

GRADUATE STUDENT HANDBOOK

2010-2011

WASHINGTON STATE UNIVERSITY

**COLLEGE OF AGRICULTURE HUMAN AND NATURAL
RESOURCE SCIENCES**

**DEPARTMENT
NATURAL RESOURCE SCIENCES**

Office Phone - 509-335-8570



**P.O. BOX 646410
Pullman Washington 99164-6410**

<http://nrs.wsu.edu/>

Contents

NRS OFFICE STAFF	5
NRS OFFICE OPERATIONS AND POLICIES	5
Federal Express and UPS Packages	6
Photocopy Accounts and Telephone Calls	6
Fax Machine	6
Computer Accounts	6
Purchasing	7
Travel	7
Use of State Property	8
Annual Review of Graduate Students	9
Payment of Tuition and Fees	9
Vacations and Holidays	9
Parking	9
Teaching Assistantships	11
Research Assistantships	11
Hourly Wage Positions	11
Scholarships/Fellowships	12
INTERNATIONAL STUDENT CONCERNS	12
Tuition	12
Employment	12
Social Security Number	13
Taxes	13
Training	13
Resources	13
Language	13
NAVIGATING YOUR DEGREE	14
Major Professor/Advisor	14
Committee Selection	14
Committee Responsibilities	15

Doctoral Committee	15
Program of Study	16
Research	17
COURSE REQUIREMENTS	17
M.S. in Natural Resource Sciences	17
Maximum Time Limits for Completion of Degree	18
Thesis	18
Final Examination and Seminar	18
Timetable	19
Maximum Time Limits for Completion of Degree	21
Preliminary Examination	21
Dissertation and Final Examination	22
The Dissertation Requirement	22
Scheduling the Final Defense Examination	23
Timetable	24
ENROLLMENT AND LEAVE	24
Master’s Degree Students	24
Doctoral Students	25
Continuous Enrollment for Degree-seeking Students	25
Continuous Doctoral Status	26
Leave of Absence	26
Graduate Leave Status (GLS)	26
Emergency Family/Medical Leave	27
Short-term Parental Leave	27

Department of Natural Resource Sciences

Graduate Student Information Handbook

2010-2011

The NRS Mission: is to advance the fields of natural resource science and conservation of biodiversity by developing fundamental knowledge about ecosystems and natural resources, including their diverse ecological and social values. We also promote the long-term management and conservation of biological diversity and natural resources in an ecologically, socially, and economically sound and sustainable manner.

Welcome to the Department of Natural Resource Sciences at Washington State University. This department places a high priority on graduate education and offers a wide array of research topics.

Our graduate students come from many states and various countries. You are encouraged to communicate with your fellow graduate students in order to benefit from their experiences. Graduate students are a vital component of our department. You, as a graduate student, will become junior colleagues who gain experience in both the classroom and laboratory, increase the department's research capability, and most importantly, bring new dimensions to its work. The real strength of our graduate program is the close interaction between graduate students and faculty members. The faculty and staff are dedicated to the student's professional development and lifetime friendships that span social and national boundaries. We are glad you are joining our team.

This handbook will provide you with some essential information to help you get your graduate student career at WSU off to a successful start. Refer to this handbook throughout your academic studies. This handbook is not all inclusive and students must refer to publications from the Office of the Graduate School and Washington State University for additional information. Other publications and web sites containing helpful information include:

The Graduate School: This web site has all the information you need to know concerning your stay at Washington State University: financing your education, residency requirements, health services, housing, child care, and international student concerns. The Graduate School Policies and Procedures Manual is also found here. This manual has detailed information on current academic policies.

<http://www.gradschool.wsu.edu>

Office of the Registrar: This is the main academic website. It has general announcements and lists upcoming academic events and links to the time schedule, academic calendar, academic regulations, the University Catalog, residency information and more.

<http://www.registrar.wsu.edu>

Time Schedule (schedules of classes): Includes detailed course listings, information on registration procedures, payment of fees, textbooks, and the University calendar.

<http://schedules.wsu.edu/Schedules/Apps/HomePage.ASP>

NRS OFFICE STAFF

Marlene Guse- Academic Coordinator- Johnson Hall Room 115

Marlene handles student records, class and room scheduling, personnel action/appointment forms, Department brochures and announcements, surveys and reports, curriculum, scholarships and awards.

Patricia Cohn- Secretary Senior- Johnson Hall Room 115

Patricia handles travel authorities and expense vouchers, motor pool reservations, issuing keys, mail and Federal Express packages, Central Stores orders, copy and fax machine operation. She is also the Graduate Student Coordinator.

Darlene Miller- Fiscal Specialist- Johnson Hall Room 115W

Darlene handles fiscal paperwork related to departmental budgets, temporary employment, payroll, grant processing, and purchase orders.

NRS OFFICE OPERATIONS AND POLICIES

Office Space

The department will provide office space and desks for students. Office space is limited and you may have to wait for an opening.

Keys

To obtain keys for Johnson Hall, your office, and labs see the office staff in Room 115. There is no initial charge for the keys, however, in the event that they are lost or you leave the University without returning them a \$3.00 replacement fee per key will be charged, or a bill will be sent to you. You may also be charged for rekeying/replacement of locks. If the keys are not returned your transcripts will be held by the Registrar's Office. Security is the responsibility of everyone, so please assume responsibility for locking your office and lab doors after regular hours.

Mail

Outgoing personal mail can be mailed at the main post office in downtown Pullman, the contract station in Dissmore's, or at the mailbox on the corner of Stadium Way and Wilson Road, by the French Administration building. **Outgoing personal mail cannot be placed in the department mailbox.** Items related to academics or research may be sent and received using the following return address:

Name
Department of Natural Resource Sciences
PO Box 646410
Washington State University
Pullman, WA 99164-6410

If you need to send academic or research related correspondence, please see Patricia for assistance.

Federal Express and UPS Packages

Fed Ex and UPS envelopes and packages are sent through the main office. The office support staff will prepare the necessary labels and shipping requests, but you must provide the project account number, name, street address (PO Box is not acceptable), and telephone number of recipient, and the contents of the parcel. Items needing Fed Ex same day shipment should be in the main office before 1 pm. Fed Ex delivers to the main office, Room 115 around noon. If you are expecting a package, check around then.

Photocopy Accounts and Telephone Calls

Graduate students with research assistantships will obtain authorization codes from the faculty project leader in order to make project/research-related copies and telephone calls. Students who are funded as teaching assistants can obtain a copy authorization code from the teaching faculty responsible for the course. The use of the department copy machine and telephones are for official WSU business.

Fax Machine

The fax machine is found in the main office, Room 115. The fax machine can be used to receive academic or research related materials. A university authorization code is needed to send materials using the fax machine. If a fax is sent to you, it will be placed in your mailbox. If the office staff cannot decipher to whom the fax is addressed, it will be held for 24 hours before it is discarded.

Computer Accounts

The graduate student office (Room 130) has computers and printers. The Graduate and Professional Student Association (GPSA) study center, located on the ground floor of

Terrill/New Library, offers free computer access to WSU graduate students. Printing and copying services are also available at no charge (black and white copies/printing only).

For information on obtaining a WSU email account, contact the Information Technology Help Desk, 335-4357. The Help Desk is located in the IT Building (ITB). The ITB is the red brick building on the northwest corner of Stadium Way and Wilson Road; it's on the right as you head towards the Compton Union Building (CUB). You can also follow the steps below.

1. To obtain a WSU email account, you need your WSU ID number and a network ID (NID). Go to www.wsu.edu/nid to set up your NID. It will take 24 hours before your NID is activated. Once activated, visit MyWSU to get your new email name and temporary password and then visit email.wsu.edu to sign-in and activate your new email account. **IMPORTANT!!** Please change your new Outlook Live email password. The new Outlook Live password provided through the MyWSU site is temporary and should be changed.
2. You are ready to use your WSU email account, just visit email.wsu.edu from any web browser to login and check your WSU email. This account is your official WSU account, so check it regularly as official WSU email communication from various WSU academic and student support offices and your professors will be sent to this WSU email account. Once your account is established, please give the email address to Patricia, who maintains the department contact list.

Purchasing

Fiscal paperwork relating to research projects is prepared by Darlene Miller, Room 115W. Darlene can help you with purchases made through WSU Central Stores and Departments and through private vendors. Please see her before purchasing anything.

Travel

If traveling on official WSU business, a travel authority (TA) is required. Patricia Cohn, Room 115 prepares the authorization. Marlene Guse and Darlene Miller can also help. A Travel Request Information Paper (TRIP) form should be submitted as soon as you know about you will be traveling. When properly completed, this form provides all the necessary information to complete the TA. Your faculty advisor or the office staff can help you complete the form. If you travel without a TA in effect, you will not be reimbursed for travel expenses.

Travelers should keep a record of expenses incurred while traveling. This includes meals, lodging, mileage, and miscellaneous expenses. You will need to provide receipts for lodging and miscellaneous expenses. Travel expenses should be submitted within one week of your return.

The Motor Pool provides vehicles to authorized WSU faculty, staff, and students who travel on WSU business. Only students who have been authorized by the department chair may drive. Student drivers must possess a valid driver's license, proof of insurance, and a driving record

abstract. The abstract is obtained from your state's department of licensing. Reservations, changes, and cancellations for motor pool vehicles are made through the office staff. You will need to provide a budget-project number and additional travel details.

Travelers may use their personal vehicles when traveling on official WSU business. When a Travel Authority is in effect, drivers can be reimbursed for mileage.

Students can also travel by air on common carrier airlines. Please talk to the office staff before booking a flight.

Use of State Property

It is against state law to use any state-owned resources for personal use. Resources include any person, property, or money. It includes computers and technological resources such as bandwidth. The complete text of this policy is found at <http://www.wsu.edu/forms2/ALTPDF/BPPM/20-37.pdf>

GENERAL INFORMATION

Graduate Student Orientation

The Graduate School offers a two-day orientation with a series of activities that introduce students to resources and available services on the WSU Pullman campus. Both new and current students benefit from panel discussions, presentations, and workshops designed to enhance their graduate experience. Check with the Graduate School website (<http://gradschool.wsu.edu/CurrentStudents/FallOrientation/>) for the dates and schedule.

TA Workshops

The Graduate School offers one-day workshops covering teaching practices, working with undergraduate students, teaching online courses, engaging students in the classroom, upholding academic integrity, designing a course and writing exams, developing a teaching persona that best fits your style, and more. For dates and more information, go to <http://gradschool.wsu.edu/CurrentStudents/TeachingResources/AdviceforcurrentTAs/TeachingWorkshops.aspx>

Health Insurance

The Graduate Student Medical & Dental Insurance Plan is provided to eligible graduate student assistants as a benefit. Please contact your appointing department to determine your eligibility. The Plan is designed to help you pay a portion of the medical & dental expenses you may incur. Coverage is available worldwide. Go to <http://hws.wsu.edu/default.asp?PageID=2582> for more information.

Annual Review of Graduate Students

The Department Chair reviews all graduate student academic progress during spring semester. A review form is distributed to students' faculty advisors. The review must be completed by April 1; students will receive a copy of the review comments. This is a university requirement. The review process is outlined in Chapter 6, Part B, of the Graduate School Policies and Procedures Handbook (Academic Evaluation of Students).

Payment of Tuition and Fees

Tuition is paid by the university for students on teaching and research assistantships. There are some exceptions; please consult your faculty advisor or Darlene in the main office. Students not on an assistantship must pay their own tuition. All students must pay fees such as health, transit, recreation, and parking fees, which are not covered under a research or teaching assistantship. A complete copy of the Graduate School Policies and Procedures is available at <http://www.gradschool.wsu.edu/Documents/PDF/PoliciesAndProceduresManual-2009-10.pdf> A complete breakdown of tuition and fees is at: <http://www.finaid.wsu.edu/coa.html>

Vacations and Holidays

Graduate students on appointment do not earn annual leave or sick leave. During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents. You must notify your advisor if you are unable to be at school. Students on an RA or TA should consult their faculty advisor about scheduling absences.

Parking

Parking permits may be purchased at the Parking Services Building, located on the corner of Colorado and D Streets. Annual and daily parking passes can be purchased. Blue and Red zones are the most affordable permits for students. Review the campus parking map and consider where and how often you will need to park on campus. Open permit sales start in August.

Courses at the University of Idaho

Register for WSU course(s) taught at UI via myWSU along with your other courses. Be sure to contact the Academic Coordinator and let them know which UI course(s) you have enrolled in. Many UI courses are not cross-listed in the WSU course catalog; the University of Idaho

catalogue <http://www.students.uidaho.edu/catalogs> should be consulted and course schedules must be verified with the instructor. The end of the semesters at UI and WSU do not coincide. Therefore after the WSU grade submission deadline, you will not receive a grade for the UI course(s) on your initial grade report. The Academic Coordinator will work with the UI departments to get your final grades and they will be added to your student record as soon as it is received.

Grievances

Students should discuss problems with their advisor and the department chair. The ombudsman is designated by the university to function as an impartial and neutral resource to assist all members of the university community. The ombudsman provides information relating to university policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation. The office does not replace or supersede other university grievance, complaint or appeal procedures but is another avenue available to graduate students who wish to seek assistance in resolving concerns related to their graduate program. The contact information for the University Ombudsman's Office may be accessed here:

<http://www.wsu.edu/~ombuds/>

Graduate students should refer to the Educational Policies and Procedures Manual (EPPM), Chapter IV, Sections 104 and 105 if they have a complaint about instruction or grading. This document can be found on-line at <http://facsen.wsu.edu/eppm/>.

The University Grade Appeals Board, an official committee of the University President, functions to review academic grade appeals forwarded by any departmental chair, dean, Graduate School Dean, or university ombudsman. A detailed description of this committee and its processes may be accessed here: <http://president.wsu.edu/office/presidential-committees/academic-grade-appeals-board.html>.

Housing

Arrangements for housing should be made prior to arriving at WSU because accommodations are limited. University housing reservations for single students and families may be obtained at Housing Reservations in Streit-Perham. Call (509) 335-4577 for information. For off-campus housing, see the Off-Campus Housing Guide (<http://offcampusliving.wsu.edu/Default.asp>) A list of property management and real-estate agents can be found at Pullman Chamber of Commerce website: <http://www.pullmanchamber.com/wkdir/search/property-rental>. You can also visit <http://www.pullman-wa.com/housing/mapapts.htm> which has links to rental websites.

FINANCING YOUR EDUCATION

Financial support for graduate students is most commonly available in the form of either a teaching assistantship or research assistantship. If you have arrived at WSU without funding and wish to be considered for future funding opportunities, you should submit a written request to the Graduate Coordinator.

Teaching Assistantships

If you have been awarded a TA position, you will have already received a letter stating the terms of that appointment. Teaching assistantships are state-supported half-time, nine month positions available to students with strong academic records. Graduate students on teaching assistantships work approximately 20 hours per week in teaching laboratory sections, grading homework and exams, or answering questions during office hours. Teaching assistants may aid in courses that are in their sub-discipline areas.

Teaching assistantships normally cover only the nine month academic year; graduate students on TAs should work closely with their mentor to identify a research project and to move toward a research assistantship. This releases departmental funding so that new graduate students can be supported.

Research Assistantships

Stipends are also available for graduate research assistantships (RAs) in which the work conducted is for an externally funded research project. If you have been awarded an RA position, you will have already received a letter with information regarding the terms of that appointment and listing the faculty member who has agreed to provide funding. Graduate research assistantships are half-time appointments that may, but not always, cover the summer months in addition to the academic year. In many cases, the results of the work are applied to the student's thesis.

Hourly Wage Positions

The selection process for awarding graduate teaching and research assistantships is highly competitive. For students who are not awarded research or teaching assistantships, hourly wage positions may be available to provide partial financial support through the department and the college. Work closely with the graduate coordinator and your academic advisor to keep abreast of funding opportunities. For assistance finding employment at Washington State University, you can search for jobs through JobX, the online job search site for student employment. Employment is limited to no more than 20 hours per week for students enrolled in the graduate program. <http://www.finaid.wsu.edu/studentemployment.html>

Scholarships/Fellowships

Information on scholarships and fellowships is available on the department bulletin boards. The Graduate School and other academic departments offer a variety of funding opportunities for new and current students. Information is available at

<http://www.gradschool.wsu.edu/CurrentStudents/Funding/>

For highly qualified applicants, graduate fellowships are available from the National Science Foundation (NSF), the Department of Defense, and the Environmental Protection Agency. Such fellowships are highly competitive, but provide graduate students with a high degree of freedom to pursue creative research while in graduate school. Interested students should work with the faculty on these applications.

INTERNATIONAL STUDENT CONCERNS

International graduate students often have special concerns that may affect their course of study, finances, and length of stay in the United States. The Office of International Students and Scholars is a valuable resource, and the staff can answer questions of concern. The OISS is located in Bryan Hall Room 108; the phone number is 335-4508.

Tuition

International students on research and teaching assistantships are held to the same rules for payment of tuition as US students. International students can obtain a tuition waiver for up to one year, after which they must apply for a tuition waiver for the following year, but it is not guaranteed. If international students are not supported on a teaching or research assistantship, they are required to pay out-of-state tuition.

Employment

Washington State University stresses that international students who are not funded on research or teaching assistantships should have sufficient funds available on entering the graduate program to complete their course of study. International graduate students should not plan on part-time employment as a means of support throughout graduate school.

If an assistantship becomes unavailable during a student's course of study and supplementary employment is necessary, the Office of Student Financial Aid and Scholarships (335-9711) can aid in finding part-time work. For assistance finding employment at Washington State University, you can search for jobs through JobX, the online job search site for student employment. Employment is limited to no more than 20 hours per week for students enrolled in the graduate program. <http://www.finaid.wsu.edu/studentemployment.html>

Social Security Number

Any international student employed by WSU or a private business must obtain a social security number. Contact the Social Security Administration office in Lewiston, Idaho (800-772-1213).

Taxes

International students who are employed in the United States are taxed the same as residents, but use different forms. Taxes are due April 15. Most graduate students will find filing fairly simple. Information and forms are available at all U.S. Post Office locations and at Neill Public Library in Pullman.

Training

Upon graduation, international students may remain in the United States for 12 months to obtain practical training. To apply for this status, the student's advisor is required to write a letter to the US Immigration and Naturalization Service. The ISSO can provide assistance to students applying for practical training.

Resources

The International Center provides learning and social opportunities for students, such as educational programs, social gatherings, a place to study or hang out, and cultural and foreign language events. <http://www.ip.wsu.edu/intlcenter/index.html> The Friends and Family Program and the Peer Mentor Program help students adjust to personal, cultural, academic, and social life in the United States and at WSU. <http://www.ip.wsu.edu/intlcenter/involvement/>

Language

The Intensive American Language Center (IALC) provides opportunities for advanced instruction and practice in the English Language. The Advanced Skills courses include the Thesis and Dissertation Workshop, ITA Workshop, and Pronunciation Workshop.

<http://www.ip.wsu.edu/ialc/index.html>

NAVIGATING YOUR DEGREE

The Graduate School provides a semester-by-semester timeline for completing your master's or Ph. D. degree.

M.S. timeline <http://www.gradschool.wsu.edu/CurrentStudents/Navigating/MastersTimeline.aspx>

Ph.D. timeline: <http://www.gradschool.wsu.edu/CurrentStudents/Navigating/PhdTimeLine.aspx>

Major Professor/Advisor

The *major advisor* is the thesis or dissertation advisor and is the graduate student's primary contact for all matters related to the program of study and thesis or dissertation research. The major advisor assists in selection of the thesis committee and development of a program of study and thesis or dissertation research proposal. The major advisor monitors the student's academic and professional growth, reviews program changes, and arranges for graduate student support.

Committee Selection

All students have a thesis or dissertation advisory committee. Students select other committee member in consultation with their major professor/advisor. Students should contact each prospective committee member, meet with them to discuss the student's research and academic program, and if appropriate, ask them to be on the committee.

The student should the proposed degree plan with their committee members. The committee member's signature on the approved degree plan indicates his/her willingness to participate in guiding and directing the student's entire academic program. Individual committee members may be replaced by petition for valid reasons. Petition forms can be obtained from the Graduate School. The form is also available at <http://www.gradschool.wsu.edu/Forms/>

The students should keep committee members informed of the progress of the research. Even though the research supervisor is primarily responsible for research supervision, other members of the committee should be consulted on a regular basis.

A complete list of the Graduate Faculty is found in the Graduate Catalog: http://www.gradschool.wsu.edu/Documents/PDF/WSUGraduateCatalog08_10.pdf Faculty and their interests are listed by department.

Committee Responsibilities

The student's advisory committee has the responsibility for assessing the appropriateness of the proposed degree program, the research proposal, the thesis, and the final examination. In addition, the committee is expected to provide periodic advice and assistance to the graduate student.

Master's Committee

A master's committee consists of three faculty members: two from the department. Unless specified otherwise in the approved department program bylaws, the chair of the committee must be a permanent, WSU tenure-track faculty member participating as a graduate faculty in the student's program. Non-tenure WSU faculty (research, clinical, adjunct, or affiliate) who are participating as graduate faculty within a program may serve on, co-chair, or chair a committee if approved in the program bylaws. One other member of a master's committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student's programs. The third member must be a graduate faculty of the student's program but is not required to be a permanent WSU tenure-track faculty. All three committee members must hold a degree of comparable level to the degree sought by the candidate. See the Graduate School Policies and Procedures Manual for full details.

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter7/AcademicPolicies.aspx>

Doctoral Committee

Unless specified otherwise in the approved program bylaws, the chair of the doctoral committee must be a permanent WSU tenure-track faculty participating as a graduate faculty of the student's program. Non-tenure WSU faculty (research, clinical, adjunct or affiliate) who are participating as graduate faculty within a program may serve on, co-chair, or chair a committee **if approved in the program bylaws**. At least two other members of the doctoral committee must be permanent WSU tenure-track faculty and members of the graduate faculty of the student's program. All three members noted above must hold a graduate doctoral degree comparable to the degree sought by the student. A fourth member may be a member of the graduate faculty of the student's program but is not required to be permanent WSU tenure-track faculty. An additional committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the graduate faculty, may be requested for approval by the Dean of the Graduate School. Please refer to the Graduate School Policies and Procedures for complete information on doctoral committees:

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/DoctoralPolicies.aspx>

The doctoral committee is subject to approval by the Chair of the major and minor (if applicable) programs and the Dean of the Graduate School. This committee, once approved, has the responsibility of directing the student's progress, supervising the dissertation, and participating in the preliminary and final examinations.

Program of Study

The Program of Study is an official form documenting the student's plan for courses to take as well as indicating his/her research interests. Students, in consultation with their advisors, will develop a program of study outlining which courses will be required for completion of the degree. To develop a plan of study, students may choose from a variety of graduate and selected undergraduate courses offered in the area of emphasis. In addition, course may be selected from a number of related courses in other programs in the department as well as in other departments in the university. Each program may have its own required core courses; a list of these courses may be obtained from your faculty advisor. Students may be accepted into the graduate program with undergraduate degrees in other than Wildlife or Forestry. Students, however, may need to complete additional courses to cover deficiencies. Courses taken to satisfy deficiencies cannot be included in the program of study.

After the proposed Program of Study form is completed by the graduate student, it must be signed by each advisory committee member and submitted to the program chair of the major graduate program and the chair of the minor program (if applicable) who ensure that it meets the requirements of the programs and Graduate School. The chair will submit the Program of Study to the Dean of the Graduate School for approval to assure that it meets the minimum requirements of the Graduate School. Once approved, the Program of Study becomes the basis of the requirements for degree.

The program of study for a Master's Degree should be completed as soon as possible, but no later than the beginning of the semester preceding the anticipated semester of graduation. The program of study form is available at:

<http://www.gradschool.wsu.edu/Documents/PDF/ProgMast.pdf>

The Doctoral Program of Study must be filed with the Graduate School before the end of the third semester of study (October 1st deadline for fall; March 1st deadline for spring). The program of study form is available at: <http://www.gradschool.wsu.edu/Documents/PDF/ProgPhd.pdf>

Research

All graduate students are required to complete training on Responsible Conduct of Research during their first semester as a graduate student; the training is an employment requirement for graduate assistants. Students should take this training as soon as possible, and will need to retake it after a five-year period. This web-based training is located online <https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fdefault.aspx>.

Prior approval for use of human or animal subjects in research is required. Students using human or animal subjects for research must contact the Office of Research Assurances (see Chapter 11 of the Graduate School's Policies and Procedures manual for additional policies and resources concerning research). Human subject research at WSU is coordinated through the Institutional Review Board (IRB), found at <http://www.irb.wsu.edu/>. Research using animal subjects is coordinated through the Institutional Animal Care & Use Committee (IACUC) found at <http://www.iacuc.wsu.edu/>

COURSE REQUIREMENTS

M.S. in Natural Resource Sciences

A. Thesis

B. Minimum of 21 semester hours of graded course work to include at least:

One semester of Environmental and Natural Resource Issues & Ethics (NATRS 594)

Two semesters of graduate seminars. One semester of NATRS 595 strongly preferred

At least 11 hours in major course work

At least 15 hours graded course work at the 500 level

No more than 6 hours graded course work at the non-graduate (300-400) level

Four hours minimum of 700 level credit in major, 2 of which must be taken in the semester of final exam and/or thesis completion

C. Up to 10 hours of supporting course work outside the major area.

2-9 hours of NATRS 700 (Thesis Research)

D. A minimum of 30 total credit hours beyond the bachelor's degree.

Maximum Time Limits for Completion of Degree

Most full-time students enrolled in master's degree programs at WSU require 2-3 years for completion of their program. The maximum time allowed for completion of a master's degree is 6 years from the beginning date of the earliest course applied toward the degree. Some programs may take longer because of certain circumstances, such as attending part-time. Departments may petition the Graduate School for an extension of this time limit.

Thesis

General regulations regarding the preparation of a thesis are set by the Graduate School. The thesis format and guidelines are found on the Graduate School web site:

(<http://www.gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>)

If using the published paper model, the chapters or papers will follow the requirements for publication in an appropriate journal as recommended by the committee. The student and advisor will organized the research material into a paper publishable in a refereed journal concurrently with preparation of the thesis. Typing, copying, and other costs associated with thesis preparation will be borne by the student.

Final Examination and Seminar

All students are required to present a seminar on their thesis work to the faculty and graduate students during the final semester of their program. The student must have completed or be enrolled in all the required course work and be registered for a minimum of two credits of 700 (thesis option) or 702 (non-thesis option) for the semester or summer session in which the final examination is to be taken. Graduate students are encouraged to ensure that Seminar Announcements are disseminated to other departments to encourage other graduate students and faculty to attend. The main office staff will help prepare and disseminate announcements. The final oral examination is closed to the public and will consist of questions asked by the student's committee relating to the validity of the research as well as any problem areas in research techniques, statistics, or other topics.

After passing the final examination, an electronic copy of the corrected dissertation/thesis must be submitted following the Graduate School's guidelines for digital submission within five working days of the final oral examination. Students should use the Final Dissertation/Thesis Acceptance Checklist (<http://www.gradschool.wsu.edu/Documents/PDF/Copyright.pdf>) when preparing the electronic copy for submission. In addition, the following must be submitted to the Dissertation/Thesis Acceptance clerk in the Graduate School within five working days of the final oral examination:

All students must submit a 100% cotton fiber paper copy of the title page, abstract page, and signature page signed in black ink by all committee members.

All students must submit a completed Hold Harmless/Copyright Acknowledgement form (<http://www.gradschool.wsu.edu/Documents/PDF/Copyright.pdf>).

The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis per the Digital Dissertation and Thesis Guidelines (<http://www.gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>). The Graduate School will continue to perform the format check and provide guidelines to students when scheduling their final defense.

In addition, a copy of the thesis must be provided to the department, the committee chair, and any committee member requesting it. For the department copy, submit an unbound, signed copy. Do not have it bound yourself. If your faculty advisor chooses to pay for your bound copy, a budget account code should be given to the Fiscal Technician. If the bound copies are to be mailed, you must provide a mailing address. The office staff will assist you with any questions you have concerning thesis copies at the department level.

Timetable

Deadlines are established by the Graduate School and are found online at <http://www.gradschool.wsu.edu/CurrentStudents/Navigating/MastersTimeline.aspx> Check this list early and often. Students intending to graduate should be certain to check the list early in their last semester. Dates vary somewhat each semester and it is the responsibility of the student to know the schedule.

WHEN	WHAT
Semester one	Select an advisor Resolve admissions contingencies Establish residency ties Take Responsible Conduct of Research Training
Semester two	Select committee Seek IRB approval File Program of Study
Semester three	Apply for residency Apply for master's degree
Semester four	Schedule final oral exam* Submit thesis to Graduate School**

*You will need to submit the final examination scheduling form and a draft of your thesis to the Graduate School no later than 10 working days prior to the date of the exam, which will then schedule your final examination.

****Your thesis is due 5 working days after your final exam. Check the Graduate School's website for other forms that should be submitted along with your thesis, including the Hold Harmless / Copyright Acknowledgement form.**

In addition to these dates, students should be aware of the departmental requirements regarding distribution of thesis drafts. Because students only have five working days after defending their thesis to turn in the final version to the Graduate School, all substantial changes must be addressed prior to defending the thesis in the final exam. Consequently, your committee members need to have read your thesis prior to scheduling a thesis defense date. This means that committee members should receive copies of your thesis at least 14 days before scheduling the final exam. Depending on your advisor and your writing ability, you should generally allow for three to four weeks prior to this for addressing the rough draft comments.

Doctor of Philosophy Degree in Environmental and Natural Resource Sciences

The Ph.D. in Environmental and Natural Resource Sciences is an interdepartmental degree program at WSU sponsored by the department and the Environmental Science and Regional Planning program. It was established in 1994 with faculty from both departments serving on the Graduate Coordinating Committee.

Environmental and natural resource sciences comprise an association of several areas of study at WSU. These sciences focus on factors related to the understanding and management of the environment and therefore have a commonality of interest. The Ph.D. program provides opportunities for doctoral study that involve integration and interaction among these various fields of science. The cooperation of WSU's faculties in environmental and natural resource sciences in this program fosters important exchanges of knowledge that greatly enhance interdisciplinary education.

A. Dissertation

B. Minimum of 34 hours of graded course work (beyond bachelor's degree); to include approved course work in five areas of competency in a core curriculum:

Ecosystems (6 hours)

Research Methods (6 hours)

Issues & Ethics (3 hours, NATRS 594)

Interdisciplinary knowledge (3 hours of graduate seminars)

Subject area of student specialization (variable hours)

At least 25 hours of course work at the 500 level

C. Up to 6 hours of supporting coursework at the non graduate level (300-400) and outside the major area.

D. 20-38 hours of NATRS 800 (Dissertation/Research)

E. A minimum of 72 total credit hours beyond the bachelor's degree

Curriculum

Each student will develop a program of study in cooperation with a Supervisory Committee that includes the faculty advisor as chair. As preparation for a Preliminary Examination, a core curriculum must be completed through preceding and/or new coursework that will yield competencies in five broad areas:

Competency 1: Advanced knowledge of ecosystems, including both biophysical structure and function and roles of humans.

Competency 2: Advanced knowledge in research methods.

Competency 3: Advanced knowledge in environmental and natural resource issues and ethics.
This can be met by completion of NATRS/ESRP 594

Competency 4: Advanced interdisciplinary cognizance/appreciation

Competency 5: A specialized subject area to be defined by the student and the student's Supervisory Committee

Maximum Time Limits for Completion of Degree

Most students enrolled in doctoral degree programs at WSU require 4-6 years for completion of their program. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. Some programs may take longer because of certain circumstances, such as attending part-time. Departments may petition the Graduate School for an extension of this time limit.

Preliminary Examination

Each student is required to pass a preliminary examination in order to become a candidate for the Ph.D. degree. This examination will be taken after most of the required course work has been completed, as determined by the thesis committee, and upon submission of a dissertation research proposal. The preliminary examination will consist of written and oral parts. The written and oral portions will focus on the student's major area of competencies, courses taken, and the subject matter of the proposed research. At the doctoral level, the committee also has the responsibility for the Ph.D. preliminary examination and the qualifying examination for the Doctor of Philosophy degree.

Dissertation and Final Examination

All students are required to present a seminar on their dissertation research. The final examination will be mainly a defense of the dissertation, but may cover the general fields of knowledge pertinent to the degree. The student must register for a minimum of 2 (two) hours of 800 credit at the beginning of the semester or summer session in which the final examination is to be taken. The examining committee shall include the doctoral committee and any other members of the faculty in attendance. All final examinations are public, and all faculty members, regardless of discipline, are particularly encouraged to attend those of interest to them. Although any member of the public at large may attend final examinations, only faculty members may ask questions and vote. All members of the doctoral committee must attend and vote.

For the complete text on Doctoral Degree Academic Policies, including the faculty committee, preliminary exam, doctoral research, dissertation requirements, and the final exam, please go to <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter8/>

The Dissertation Requirement

All doctoral programs require that a candidate prepare a dissertation. The dissertation is a scholarly, original study that represents a significant contribution to the knowledge of the chosen discipline. The student must enroll for research (800) credits while preparing and defending the dissertation.

If the student plans to utilize human or animal subjects for research, he/she must contact the Office of Research Assurances.

The doctoral committee is responsible for ensuring that the student has followed an appropriate format and that the content is acceptable. The graduate committee members must read and return drafts of dissertations to the student within a reasonable period of time. The Graduate Studies Committee recommends that committee members hold drafts for no longer than 30 days. If copyrighted material is included in the dissertation, written permission must be obtained from the copyright owner to reproduce the material in the dissertation. Such written permission must be submitted to the Graduate School at final acceptance.

Following a passed oral examination, the student must submit the dissertation for final acceptance. Detailed instructions for submission of the dissertation can be found in Chapter 6 (General Academic Requirements) of the Graduate School Policies and Procedures. General regulations regarding the preparation of a dissertation are set by the Graduate School. The dissertation format and guidelines are found on the Graduate School web site:

<http://www.gradschool.wsu.edu/Documents/PDF/DissertationAndThesisGuidelines.pdf>

If using the published paper model, the chapters or papers will follow the requirements for publication in an appropriate journal as recommended by the committee. The student and advisor will organize the research material into a paper publishable in a refereed journal concurrently with preparation of the dissertation. Typing, copying, and other costs associated with thesis preparation will be borne by the student.

Scheduling the Final Defense Examination

The completed Dissertation Acceptance/Final Examination Scheduling form must be submitted to the Graduate School at least 10 (ten) working days in advance of the examination date. The form is available at <http://www.gradschool.wsu.edu/Documents/PDF/SchedulingPack.pdf> It is necessary to present an electronic or paper draft copy of the dissertation that is complete in format at the time of scheduling. The examination must be scheduled at least four months, but less than three years, after satisfactory completion of the preliminary examination.

The Dissertation Acceptance/Final Examination Scheduling Form is to be signed by all members of the student's committee; committee signatures verify that a typed or electronic copy of the dissertation, suitable in format and content for submission to the library, has been given preliminary approval. Responsibility (including financial) for changes in format after the Dissertation Acceptance/Final Examination scheduling form is signed rests with the graduate program rather than with the student. Content changes are always the responsibility of the student. An Application for Degree form must be submitted to the Graduate School before a final examination may be scheduled. The graduate fee must be paid before submitting the Application for Degree form and prior to the final defense.

All fees, including the graduation fee, the publishing/microfilming fee, and the optional copyright fee, must be paid before submitting the Application for Degree form and prior to the final defense. The Graduate School will schedule the student's final examination upon receipt of the completed Dissertation Acceptance/Final Examination Scheduling Form and a properly formatted, draft copy of the dissertation, which will be returned to the student.

At least 5 (five) working days prior to the oral defense, doctoral candidates must deliver a complete copy of the dissertation to the program chair. This copy can serve as the public copy and be displayed at a public place designated by the program. Program requirements for the number of copies of the dissertation to be distributed *prior* to the examination and *after* the examination vary. Students should check with their graduate program to ascertain program requirements.

Timetable

Deadlines are established by the Graduate School and are found online at <http://www.gradschool.wsu.edu/CurrentStudents/Navigating/PhdTimeLine.aspx> Check this list early and often. Students intending to graduate should be certain to check the list early in their last semester. Dates vary somewhat each semester and it is the responsibility of the student to know the schedule.

WHEN	WHAT
Semester one	Select an advisor Resolve admissions contingencies Establish residency ties Take Responsible Conduct of Research Training
Semester two	Select committee Seek IRB approval File a Doctoral Program of Study Submit Program of Study
Subsequent semesters	Apply for residency Check department guidelines for additional requirements & deadlines Schedule and pass preliminary examination
Final semester	File an application for degree Schedule final oral exam* Submit dissertation to Graduate School**

*You will need to submit the final examination scheduling form and a draft of your dissertation to the Graduate School no later than 10 working days prior to the date of the exam.

**Your dissertation is due 5 working days after your exam.

ENROLLMENT AND LEAVE

For the complete text of the WSU enrollment and leave policies, go to <http://www.gradschool.wsu.edu/CurentStudents/PoliciesAndProcedures/Chapter5/Enrollment.aspx>

Master's Degree Students

All master's degree students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all of their degree requirements. Graduate leave is available to those students who must be away from campus for personal reasons. Students in official internship leave status are not required to register for credit unless their program requires it. If master's degree students do not register for credit or go into approved graduate leave or

internship leave status, their absence is unapproved. Such students may reenroll and pay a \$25 fee if they are absent for one or two consecutive. Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters (excluding the summer) will be dropped from the Graduate School.

Doctoral Students

Prior to taking preliminary exams, all doctoral students are required to enroll for a minimum of 2 credits every fall and spring semester until they complete all of their degree requirements. Graduate leave is available to those students who must be away from campus for personal reasons). Students in internship leave status are not required to register for credit unless their program requires it. If doctoral students do not register for credit or go into approved graduate leave or internship leave status, their absence is unapproved. Such students may reenroll and pay a \$25 fee if they are absent for one or two consecutive semesters. Reenrollment also requires departmental approval and is not guaranteed. Students who are absent for three consecutive semesters (excluding the summer) will be dropped from the Graduate School.

After successful completion of preliminary exams, doctoral students are expected to continue to enroll for research credits each semester until they defend their degree. There is a three-year time limitation from the date of the preliminary exam to degree completion. Students who have taken their preliminary exams, have met all of their program requirements except completion of their dissertation, and do not have the funding to register for two or more research credits will be placed into Continuous Doctoral Status for a limited number of semesters. Students in Continuous Doctoral Status will be charged a \$50/semester administrative fee on their student account and will have limited access to University resources. See <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/Continuous.aspx> for detailed information about Continuous Doctoral Status.

Continuous Enrollment for Degree-seeking Students

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. Continuous doctoral status meets the continuous enrollment requirement. Exceptions to the continuous enrollment policy and continuous doctoral status are noted here:

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/Continuous.aspx> .

Continuous Doctoral Status

On occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit will be placed into Continuous Doctoral Status by default. Students must complete their degree within three years of the date of the successful completion of their preliminary exam. Continuous doctoral status is not intended to replace a student's 800-research credit requirements. See

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/Continuous.aspx> for a complete explanation of this policy.

Leave of Absence

Official graduate leaves of absence are intended to provide the degree-seeking student with some continuing services during their time away from campus. Graduate leave does not extend the time limitations for degree completion. Extensions must be requested according to Graduate School procedures. Complete information on official leaves of absence is found here

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/OfficialLeavesOfAbsence.aspx> .

Graduate Leave Status (GLS)

Graduate Leave Status is granted for individuals who must be away from their studies for one or more semesters for personal, family, job, financial, military or Peace Corps service, or other compelling reasons. ***Only graduate leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status.*** Students must apply for Graduate Leave through the Graduate School by completing the [Graduate Leave form](http://www.gradschool.wsu.edu/Documents/PDF/GraduateLeaveStatusForm.pdf) (<http://www.gradschool.wsu.edu/Documents/PDF/GraduateLeaveStatusForm.pdf>). Leave must be approved by the student's committee chair, program chair, International Programs (for international F-1/J-1 students only) and Dean of the Graduate School. A student may be on Graduate Leave for a total of up to one calendar year during their studies, but leave time may be extended for special circumstances (e.g., for military or Peace Corps service). Graduate Leave beyond one calendar year during a student's studies is not guaranteed. Refer to

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/OfficialLeavesOfAbsence.aspx> for complete information.

Emergency Family/Medical Leave

Emergency Family/Medical Leave is a type of Graduate Leave for graduate students who must leave school for one or more semesters due to a medical or family emergency that is defined under the federal Family Medical Leave Act. EFML status also entitles graduate students to maintain their eligibility for student health insurance on a self-pay basis for a period of one semester as approved by Health and Wellness Services. Students need to have been a participant in the student health insurance plan immediately preceding the EFML leave to be eligible.

EFML must be coordinated with the Graduate School, the student's program advisor and chair, International Programs (for international students only) and also with Health and Wellness Services if the student wishes to maintain eligibility for student health insurance benefits.

Graduate students must submit a Graduate Leave form, along with the appropriate documentation, to program advisor, program chair, and the Graduate School prior to the semester in which EFML is needed, unless the leave is an emergency. This EFML policy does not apply to specific program requirements or the terms and the leave, the student does not need to complete the Reenrollment form or pay a reenrollment fee to reenroll in their program. EFML generally is limited to one calendar year during a student's graduate studies. Students who require EFML leave for more than one calendar year must obtain program support and Graduate School approval in advance to extend the leave beyond the first year. *Extensions to EFML are not guaranteed, and students will not be eligible for student health insurance.* Students on approved EFML do not have to complete a reenrollment form or pay a reenrollment fee. Refer to <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/OfficialLeave/OfAbsence.aspx> for complete information.

Short-term Parental Leave

The Short-term Parental Leave plan provides up to four consecutive weeks of leave for the period directly before or after the birth or adoption of a child. During this time, the student continues to be enrolled and, if on an assistantship appointment, the student will continue to receive graduate assistant benefits (i.e., tuition waivers will remain in place), health benefits, and his/her salary. The Short-term Parental Leave plan applies to all full-time enrolled graduate students at all campus locations anticipating the birth or adoption of a child. Eligible graduate students are those who have been full-time graduate students for at least one academic year (two academic semesters, not including the summer) at the time Parental Leave is taken. Students must maintain their full-time enrollment status during Parental Leave. Refer to <http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter5/OfficialLeave/OfAbsence.aspx> for complete information. Students must apply for Short-term Parental Leave Form through the Graduate School by completing the Short-term Parental Leave Form <http://www.gradschool.wsu.edu/Documents/PDF/ParentalLeave.pdf>