). *If multiple-paper format:*

(a) Indicate which journal samples pertain to which chapter(s) \_\_\_\_\_

(b) Have any of the papers been published? yes\_\_\_\_ no\_\_\_\_  
(Permission-to-reprint letters from copyright holder must accompany all published chapters.)

(c) If yes, please indicate which chapters \_\_\_\_\_

(d) Are any of the papers coauthored? yes\_\_\_\_ no\_\_\_\_

(e) If yes, is the student the major author of each? yes\_\_\_\_ no\_\_\_\_

(Footnote the chapter titles in text, and in the footnote, give names of ALL coauthors. Also, any coauthors who are NOT signatories to the title page must sign a permission-to-use letter, which is to be included in an appendix.)

It is consistent with format as specified in the *USU Publication Guide* and with the style of a journal or style manual approved by this department.

The department-approved style manual is \_\_\_\_\_  
(title of style manual or journal)

*If a journal style has been followed, a copy of the journal or a copy of an article from the journal must be submitted with the manuscript. The submission must include examples of all format components (including all reference forms) that are based on the journal's style.*

For \_\_\_\_\_  
(department)

The above has the approval of the student's major professor.

Signed \_\_\_\_\_  
(major professor)

Signed \_\_\_\_\_  
(departmental format/style reviewer)

\*\*\*\*\*

Departmental contact (for return of thesis/dissertation): \_\_\_\_\_

**NOTE: The student bears all costs associated with mailing of manuscripts. Provide a SASE (self-addressed stamped envelope) for mailing**