| CONTENTS |
|--------------|-----|
| INTRODUCTION | 1   |
| SEFS Graduate Program Requirements and Policies | 1   |
| Supervisory Committee | 1   |
| Program of Study | 2   |
| Transfer Credit | 3   |
| DEGREE CHECKLISTS | 3   |
| Master’s Degree Checklist | 3   |
| Doctoral (PhD) Degree Checklist | 5   |
| ADDITIONAL POLICIES AND RESOURCES | 10  |
| Diversity, Equity and Inclusion | 10  |
| Bias, Non-Discrimination and Sexual Harassment | 10  |
| Academic Grievance Procedure | 10  |
| Petition to Change Program Requirements | 10  |
| Academic Performance and Progress | 10  |
| Continuing from MS to PhD | 11  |
| Appendices | 16  |
| A. SEFS Organizational Chart | | |
| B. SEFS Administration - "Who Does What" | | |
| C. Planned SEFS 400/500 level course offerings 2020-2021 | | |
| D. SEFS Graduate Program Requirement Petition Form | | |
| E. Master’s Degree Forms | | |
| MS Program of Study Form | | |
| MFR Program of Study Form | | |
| MEH Program of Study form | | |
| F. PhD Forms | | |
| PhD Program of Study Form | | |
| PhD Qualifying Exam Form | | |
| G. PhD Qualifying Exam Process and Formats | | |

Revised 10/9/20
INTRODUCTION

This Graduate Student Handbook provides essential information regarding requirements and policies for School of Environmental and Forest Sciences (SEFS) graduate programs, along with important University of Washington, Graduate School, and College of the Environment policies and resources. SEFS graduate programs are governed by the UW, the UW Graduate School, and the College of the Environment, and all faculty and graduate students are responsible for making themselves aware of and complying with current UW, Graduate School, College of the Environment, and SEFS policies and procedures. In addition to this handbook and online resources, the Office of Student and Academic Services (SAS) is located in Anderson Hall 130. The Graduate Program Advisor can be contacted at sefsgpa@uw.edu.

It is particularly important that graduate students become familiar with the UW Graduate School’s General Graduate Student Policies, along with Graduate School requirements and policies for Master’s degrees and Doctoral degrees. All students are subject to the UW’s Student Conduct Code and Academic Misconduct Code.

Graduate program requirements and policies specific to SEFS are described below.

SEFS Graduate Program Requirements and Policies

Graduate degree programs in SEFS are governed by the UW Graduate School and College of the Environment, and SEFS has specific policies and procedures for the graduate degrees granted by SEFS. In addition to the UW Graduate School and College resources, the Office of Student and Academic Services, the Supervisory Committee Chair, and the Supervisory Committee members are all important resources for students. In consultation with the SEFS Director and Associate Directors, the Graduate Program Coordinator provides overall coordination of graduate activities in the School.

Supervisory Committee

The Supervisory Committee guides a student through their degree program, including identifying and planning appropriate coursework, monitoring progress, and completion of final thesis, dissertation, or project. Upon admittance to SEFS, MS, MFR, and PhD students are assigned a Supervisory Committee Chair. MEH and MFR students are assigned a Supervisory Committee. MS and PhD Students should use the first 1-2 quarters to meet faculty members, establish their Supervisory Committee, and refine their Program of Study. Contact the Graduate Advisor at sefsgpa@uw.edu to establish your Supervisory Committee.
**Master’s Degree (MS, MEH, MFR) Supervisory Committee**

1. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, and a UW Graduate Faculty Appointment. Affiliate faculty may serve as Chair if they meet the conditions required by the Graduate School.
2. The majority of members must have a UW Graduate Faculty appointment.
3. All master’s committees require a minimum of 2 members, with 3 members recommended.

**Doctoral Degree (PhD) Supervisory Committee**

The UW Graduate School describes the general roles and responsibilities of PhD Supervisory Committee members and the PhD student.

1. The PhD Committee must conform to the requirements in Graduate School Memorandum #13.
2. The Committee Chair must have a faculty appointment (primary or fractional) in SEFS, “Endorsement to Chair” filed with the Graduate School. Affiliate Faculty may serve if they meet the conditions required by the Graduate School.
3. PhD Committees require a minimum of 4 members (with 5 members recommended), and the PhD Reading Committee requires 3 members.
4. The majority of members must have a UW Graduate Faculty appointment.
5. A minimum of 2 members must hold a faculty appointment in SEFS, defined as a full appointment, joint appointment, or adjunct appointment.
6. Only one non-UW (external) member may be officially appointed. Students must have the external member submit a CV to Student and Academic Services, and the external member may need to obtain a UW NetID in order to participate in committee activities. Adjunct and Affiliate faculty are not considered external members.
7. A Graduate School Representative (GSR) is identified by the student and must not have a conflict of interest with the Chair. The GSR must have a UW Graduate Faculty appointment and cannot have any appointment in SEFS. Potential GSRs can be located using the Graduate Faculty Locator.
8. PhD Supervisory Committees (including the GSR) must be officially appointed at least 3 months prior to scheduling the Qualifying Examination.

**Program of Study**

MS and PhD students, with the help of their Chair and Supervisory Committee, identify planned coursework for the degree and note it on the Program of Study Form, which is used to track student progress and to ensure that all coursework and other degree requirements are met. The MEH and MFR degree program coursework requirements are more defined and structured. Links to Program of Study Forms for all degrees, along with other resources, may be found on the SEFS website.

The Program of Study form, signed by the Supervisory Committee Chair and Committee members, should be submitted by the end of the 2nd or 3rd quarter of study (check your specific
degree requirements). Students should consult with Student and Academic Services as early as possible before the quarter of anticipated graduation to ensure that all deadlines and requirements will be met. At the beginning of the quarter of anticipated graduation, Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress.

Transfer Credit
Transfer credit policies are determined by the Graduate School. With approval from the Supervisory Committee and Graduate Program Coordinator, master’s degree (MS, MEH, and MFR) students may petition for permission to transfer the equivalent of a maximum of 6 quarter credits of graduate-level coursework taken at another recognized academic institution. Transfer credit may not have been previously used to satisfy requirements for another degree.

For PhD students, with the approval of the Supervisory Committee and Graduate Program Coordinator, an appropriate master’s degree from an accredited institution may substitute for up to 30 credits toward the total credits required for the PhD. PhD students are admitted to SEFS with a wide variety of backgrounds, and although 30 credits may be substituted, the Supervisory Committee ultimately determines the coursework that the student is required to complete before the Qualifying and General exams are taken.

DEGREE CHECKLISTS

Master’s Degree (MS) Checklist

1. Establish Permanent Supervisory Committee. (by end of first year). To request committee establishment, email sefgpa@uw.edu with the names and emails of your Committee Chair and other members.
2. Submit Program of Study Form. (by end of first year).
3. Annual Committee Meeting. Students are required to hold a Supervisory Committee meeting at least once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:
   a. Achievements during the preceding year (coursework and research)
   b. Challenges to achieving goals and resources or help needed
   c. Plans for coursework and research during the coming year
   d. Any funding received during the preceding year and funding anticipated in the coming year.

   The annual meeting is recorded on the Program of Study Form and the report is placed in the student’s file.
4. **MS Proposal Defense.** MS (not MEH or MFR) students are required to **prepare a written proposal document describing their proposed research and to make an oral presentation (defense) of their proposal, in advance of conducting their research.** A guideline for the proposal page length is about 30 pages, but this should be discussed and agreed upon with the Committee. The proposal development, review, and revision process provides an opportunity to receive critical feedback from the committee, and the successful oral proposal presentation and defense is recorded on the Program of Study Form. The master’s research proposal is often presented in a public setting or to a lab group, and details of the proposal defense title, abstract, date, time, and place should be sent to the Graduate Program Advisor at least 2 weeks in advance of the proposal defense.

5. **SEFS 600 and SEFS 700 credits.** Students enroll in SEFS 600 for independent study or research credits sponsored by a faculty member, and also when they are developing their thesis research proposal. **Students enroll in SEFS 700 when they have successfully defended their thesis research proposal,** and are primarily working on thesis research tasks such as gathering and analyzing data, and writing their thesis. Contact the Graduate Program Adviser sefgpa@uw.edu for help in registering for these credits.

6. **MS Thesis Defense.** The Supervisory Committee determines when the student has completed the program requirements, including a written thesis document, and is ready to present their research findings (the thesis defense). **The MS thesis defense must be scheduled during an academic quarter, and students must be registered during the quarter they defend their thesis.** It is the student’s responsibility to:
   a) Schedule the thesis defense at a time when all Supervisory Committee members are able to attend
   b) Reserve a room for the defense (2-3 hours is a common time frame)
   c) Inform the Graduate Program Advisor of the defense details at least 2 weeks in advance indicating the thesis defense time, location, title, and a brief abstract, which will be publicized to the SEFS community.
   d) Obtain and bring the Warrant (see #8) to the defense for Supervisory Committee signatures.
   e) The thesis defense presentation is open to the public. Following the presentation and public discussion, the student meets privately with the Supervisory Committee. The Supervisory Committee discusses the merits of the thesis, documents any required changes prior to final acceptance, and determines the final outcome of the defense by signing the Warrant document.

**Rooms may be reserved** in Anderson, Winkenwerder, or Bloedel Halls, or at the Center for Urban Horticulture.
7. **MEH/MFR Internship or Capstone Project and Presentation.** The MEH/MFR student’s Supervisory Committee determines when the student has completed the program requirements, including a final written report, and is ready to present their Internship or Capstone project. The MEH/MFR presentation can be open to the public but students are not required to present in a public setting. *The MEH/MFR presentation must be scheduled during an academic quarter.* It is the student’s responsibility to obtain and bring the Warrant (see #8) to the final project presentation for Supervisory Committee signatures.

8. **Applying to Graduate.** All master’s degree students (MS, MEH, and MFR) must complete a [Master’s Degree Request](#) through the Graduate School. The Graduate School will provide the Office of Student and Academic Services with a Warrant, which the student picks up and brings to the defense or final project presentation.

9. **Submission of Thesis to the Graduate School.** Master of Science (MS) students, but not MEH or MFR students, must [upload their final thesis document to the Graduate School](#) by the last day of the quarter. A Supervisory Committee Approval Form, also available on the Graduate School website, must be signed by all committee members and uploaded along with the thesis. This form is signed by all committee members when a final version of the thesis is made available to them. If the thesis is not submitted by the last day of the quarter, a Graduate Registration Waiver must be paid in order to graduate and arrangements must be made with the Graduate School to submit a late thesis.

10. **Checkout of SEFS.** Students are required to return all University keys, and clean out mailboxes, office and lab spaces. The Office of Student and Academic Services provides information on how to participate in SEFS and UW Graduation events.
Doctoral (PhD) Degree Checklist

1. Establish Permanent Supervisory Committee. (by end of first year). To request committee establishment, email sefsgpa@uw.edu with the names and emails of your Committee Chair and other members.

2. Submit Program of Study Form. (by end of first year)

3. Annual Committee Meeting. Students are required to hold a Supervisory Committee meeting at least once every academic year. Students and faculty may wish to use mentoring forms or templates to help guide their annual or more frequent discussions, but the meetings should cover, at a minimum:
   a. Achievements during the preceding year (coursework and research)
   b. Challenges to achieving goals and resources or help needed
   c. Plans for coursework and research during the coming year
   d. Any funding received during the preceding year and funding anticipated in the coming year.

   The meeting is recorded on the Program of Study Form and the report is placed in the student’s file.

4. SEFS 600 and SEFS 800 credits. Students enroll in SEFS 600 for independent study or research credits sponsored by a faculty member, and when they are developing their dissertation research proposal. Students enroll in SEFS 800 when they have passed their General Exam (successfully defended their dissertation research proposal), and are primarily working on dissertation research tasks such as gathering and analyzing data, and writing their dissertation. Contact the Graduate Program Adviser sefsgpa@uw.edu for help in registering for these credits.

5. PhD Examinations. SEFS PhD students are required to take 3 examinations during the course of their program: the Qualifying Examination, the General Examination, and the Final Examination. All 3 examinations must be scheduled during an academic quarter.

6. Qualifying Examination. All SEFS PhD students must pass a SEFS Qualifying Examination before taking the General Examination. Appendix G provides more detail on the qualifying exam process and formats. The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of PhD students and to determine the student’s knowledge and any deficiencies relative to their proposed program of study and research. It is an opportunity for the student to demonstrate fundamental knowledge at an advanced level before embarking on research for the dissertation. The Qualifying Examination is administered, recorded and monitored by SEFS; it is not a Graduate School examination.

SEFS PhD students are required to pass or conditionally pass the Qualifying Examination by the end of the 9th calendar-year quarter of their PhD program. If a student does not pass or conditionally pass the Qualifying Examination by then, the
student will be considered to be making unsatisfactory progress as described in Graduate School Memo 16, and will be placed on academic probation during the next quarter they are enrolled. If a student on academic probation does not pass or conditionally pass the Qualifying Examination, the student will be placed on final probation during the next quarter. Students on final probation will be dropped from the program if they do not pass or conditionally pass the Qualifying Examination during their final probation quarter. Students have the right to petition for an extension to the deadline due to extenuating circumstances. Petitions must be filed with the SEFS Graduate Program Coordinator prior to or during the student’s 9th calendar-year quarter.

Procedures for the Qualifying Examination include:

A. The Supervisory Committee must be established at least one quarter prior to scheduling the Qualifying Examination, and the student should begin scheduling the examination at least 2 months before the examination is taken. The PhD Qualifying Examination Form is available on the SEFS website. The PhD Qualifying Examination Committee is chaired by a member of the student’s PhD Supervisory Committee. The Chair of the PhD Supervisory Committee is permitted to serve as the chair of the PhD Qualifying Examination Committee, but is not required to do so. The GSR is encouraged but not required to attend. Appendix G provides more detail on the qualifying exam process and formats.

B. There are two parts to the Qualifying Examination, written and oral. The format for the Qualifying Examination is at the discretion of the Examination Committee, and there are two potential formats for the written portion: 1) Questions given to the student by each committee member, designed to test general knowledge of selected disciplines; and 2) A research proposal on a topic outside the student’s specific field of interest or dissertation topic. In consultation with the Examination Committee, students may have up to 4 weeks to complete the written part of the exam.

C. The oral part of the examination is scheduled for a date after the written examination materials are submitted to the Examination Committee members. The oral examination may cover questions not answered completely in the written examination, or other areas at the discretion of the Committee. A minimum of 3 faculty members must participate in the oral examination.

D. Immediately following the oral examination, the committee discusses the written and oral examination results. On the same day as the oral examination, the student receives an oral report from the Examination Committee Chair regarding its deliberations and the examination outcome (pass, conditional pass, conditional fail, fail), along with a signed copy of the Qualifying Examination Report form. The student will receive a brief (1-page) written summary report from the Chair of the
Examination Committee of the deliberation and outcome within 5 working days. This report will be attached to the Qualifying Examination Report form and placed in the student’s file.

E. If the student does not pass the examination, a re-examination is allowed. Students must be re-examined during the next academic quarter, excluding summer quarter. Only one re-examination is allowed.

7. General Examination. The General Examination is a presentation and defense of the student’s dissertation research proposal and includes a written (research proposal document) and oral (research proposal presentation and discussion) part. The General Examination is a Graduate School required exam that is recorded at the Graduate School and advances a student to Candidacy (PhC).

SEFS PhD students are required to pass the General Examination by the end of the 13th calendar-year quarter of their PhD program. If a student does not pass the General Examination by this time, the student will be considered to be making unsatisfactory progress as described in Graduate School Memo 16, and will be placed on academic probation during the next quarter they are enrolled. If a student on academic probation does not pass the General Examination, the student will be placed on final probation during the next quarter. Students on final probation will be dropped from the program if they do not pass the General Examination during their final probation quarter. Students have the right to petition for an extension to the deadline due to extenuating circumstances. Petitions must be filed with the SEFS Graduate Program Coordinator prior to or during the student's 13th calendar-year quarter.

Procedures for the General Examination include:

A. In consultation with and review by their Supervisory Committee members, the student prepares a written research proposal that includes the following sections: introduction and rationale, objectives, research questions and hypotheses, methods, expected results, literature cited, budget, and appendices (if needed). A guideline for the proposal page limit is 30 pages, but this should be discussed and agreed upon with the Committee. When the Supervisory Committee determines that the research proposal is ready to present and defend, the General Examination is scheduled.

B. The General Examination may be scheduled in advance, but can be taken only if (i) the student has completed at least 60 credits, some of which may be taken the quarter of the exam; (ii) the student has completed at least 18 credits of graded coursework at the 400 or 500 level and above; (iii) the student has passed the Qualifying Examination; and (iv) all members of the Supervisory Committee agree
that the student’s research proposal is ready to defend and the general examination can proceed.

C. The student schedules the General Examination online through the Graduate School, and the Graduate School provides the Office of Student and Academic Services with a Warrant, which the student picks up and brings to the General Examination.

D. The student provides the committee with the research proposal at least 2 weeks in advance of the exam, or earlier if requested by the Committee.

E. At least 2 weeks in advance of the exam, the student should email a notice to the Graduate Program Advisor, indicating the exam time, location, title, and a brief abstract, which will be publicized to the SEFS community. The proposal presentation is open to the public.

F. The student presents their research proposal (30-40 minutes) and answers questions in a presentation open to faculty, students, staff, and the public. The Supervisory Committee Chair, Graduate School Representative, and at least 2 other committee members must be present at the oral proposal defense. Following the presentation and public discussion, the student meets privately with the Supervisory Committee. The Supervisory Committee discusses the merits of the proposal, documents any required changes prior to final acceptance, and determines the final outcome of the exam by signing the Warrant document.

G. If the student does not pass the General Examination, the Supervisory Committee signs the Warrant, indicating that student will be re-examined after 1 quarter. The same procedure described above is followed for re-examination. Students not passing a re-examination are dismissed from the graduate program.

8. Final Examination. The Final Examination, or dissertation defense, is a public presentation of the results of the student's research. The Final Examination is a Graduate School required exam.

**Procedures for the Final Examination include:**

A. Appoint the Doctoral Reading Committee. The Reading Committee is appointed to read and approve the dissertation. Students establish their Reading Committee online by selecting “NEW Committee” and indicating that it is a Reading Committee. Once this is posted in SEFS, it will be posted to the Graduate School. *

B. Schedule the Final Examination online through the Graduate School. The Graduate School will provide the Office of Student and Academic Services with a Warrant, which the student picks up and brings to the Final Examination. The Final Examination may be scheduled in advance, but can only be taken if: i) the student
passed the General Examination in a previous quarter, ii) a Reading Committee is officially established with SEFS and the Graduate School, and iii) the Reading Committee has read an entire draft of the dissertation and members of the Supervisory Committee agree that the candidate is prepared to take the Final Examination.

C. At least 2 weeks in advance of the exam, the student should email a notice to the Graduate Program Advisor, indicating the exam time, location, title, and a brief abstract, which will be publicized to the SEFS community. The dissertation presentation is open to the public.

D. At least 4 members of the Supervisory Committee (including the Chair, Graduate School Representative, and 1 additional Graduate Faculty member) must be present at the Final Examination and sign the Warrant if the Final Examination is satisfactory. If the Final Examination is unsatisfactory, the Supervisory Committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.

9. Submission of Dissertation to the Graduate School. Students must upload their final dissertation to the Graduate School by the last day of the quarter. A Reading Committee Approval Form, also available on the Graduate School website, must be signed by all of the Reading Committee members and uploaded along with the dissertation. If the dissertation is not submitted by the last day of the quarter, a Graduate Registration Waiver must be paid in order to graduate and arrangements must be made with the Graduate School to submit a late dissertation.

10. Checkout of SEFS. Students are required to return all University keys, and clean out mailboxes, office and lab spaces. The Office of Student and Academic Services provides information on how to participate in SEFS and UW Graduation events.
ADDITIONAL POLICIES AND RESOURCES

Diversity, Equity and Inclusion
Respect for difference and equity is a core value in the School of Environmental and Forest Sciences. We acknowledge and embrace difference (including race, gender, class, sexuality, religion, age, citizenship status, and ability) as we strive to create learning environments, scholarship, mentoring relationships, and working environments that foster inclusivity and belonging in our community. To do so, we strive to promote equity and inclusion by eliminating individual and institutional discrimination.

Please visit the SEFS website for more information on Diversity, Equity and Inclusion at SEFS, and the College of the Environment site for additional Diversity, Equity and Inclusion resources.

Students who anticipate or experience barriers to learning or full participation in a course based on a physical, learning or mental health disability should immediately contact the instructor to discuss possible accommodation(s). If a student has, or thinks they have, a temporary or permanent disability that impacts their participation in any course, please contact Disability Resources for Students (DRS) at: 206-543-8924 V / 206-543-8925 TDD or uwdss@uw.edu.

Bias, Non-Discrimination and Sexual Harassment
Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees procedure contained in the University of Washington Administrative Policy Statement.

The College of the Environment provides extensive resources on Bias Incident, Non-Discrimination, and Sexual Harassment.

Student Conduct: All students are subject to the UW’s Student Conduct Code and Academic Misconduct Code.

Reporting Concerns and Grievances
In our efforts to support the academic and professional success of all members of the SEFS community, we encourage members of the community to identify incidents or events that affect their sense of safety in the community. We take reports of these incidents and events, large or small, very seriously. In doing so, we are careful to respect privacy, confidentiality, and due process in recording and responding to such reports. Given the trauma associated with some of these incidents, we also recognize the value of services provided by the university to support the mental and physical health and safety of those who experience these incidents. We
will track reports made by any of the pathways described on this page so that we can observe and act on patterns that emerge.

**Academic Grievance Procedure**

Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may, with some exceptions, seek resolution of their complaints under the Graduate School’s Academic Grievance Procedure.

**Petition to Change Program Requirements**

To petition for a change in the degree program requirements, students must submit a Graduate Program Requirement Petition Form. Petitions may include (1) requests to be waived from a course requirement (2) requests for course substitutions; and (3) requests to include a course as a restricted elective. Petitions and accompanying materials must be submitted prior to the quarter during which the waived course, substituted course, or additional course is taken. Although support from the Supervisory Committee Chair is a required element of the petition process, final decisions are made by the SEFS Graduate Program Coordinator.

**Academic Performance and Progress**

The UW Graduate School requires that all work for the master’s degree be completed in a 6-year calendar period. All work for a PhD must be completed in a 10-year calendar period. This includes absences of any kind including formal on-leave quarters. In addition, transfer credits must also have been taken within these 6- or 10-year deadlines. A student may petition the Graduate School for an extension if the student has valid reasons for delay and can demonstrate satisfactory progress toward completion of program requirements. Students who are beyond these deadlines may be placed on Academic Probation.

The UW Graduate School defines unsatisfactory progress and outlines the actions that may be taken to help a student return to satisfactory progress. A graduate student may be considered to be making unsatisfactory progress for two reasons: low grade point average or lack of progress toward a degree, regardless of grade point average. To remain in good standing, a graduate student must maintain a 3.0 grade-point average, both cumulative and each quarter. Based on the recommendation of the Supervisory Committee or the Graduate Program Coordinator, the student may be given a warning or placed on probation if they are not making satisfactory progress. At SEFS, a graduate student on final probation is not eligible for SEFS fellowships or SEFS teaching assistantships.

**Continuing from MS to PhD**

SEFS students that have completed the MS degree and wish to begin a PhD program at SEFS must submit the following materials at least one quarter before they would like to change status: (1) a Statement of Purpose from the student explaining their reasons for continuing on to the PhD program, (2) a letter of support from the proposed Chair of the student’s PhD
Supervisory Committee, and (3) two additional letters of support from proposed members of the student’s Supervisory Committee. No Graduate School application is required as long as the student plans to go directly into the PhD program after completing the MS. Decisions are made by the SEFS Graduate Program Coordinator. If any quarters (except Summer Quarter) lapse between the end of the MS and the beginning of the PhD, the student must reapply both to the Graduate School and SEFS.

Students currently in a SEFS MS program that wish to switch to a PhD program without completing the MS must submit the following materials at least one quarter before they would like to change status: (1) a Statement of Purpose from the student that explains their reasons for switching to the PhD program, describes their intended dissertation research topic, and documents scholarly accomplishments during their MS program (i.e., manuscripts in preparation/submitted/published during the MS program, presentations to scientific conferences, and/or evidence of submitted student grants and fellowships); (2) a strong letter of support from the proposed Chair of the student’s PhD Supervisory Committee that clearly justifies the switch including, but not limited to, how the switch is in the best interest of the student and how the student will be financially supported and mentored in the PhD program; and (3) two additional letters of support from proposed members of the student’s Supervisory Committee. Decisions are made by the SEFS Graduate Program Coordinator.

Students currently in a MFR, MEH, or MS program that wish to switch into a different Master’s program must formally reapply to the different Master’s program.
APPENDIX A

SEFS Organizational Chart
Appendix B

SEFS Administration Contact List: “Who Does What”
Appendix C

Planned SEFS 400/500 level course offerings 2020-2021
Appendix D

Graduate Program Requirement Petition Form
Appendix E: Master’s Degree Program of Study Forms

MS Program of Study Form
MFR Program of Study Form
MEH Program of Study form
Appendix F: PhD Degree Program of Study and Exam Forms

PhD Program of Study Form
PhD Qualifying Exam Form
Appendix G: PhD Qualifying Exam Process and Formats

School of Environmental and Forest Sciences
PhD Qualifying Examination – Process and Formats

The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of Ph.D. students and to determine the student’s knowledge and any deficiencies relative to their proposed program of study and research. It is an opportunity for the student to demonstrate fundamental knowledge at an advanced level before embarking on research for the dissertation. The examination should be challenging, stimulating, and leave no doubt in the minds of the Examination Committee members or the student about the student’s readiness for continuing on to their dissertation proposal and research. The Qualifying Examination is administered, recorded, and monitored by SEFS; it is not a Graduate School examination. The Graduate School requires that students must be registered as full- or part-time graduate students during the quarter in which any required exam or presentation occurs.

Because the Ph.D. program is highly individualized and tailored to the academic and career goals of each student, no two students in the program are likely to take an identical set of courses. It is the student’s responsibility to work closely with their Supervisory Committee to define appropriate coursework (Program of Study) and potential dissertation research areas. The decision to schedule the Qualifying Examination is made by the Supervisory Committee.

The Supervisory Committee must be established at least one quarter prior to scheduling the Qualifying Examination, and the Supervisory Committee serves as the Qualifying Examination Committee. Students should schedule their Qualifying Examination at least two months in advance. With input from the student, the format of the examination is decided upon by the Qualifying Examination committee, at least two months in advance of the exam date, with the rules and procedures clearly communicated by the Qualifying Examination Committee Chair to all involved. Guidelines for length limitations for written responses to questions are at the discretion of the Committee members and should be described in the agreed-upon procedures for the exam. The Qualifying Examination Committee is chaired by a member of the student’s Ph.D. Supervisory Committee. The Chair of the Supervisory Committee is permitted to serve as the chair of the Qualifying Examination Committee, but it is not required that they do so. The GSR is encouraged, but not required, to attend the oral exam. The student must submit a set of answers to all questions to all committee members at least one week before the oral examination.
There are two parts to the Qualifying Examination, written and oral, and examples of written and oral exam formats are described below.

**Written Qualifying Examination Formats:**

**a) Knowledge Area Questions**

The student develops an initial description and definition of the disciplinary knowledge areas and research methods that are relevant to their anticipated dissertation research. This can take the form of a concise statement of the problem area or research goals, theoretical framework(s), specific questions or hypotheses, proposed methodology, and a list of key literature. This statement (not a full proposal) and associated literature are provided to and discussed with committee members, who provide feedback and suggestions for revision. The resulting statement provides a foundation for the knowledge areas included in the Qualifying Examination.

Discussions with all committee members and identification of relevant literature should be sufficiently advanced and developed by the time of the Qualifying Examination to allow Examination Committee members to structure questions that align with the expected direction of the student's research. The written component of the examination may be open- or closed-book, and student responses are evaluated accordingly.

For example, in an **open-book written exam**, each member of the Examination Committee prepares 1-3 questions that are collated by the Qualifying Examination Committee Chair, and a selected number of questions are given to the student on a specific date. The student is allocated a specific amount of time (e.g., one week, including two weekends, is a common timeframe) to develop written answers to all of the questions. Alternatively, questions may be given to the student one at a time, with specified due dates for each written question over a period of time (e.g. one day to answer a single question and submit written response, then the next question is administered, etc.).

In a **closed-book written exam**, each member of the Examination Committee prepares 1-3 questions that are collated by the Qualifying Examination Committee Chair, and a selected number of questions are given to the student on specific date(s). For example, the student may be given 3 to 6 questions on one day, and have 4 to 5 hours to answer 2 to 4 questions that they choose without the use of references or other resource materials. On the following day (or the following week), the student may be given a different set of 3 to 6 questions, and again have 4 to 5 hours to answer 2 to 4 of those questions. This format requires that students work closely with all the committee members and the chair of the committee, who will advise the students regarding the expected knowledge base and the courses to be taken. Generally, the breadth of the written exam encompasses all the courses and independent studies taken by the student over the first two years of their Ph.D. course work.
a) Research Proposal

At least six weeks before the oral exam, the student provides a list of five potential research topics to members of the Qualifying Examination Committee. These research topics cannot be the same, or closely related to, the student’s own previous MS or anticipated future Ph.D. research topic. A one paragraph abstract will be provided for each potential topic. Five weeks before the oral exam, the Qualifying Examination committee will select one of the research topics, which the student will develop into a complete research proposal.

One week before the oral exam, the student will submit the written research proposal on the selected topic to the Qualifying Examination Committee.

Oral Qualifying Examination Format

a) The student is responsible for reserving a room on the scheduled date for the oral examination. Two hours is a common length of time. The student is responsible for obtaining and bringing the PhD Qualifying Examination Form to the oral examination.

b) At the start of the oral examination, it is desirable for the Examination Committee to excuse the student from the room and briefly review the student’s record, the written portion of the examination, and other matters before the oral examination begins. At least three faculty members must participate in the oral examination. The student is then invited to return to the room and the oral examination proceeds.

c) For students using the Research Proposal Format, the oral part of the Qualifying Examination involves a presentation of the research proposal by the student, followed by questions from and discussion with Committee members of that proposal.

a) Regardless of the exam format used, the written component of the examination provides a starting point for Committee questions during the oral exam. Questions may focus on the written responses, but are not constrained by them, and general questions on other areas the Examination Committee feels the student should know may also be asked in the oral exam.

d) Oral examination questions are intended to allow each Committee member to judge whether or not the student is ready to move on to the next steps in their program (e.g., research proposal and General Exam, then dissertation research).

e) When the oral questions and discussion are completed, the student is excused from the room and the Committee deliberates on their evaluation of the written and oral portions of the exam, as well as their recommendations on the exam outcome. When the Committee has reached an agreement on the exam outcome, the student is invited back into the room, and the Examination Committee Chair provides the student with an oral report on the exam outcome, along with the signed Ph.D. Qualifying Examination Form. The student will receive a brief (1-page) written summary report from the Chair of the Examination Committee of the deliberation and outcome within five working days. This report will be attached to the Ph.D. Qualifying Examination Form and placed in the student’s file.
Qualifying Examination Outcomes. There are four possible outcomes of the Qualifying Examination:

i. **Pass.** The student is allowed to continue in the program and take the Graduate School General Examination

ii. **Conditional Pass.** The student is allowed to continue in the program and take the Graduate School General Examination pending successful completion of _________ by the end of ___________ (quarter and year).

iii. **Conditional Fail.** The student failed the Qualifying Examination. The student must be re-examined. Only one re-examination is allowed. Student must be re-examined by the end of ___________ (quarter and year).

iv. **Fail.** The student failed the Qualifying Examination and is dismissed from the Ph.D. program.