

**The 2005-2006
Graduate Policies and Procedures Manual**



Department of Environmental Studies

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Table of Content

SECTION 1. THE GRADUATE PROGRAM	1
1.1. INTRODUCTION	
1.2. DEGREES GRANTED	
1.3. FLORIDA RESIDENCY	
1.4. EXCEPTIONS TO POLICIES AND PROCEDURES	
1.5. ACADEMIC APPEALS	
SECTION 2. ADMISSION	2
2.1. UNIVERSITY AND DEPARTMENT ADMISSION CRITERIA	
2.1.1. MINIMUM GPA AND EXAMINATION REQUIREMENTS FOR GRADUATES OF U.S. INSTITUTIONS	
2.1.2. REQUIREMENTS FOR GRADUATES OF NON-U.S. INSTITUTIONS	
2.1.3. FACULTY AND STAFF AS STUDENTS	
2.2. ADMISSIONS PROCESS	
2.2.1. APPLICATION	
2.2.2. RECORDS	
2.3. EXCEPTIONS, WAIVERS AND APPEALS	
2.3.1. APPEAL PROCESS	
2.3.2. 10% ADMISSION WAIVERS	
2.3.3. ACADEMIC UNIT OR DEPARTMENT ADMISSION EXCEPTIONS	
2.4. TRANSFER CREDIT	
2.4.1. TRANSFER OF GRADUATE CREDITS FROM OTHER INSTITUTIONS	
2.4.2. TRANSFER OF GRADUATE CREDITS FROM FIU BY NON-DEGREE-SEEKING STUDENTS	
2.4.3. WAIVER OF TRANSFER CREDIT LIMITS	
2.4.4. CREDIT FOR NON-COLLEGE LEARNING	
2.5. DISMISSAL AND RE-ADMISSION	
2.5.1. ACADEMIC DISMISSAL	
2.5.2. RE-ADMISSION	
SECTION 3. PROGRAM REQUIREMENTS	6
3.1. GRADUATE DEGREE REQUIREMENTS	
3.1.1. ACADEMIC	
3.1.2. ADMINISTRATIVE	
3.2. UNIVERSITY RESIDENCY REQUIREMENTS	
3.2.1. DOCTORAL DEGREE	
3.2.2. MASTERS DEGREE	
3.3. REQUIRED CREDIT HOURS	
3.3.1. DOCTORAL DEGREE	
3.3.2. MASTERS DEGREE	
3.3.3. COURSES AT OTHER INSTITUTIONS	
3.3.4. COURSE LEVELS	
3.4. CANDIDACY EXAMINATION	

3.4.1. DOCTORAL DEGREE	
3.4.2. MASTERS DEGREE	
3.5. DISSERTATION AND THESIS REQUIREMENTS	
3.5.1. DOCTORAL DEGREE	
3.5.2. MASTERS DEGREE	
3.6. TIME LIMITS TO GRADUATION	
SECTION 4. GRADUATE STATUS	14
4.1. GRADUATE STUDENT STATUS	
4.2. MAINTAINING GRADUATE STATUS	
4.2.1. GRADE POINT AVERAGE (GPA)	
4.2.2. REPEAT COURSES AND FORGIVENESS POLICY	
4.2.3. INCOMPLETE GRADES	
4.2.4. FULL TIME STATUS	
4.2.5. ACTIVE STATUS	
4.2.6. DISSERTATION OR THESIS ENROLLMENT REQUIREMENT	
4.2.7. RECENCY OF CREDIT RULE	
4.2.8. SATISFACTORY ACADEMIC PROGRESS	
4.2.9. LEAVE OF ABSENCE	
4.3. CHANGE OF MAJOR OR COLLEGE	
4.4. ACADEMIC WARNING, PROBATION, DISMISSAL	
SECTION 5. STUDENT ADVISEMENT	18
5.1. GRADUATE STUDENT ADVISEMENT	
5.2. INITIAL ADVISEMENT	
5.3. SUPERVISORY AND RESEARCH COMMITTEE	
5.3.1. SUPERVISORY COMMITTEE	
5.3.2. RESEARCH COMMITTEE	
5.3.3. COMMITTEE APPOINTMENTS	
5.3.4. CHANGE OF COMMITTEE MEMBERS	
SECTION 6. CANDIDACY REQUIREMENTS	20
6.1. CANDIDACY STATUS	
6.2. ENROLLMENT IN DISSERTATION CREDITS	
6.3. CANDIDACY EXAMINATION	
6.3.1. ELIGIBILITY FOR CANDIDACY EXAMINATION	
6.3.2. PROCEDURE FOR CANDIDACY EXAMINATION	
6.3.3. CONSTRUCTION AND ASSESSMENT OF CANDIDACY EXAMS	
SECTION 7. DISSERTATION AND THESIS GUIDELINES	21
7.1. DEFINITION	
7.2. PROPOSAL	
7.3. ENROLLMENT AND CREDIT HOURS	
7.3.1. DISSERTATION	
7.3.2. THESIS	
7.4. APPLICATION FOR DEFENSE OF DISSERTATION OR THESIS	
7.5. DISSERTATION AND THESIS APPROVAL PROCESS	

7.6. STYLE	
7.7. FINAL COPIES OF DISSERTATION OR THESIS	
7.7.1. DEPARTMENT COPY	
7.7.2. LIBRARY COPIES	
7.7.3. UNIVERSITY MICROFILMS INTERNATIONAL (UMI)	
7.7.4. NOTIFICATION OF RECEIPT OF THESIS BY THE LIBRARY	
SECTION 8. AWARD OF DEGREE	23
8.1. APPLICATION FOR GRADUATION	
8.2. CONDITIONS	
8.2.1. DOCTORAL DEGREE	
8.2.2. MASTERS DEGREE	
8.3. COMMENCEMENT CEREMONIES	
SECTION 9. EDUCATIONAL SUPPORT SERVICES	25
9.1. FINANCIAL AID	
9.1.1. AWARD CRITERIA (TEACHING AND RESEARCH ASSISTANTSHIPS)	
9.1.2. FINANCIAL AID ADMINISTRATION	
9.2. LIBRARY	
9.3. COMPUTER SERVICE	
9.4. STUDENTS' RIGHTS AND RESPONSIBILITIES	

This Manual combines the University-wide policies and procedures set by the Division of Graduate Studies with specific policies and procedures set by the Department of Environmental Studies. We have tried to design this manual in a way that is most helpful to students. Here you will find information concerning the manner in which the graduate program is run and what is expected of you as a Graduate Student. Questions regarding the Department of Environmental Studies Policies and Procedures should be addressed to the Graduate Program Director or the Chairperson of the Department of Environmental Studies, Florida International University, University Park, Miami, Florida 33199. More information about our Graduate Program can be found on the Department's web site at <http://www.fiu.edu/~envstud/>.

SECTION 1. THE GRADUATE PROGRAM

1.1. INTRODUCTION

This manual contains University policies and procedures for the governance of graduate programs. These policies and procedures are the basic guidelines and minimum requirements for graduate program development, implementation and evaluation. All graduate programs including cooperative and affiliated programs must conform to these guidelines and requirements.

Every academic graduate program must make available a publication that gives details of its policies and procedures and that, at a minimum, addresses the following issues: admission criteria and procedures, the 10% Waiver Policy, advisement policies, program requirements, and graduation requirements.

1.2. DEGREES GRANTED

The University awards both masters and doctoral degrees. The Department of Environmental Studies currently awards only the Master of Science (M.Sc.) degree at the graduate level, and both a BA and BS degree at the undergraduate level.

Graduate program requirements vary among programs and among students. In the Department of Environmental Studies, the masters program has two tracks: thesis and non-thesis. Successful graduate work in the thesis track must result in a thesis that demonstrates the ability of the candidate to conduct original research. The non-thesis track program must result in a project report based on an independent study project involving specific field research, internship or job-related experience and based on a substantial analysis and proposal for change of a real-world environmental problem.

1.3. FLORIDA RESIDENCY

For the purpose of assessing registration and tuition fees, a student shall be classified as a "Florida" or "non-Florida" student. Additional information on Florida residency may be obtained from the Office of Admissions, Academic Catalog and on the following website:

<http://www.fiu.edu/orgs/admiss/residency.html>

1.4. EXCEPTIONS TO POLICIES AND PROCEDURES

Exceptions to graduate policies and procedures must be approved by the degree granting program, the appropriate academic dean, the Graduate Dean and the Provost/Vice President for Academic Affairs. Such exceptions must be reported to the Graduate Council.

1.5. ACADEMIC APPEALS

Students have the right to appeal decisions that affect them academically according to established University policies and procedures.

SECTION 2. ADMISSION

2.1. UNIVERSITY AND DEPARTMENT ADMISSION CRITERIA

Applicants for admission to a graduate degree-granting program of the University must meet the minimum standards set forth by the Florida Board of Regents (BOR) and the University as well as the specific requirements set by the Department of Environmental Studies.

2.1.1 MINIMUM GPA AND EXAMINATION REQUIREMENTS FOR GRADUATES OF U.S. INSTITUTIONS

A college graduate seeking admission into a graduate program of the University must have a bachelor's degree or equivalent from a regionally accredited institution or a graduate degree from an accredited institution. The applicant must also submit scores from the Graduate Record Exam (GRE). The minimum State University System of Florida (SUS) admission requirements are either:

- a "B" average in upper level work, or
- a combined score of 1000 (quantitative and verbal) on the GRE, or
- a graduate degree from an accredited institution.

Students may also seek admission through the University's 10% Waiver Policy (see section 2.3.2.).

2.1.2. REQUIREMENTS FOR GRADUATES OF NON-U.S. INSTITUTIONS

In addition to the minimum SUS admission requirements, graduates of non-U.S. institutions must be academically eligible for further study in the country where the degree was earned. If the applicant's native language is not English, the applicant must demonstrate proficiency in the English language by presenting the Test of English as a Foreign Language (TOEFL) score. Graduate programs are required to consider the TOEFL score in making admission decisions. The Department of Environmental Studies requires a 550 or higher on the TOEFL for graduate admission.

2.1.3. FACULTY AND STAFF AS STUDENTS

Faculty, as defined by the Florida Administrative Code, may not pursue graduate degrees in the same school or college to which they are appointed. University staff may pursue graduate degrees at FIU by meeting the necessary requirements for the desired programs.

2.2. ADMISSIONS PROCESS

Each academic unit or department offering graduate degrees will develop written policies and procedures governing admission to its programs. These will include the policies and procedures for accepting or denying admission and other information relevant to the admissions process. All requests for specific academic program information, including admission requirements, should be directed to the department or other academic unit housing the degree program.

Master of Science in Environmental Studies Admission Requirements:

The Graduate Committee in the Department of Environmental Studies must approve: (1) All applicants for admission to the Master of Science program in Environmental Studies, and (2) any adjustments in the program after admission. Students who have a BS or BA degree in a natural or social science, engineering, computer science, or a BA in humanities with appropriate course work will be considered. All students will be expected to have completed at least two semesters of natural science and two semesters of social science. Some statistics background at the undergraduate level is highly desirable. A minimum undergraduate grade point average of 3.0 on a 4.0 scale, and/or a GRE score of 1000 (verbal + quantitative) or greater is required except by special permission of the Departmental Graduate Committee. Graduate students may be required to take undergraduate course work if they are deficient. All applicants should have three letters of recommendation and a 1-page statement of research interests sent to the Graduate Director. Students are not accepted into the program unless they can be assigned advisors upon entry.

Full time graduate students are eligible to serve as a Teaching Assistant (TA) in the Department of Environmental Studies for their first semester. TAs are awarded on a competitive basis and are continued for up to two years with acceptable academic performance. Graduate students must maintain a 3.0/4.0 GPA. Funded students who fall below a 3.0 will be given 1 semester to improve their grades to maintain their funding. Limited numbers of Graduate Research Assistantships (RAs) are available and are awarded on a competitive basis by the individual faculty members with externally funded research projects.

Formal admission to the graduate program and awards of teaching assistantships are granted by the Graduate Program Director based on a ranking of graduate applicants by the Graduate Committee.

2.2.1. APPLICATION

The completed application with a non-refundable fee must be sent to the Office of Admissions. That office then promptly acknowledges receipt, notifies the applicant of any deficiencies (e.g. missing transcripts) and forwards all relevant documents to the Environmental Studies

Department. Submission deadlines are indicated in the Academic Calendar for each year. The Environmental Studies Department requires that all the application materials be submitted to the Admissions Office and the Department on or before October 1 for Spring admissions and March 1 for Fall admissions.

The department recommends students to the academic dean for admission. The Office of Admissions formally notifies the applicants.

2.2.2. RECORDS

Two official copies of all transcripts and test scores must be sent to the FIU Office of Admissions. Official transcripts of academic records from each college or university attended must be forwarded by the institution. Transcripts in the possession of applicants will not be accepted. It is the responsibility of all degree-seeking applicants to make arrangements to take the Graduate Record Exam (GRE), and it is the responsibility of applicants to request that the Educational Testing Service mail the official test results directly to FIU. Foreign applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and have their scores submitted directly to FIU by the Educational Testing Service. In addition, foreign applicants are required to submit financial statements verifying adequate financial resources.

In order to expedite the evaluation process, applicants should also send copies of the materials sent to the Office of Admissions (graduate application, transcripts, GRE scores and, if applicable, TOEFL scores) directly to the Department of Environmental Studies. In addition to the copies of the above materials, the Department requires a letter of intent, stating which area of concentration you plan to pursue and three letters of recommendation.

Medical History Reports are required of all students by Student Health Services. Completion and clearance of medical history and immunization reports are required to validate registration. A medical history form is mailed shortly after receipt of the application by the Office of Admissions.

2.3. EXCEPTIONS, WAIVERS AND APPEALS

2.3.1. APPEALS PROCESS

A student whose application for a graduate program is denied, but who meets the SUS standards for admission to graduate status, is allowed under Rule 6C-6.003 to seek the reason for rejection in writing. The applicant may request reconsideration by written petition to the University within thirty (30) days of the date of denial. The route for reconsideration is first to the graduate program director of the Department, then to the Dean of the College of Arts and Sciences who, in consultation with the program, makes the final decision.

2.3.2. 10% ADMISSION WAIVERS

A BOR policy allows up to 10% of graduate students admitted in any given academic year to be admitted as exceptions to the minimum requirements. An applicant who is denied admission

because of failure to meet minimum GPA and examination requirements for admission will be informed of the 10% waiver policy by our Department.

The Environmental Studies Department will consider admitting students who fail to meet minimum SUS standards on a case-by-case basis, and only if the student has shown strong abilities in other venues, such as in environmentally-related employment. Admissions under this policy must be requested by the applicant and are subject to approval by the Department's graduate program committee and by the academic dean.

2.3.3. ACADEMIC UNIT OR DEPARTMENT ADMISSION EXCEPTIONS

In those cases where the admission standards of specific graduate programs are higher than SUS standards, the academic unit or department must have published policies and procedures specifying the basis on which exceptions from the higher standard may be made.

2.4. TRANSFER CREDIT

2.4.1. TRANSFER OF GRADUATE CREDITS FROM OTHER INSTITUTIONS

Doctoral programs may accept a maximum of 36 semester hours earned elsewhere as a graduate degree-seeking student. A maximum of 6 semester hours of graduate credit earned from another institution in a non-degree-seeking status may be transferred. A maximum of 6 thesis credit hours may be transferred to a doctoral program only if they are part of an earned degree. (See Section 3.3.1. for total number of credit hours required in doctoral programs.)

Masters programs may accept a maximum of 6 semester hours of graduate credit earned from another institution beyond a bachelor's degree. (See Section 3.3.2. for total number of credit hours required in masters programs.)

Acceptance of transfer credits for a course is dependent upon the following provisions:

- the student received a grade of 3.0 or better on a 4.0 scale
- the course was taken at an accredited institution
- the course was relevant, as judged by the admissions committee of the department or program, to the graduate program in which the student is accepted
- the course is listed on an official transcript received by the Office of Admissions
- the course was completed within the six years preceding admission to the program (does not apply to credits earned as part of a completed graduate degree)

2.4.2. TRANSFER OF GRADUATE CREDIT HOURS EARNED AT FIU BY NON-DEGREE SEEKING STUDENTS

Non-degree-seeking students include students seeking admission to graduate degree programs who enroll prior to completing the requirements for admission. Enrollment as a non-degree-seeking student does not imply a right to future admission as a regular degree-seeking student. A maximum of 12 graduate level credit hours earned at FIU as a non-degree-seeking student may be counted toward a graduate degree provided they were earned within the six years preceding admission to the degree program.

2.4.3. WAIVER OF CREDIT LIMITS

Waiver of any of these limits requires approval by the degree granting program, the academic dean and the Dean of Graduate Studies as indicated on the form entitled: "Petition for Exception to Requirements." All graduate programs must specify the procedures for requesting and recommending procedures for exception. In the Environmental Studies Department, the graduate committee must approve the waiver of any credit limits.

2.4.4. CREDIT FOR NON-COLLEGE LEARNING

Graduate credit will not be awarded for life experiences.

2.5. DISMISSAL AND RE-ADMISSION

2.5.1. ACADEMIC DISMISSAL

Failure to maintain an acceptable GPA, as defined in 4.2.1, will result in academic warning, probation or dismissal according to University rules. A regularly admitted graduate student who has not been registered for three consecutive semesters (including the summer semester) is deemed dismissed unless a leave of absence has been approved (See Section 4.2.9). A student who does not complete all requirements for a graduate degree within the time limit (See Section 3.6) is dismissed.

2.5.2. RE-ADMISSION

A student who has been academically dismissed from a graduate program may apply for re-admission to the same or any other graduate program at F.I.U. under the regulations in force at the time of re-application. A period of at least one calendar year must elapse after the date of dismissal before an application for re-admission will be accepted for consideration. When the application is for re-admission to the same program, admissions criteria shall include consideration of previous performance in that graduate program in addition to the normal admission requirements.

SECTION 3. PROGRAM REQUIREMENTS

3.1. GRADUATE DEGREE REQUIREMENTS

The University faculty recommends the granting of degrees. To receive a graduate degree from the University, students must meet the minimum requirements set forth by the SUS and the University and the specific requirements established by the degree program. See also Section 8. The following minimum conditions are required to receive a graduate degree. Additional requirements may be set and must be specified in policies and procedures manuals of each individual degree granting program as described below:

Master of Science in Environmental Studies Specific Degree Requirements:

The Master of Science in Environmental Studies requires 36 credits, including the specific requirements (listed below) of either thesis track or non-thesis track option of the degree program. A maximum of six credits of post-baccalaureate graduate course work may be transferred from other institutions, subject to approval of the graduate committee. Particular courses will be determined by the student in consultation with the thesis advisory committee, faculty advisor, or the Graduate Program Director.

Thesis Track: Course Requirements

EVR 5320	Environmental Resource Management	3
EVR 5355	Environmental Resource Policy	3
EVR 6950	Graduate Seminar	3
EVR 6971	Master's Thesis	6
	Research methods or analysis course	3
	Electives	18
Total credits		36

The research methods course and electives are selected in consultation with student's thesis advisor. Elective courses are chosen in one of the three graduate concentrations (see below) and to fit the student's thesis Research. Additional thesis or research credit, above the 6-credit minimum, may also be applied as elective credit. A maximum of six credit hours may be taken at the 4000 level, and a minimum of six credit hours must be taken in Environmental Studies. Students must demonstrate a competency in Statistics (equivalent to two courses of undergraduate statistics, taken prior to the admission into the program, with a "B" or better grade in both courses, *or* two courses of graduate statistics with a "C" or better grade in both courses). Additional course work may be recommended by the advisory committee. A maximum of 5 credit hours of independent study credit (EVR 5907 - Graduate Independent Study) may be applied toward graduation.

Thesis Track: Graduation Requirements

A grade of "B" or higher must be obtained in all core courses. A grade of "C" or higher must be obtained in all courses, with a cumulative GPA of 3.0 or higher in the 36 credits. Students must pass a comprehensive oral and/or written qualifying examination. The format of the examination will be decided by the thesis advisor and the committee. A thesis must be completed and defended in consultation with the student's graduate thesis committee.

Non-Thesis Track: Course Requirements

EVR 5320	Environmental Resource Management	3
EVR 5355	Environmental Resource Policy	3
EVR 6950	Graduate Seminar	3
	Quantitative methods course	3
EVR 5907	Research and Independent Study	3

Electives	21
Total credits	36

The quantitative methods course and electives are selected in consultation with faculty advisor. Elective courses are chosen in one of the three graduate concentrations (see below), and to fit the student's particular professional interest and to ensure sufficient breadth and depth of environmental studies knowledge. Students carrying out research, internship or independent study for their non-thesis project should sign up for EVR 5907, but may not exceed six credits total. EVR 6970 and 6971 will *not* count toward electives. A maximum of six credit hours may be taken at the 4000 level. A minimum of twelve elective credits must be taken in Environmental Studies. All courses except EVR 6950 must be taken for letter grades.

Non-Thesis Track: Graduation Requirements

A grade of "B" or higher must be obtained in all core courses. A grade of "C" or higher must be obtained in other courses, with a cumulative GPA of 3.0 or higher in the 36 credits. A project (EVR 5907) must be completed under faculty supervision, and the project report must be presented as a part of the Graduate Seminar class. This work may be based on a specific field research, internship or current occupation. A project is defined as a substantial analysis and proposal for change of a real-world environmental problem. Student must present his/her independent study report as part of EVR 6950.

Graduate Concentrations for the Master of Science in Environmental Studies

The Department of Environmental Studies currently offers graduate-level concentrations in two different areas. These are i) environmental sciences and ii) environmental policy and society. Required courses for each of these concentrations are outlined below.

i. Environmental Sciences Concentration:

Graduate-level Electives within the Department of Environmental Studies:

- EVR 5xxx Environmental GIS
- EVR 5067 Tropical Forest Conservation/utilization
- EVR 5313 Renewable Energy Sources
- EVR 5300 Topics in Urban Ecology
- EVR 5330 Tropical Ecosystem Management
- EVR 5360 Protected Area Management
- EVR 5405 International Biological Cons. Accords
- EVR 5406 US Endangered Species Mgmt.
- EVR 6322 Methods in Sustainable Resources Management
- EVR 6329 Watershed Analysis and Management
- EVR 6970 Thesis Research
- EVS 5145 Ecotoxicology
- EVS 5194 Applied Soil Biology
- EVS 5637 Ecological Risk Assessment

ii. Environmental Policy and Society Concentration:

Graduate-level Electives within the Department of Environmental Studies:

EVR 5xxx	Environmental GIS
EVR 5067	Tropical Forest Conservation/utilization
EVR 5300	Topics in Urban Ecology
EVR 5330	Tropical Ecosystem Management
EVR 5350	International Organization and Environmental Politics
EVR 5353	International Energy Policy
EVR 5360	Protected Area Management
EVR 5405	International Biological Cons. Accords
EVR 5406	US Endangered Species Mgmt.
EVR 6322	Methods in Sustainable Resources Management
EVR 6970	Thesis Research
EVS 5637	Ecological Risk Assessment

Approved Graduate-level Electives in other Departments (as of September 2001):

Student should consult his or her faculty advisor for choosing electives from the following list to meet their elective course requirements.

Economics

ECP 6305	Advanced Environmental Economics
ECP 5707	International Economic Problems and Policy
ECP 6605	Urban and Regional Analysis
ECP 7035	Cost-benefit Analysis

Sociology and Anthropology

ANG 5403	Ecological Anthropology
ANG 5496	Social Research and Analysis
ANG 6932	Seminar in Human Ecology
SYA 6305	Research Methods I
SYA 6306	Research Methods II
SYA 6307	Research Methods III
SYA 6943	South Florida Area Study
SYD 6625	South Florida Sociocultural Systems
SYP 6306	Comparative Social Movements

International Relations

INR 5315	Foreign Policy Analysis
INR 5507	International Organizations I
INR 6056	Environment and Development
INR 6107	U.S. Foreign Policy
INR 6706	Political Economy of International Relations

Public Administration

URP 5314	Introduction to Urban Planning and Growth Management
URS 5505	Economic Development and Urban Revitalization
PUP 6006	Public Policy Analysis and Evaluation
PUP 6015	Public Policy
URS 6158	GIS Applications for Urban Management

Chemistry

CHM 5936	Special Topics in Environmental Chemistry
CHM 6281	Environmental Organic Chemistry
CHM 5765	Aquatic Chemistry
CHM 5423	Air Chemistry

Environmental Engineering

ENV 5008	Appropriate Technologies for Developing Countries
ENV 5105	Air Quality Management
ENV 5126	Air Pollution Control
ENV 5008	Appropriate Technology for Developing Countries
ENV 5116	Air Sampling Analysis
ENV 5356	Solid Wastes
ENV 5512	Water and Wastewater Analysis
ENV 5512L	Water and Wastewater Analysis Laboratory
ENV 5517	Water and Wastewater Treatment
ENV 5666	Water Quality Management
ENV 5930	Special Topics in Environmental Engineering
ENV 6045	Environmental Modeling
ENV 6558	Industrial Wastewater Treatment
ENV 6615	Environmental Impact Assessment
ENV 5007	Environmental Planning
ENV 5116	Air Sampling Analysis
ENV 5335	Advanced Hazardous Waste Treatment Processes

Biological Sciences

BOT 5605	Plant Ecology
BOT 5816	Ethnobotany
BSC 5596C	Environmental Instrumentation
BSC 5825	Wildlife Biology
OCB 5564	Marine Ecology
PCB 5358	Everglades Research and Resources Management
PCB 5686	Population Biology
PCB 6345	Quantitative Field Ecology
ZOO 5456	Ichthyology

Earth Sciences

GLY 5246	Geochemistry
GLY 5857	Geology for Engineers and Environmental Scientists

GLY 5816 Economic Geology

Statistics

STA 6176 Biostatistics

STA 6xxx Environmental Statistics

Other Departments

POS 5706 Research Methodology

REL 5183 Ethics and Environment

3.1.1. ACADEMIC

Students must meet residency requirements, where applicable (see section 3.2), and time limits for degree completion. Students also must satisfactorily complete all University and program requirements including: maintenance of acceptable grade requirements as defined in Section 4.2.1.

- successful completion of all required examinations
- successful defense of a dissertation for doctoral students or a thesis and independent study project report for masters students

3.1.2. ADMINISTRATIVE

The student must complete the application for graduation. The faculty of the degree granting program, the department chairperson and the academic dean recommend awarding the degree. The Dean of Graduate Studies certifies that all academic and administrative requirements have been met.

3.2. UNIVERSITY RESIDENCY REQUIREMENTS

3.2.1. DOCTORAL DEGREE

To satisfy the residency requirement for a doctoral degree, the candidate must complete a minimum of 18 credit hours within a period of twelve months in residence at the University. The Department of Environmental Studies currently has no doctoral degree.

3.2.2. MASTERS DEGREE

The University has no residency requirement for masters degree programs but individual degree programs may have such requirements. The Department of Environmental Studies currently has no residency requirement for MS students.

3.3. REQUIRED CREDIT HOURS

3.3.1. DOCTORAL DEGREE

Programs leading to a doctoral degree require at least 90 credit hours beyond the bachelor's degree. These shall include a minimum of:

- 30 credit hours earned in academic courses which are part of the doctoral program (See Section 2.4.1.)
- 24 dissertation credit hours taken at this University

3.3.2. MASTERS DEGREE

Programs leading to a masters degree will normally require at least 30 credit hours of non-thesis course work.

3.3.3. COURSES AT OTHER INSTITUTIONS

Following admission to the University, admitted students may take a maximum of 6 credit hours at other institutions. Courses taken within the SUS or affiliated programs may exceed this limit, provided the student has the prior approval of the program director and the academic dean. The department of Environmental Studies will accept a maximum of 6 semester hours of graduate credit earned from another institution provided a grade of B (3.0) or higher was received in the courses to be transferred. The graduate committee must approve the transfer of any graduate credits.

3.3.4. COURSE LEVELS

Doctoral programs normally make use of courses at the 6000 level and above. Courses at the 5000 level may be included in a doctoral degree program in appropriate cases.

Masters programs normally make use of courses at the 5000 and 6000 levels. A maximum of 6 credits of advanced undergraduate courses (4000 level) may be included in a masters degree program if they are needed in order to fulfill program requirements. No course counted toward a student's undergraduate degree may be included in that student's masters degree program.

3.4. CANDIDACY EXAMINATION

3.4.1. DOCTORAL DEGREE

Every doctoral degree program must require each student to pass a candidacy examination written and/or oral before he or she may be admitted to candidacy for the doctoral degree. This examination generally is taken after all course requirements have been completed, but the student's Research Committee may make exceptions consistent with Section 6.2. (See Section 6 for detailed candidacy procedures.)

3.4.2. MASTERS DEGREE

The University has no requirement for candidacy or candidacy examinations at the masters level. However, individual programs may require comprehensive oral and/or written examinations. If

such requirements exist, they must be specified in the catalog and the policies and procedures manuals for those programs. Candidacy exams are required for M.S. Environmental Studies thesis-track students. In general, candidacy exams should be completed by the end of the first year for full-time MS students. The format of the exam is up to the discretion of the Advisor and MS committee members. Students will be instructed as to the type of exam they will take in consultation with the MS committee.

3.5. DISSERTATION AND THESIS REQUIREMENTS (Check for updates at gradschool.fiu.edu)

3.5.1. DOCTORAL DEGREE

A dissertation is required of all candidates for a doctoral degree. (See Section 7.)

3.5.2. MASTERS DEGREE

If a thesis is required as part of a masters program, this requirement must be clearly stated in the catalog and the policies and procedures manual. In such cases all of the University policies and procedures governing theses apply (see Section 7). The Environmental Studies Department requires a thesis as part of the thesis-track M.S. degree.

3.6. TIME LIMITS TO GRADUATION

At the doctoral level all requirements, including the successful defense of a dissertation, must be completed within nine years of first enrollment in the doctoral program.

At the masters level all requirements, including the successful defense of a thesis where required, must be completed within six years of first enrollment in the masters program.

SECTION 4. GRADUATE STATUS

4.1. GRADUATE STUDENT STATUS

Degree-seeking students are those who have been admitted to a graduate degree program. Students who have applied and are admissible to such programs, but who have not yet been admitted, may take courses for one semester while their applications are being processed.

4.2. MAINTAINING GRADUATE STATUS

4.2.1. GRADE POINT AVERAGE (GPA)

To remain in good standing, students must maintain a graduate GPA of 3.0. Only courses required by the graduate program will be counted in the GPA. Undergraduate prerequisites taken after the bachelor's degree will not count toward the graduate GPA.

4.2.2. REPEAT COURSES AND FORGIVENESS POLICY

A forgiveness policy is a way in which a student may repeat a limited number of courses to improve his or her grade point average by having only the grade received on the last repeat used in its calculation. Graduate students must follow procedures described in the catalog to utilize the University's forgiveness policy.

Graduate students may repeat no more than two courses with no course being repeated more than once. The course shall be repeated on a letter grade basis. Only the grade and credit received on the second attempt shall be used in computing the graduate GPA. The original grade will remain posted on the student's permanent record.

4.2.3. INCOMPLETE GRADES

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence. An incomplete grade is not to be assigned to dissertation or thesis credits to indicate that the work is in progress.

An incomplete must be made up within two semesters or it will automatically default to the grade that the student earned in the course. There is no extension of the two semester deadline. To complete the course, the student must consult with the instructor. The student must not register again for the course. Individual departments may have more stringent requirements.

4.2.4. FULL TIME STATUS

The Board of Regents defines full-time enrollment as 12 graduate credits for Fall and Spring, respectively, and 8 graduate credits for Summer. With approval from the Dean of Graduate Studies, academic units may establish full-time requirements at variance with those of the BOR. Minimally the University requires twelve (12) credit hours, or its equivalent, for Fall and Spring and eight (8) credit hours, or its equivalent, for Summer of graduate enrollment for full-time status. Included in the calculation of student load are hours of graduate credit, assignments as research assistant, and/or teaching. Full time graduate students in the Department of Environmental Studies are required to register for 9 credit hours, or its equivalent, for Fall and Spring, and 6 credit hours, or its equivalent, for summer.

The number of hours which a graduate student may carry without special permission is 15. A heavier load must be approved by both the department chairperson and the appropriate academic dean. This does not apply to the Department of Environmental Studies.

Recipients of stipends from the University, whether holders of fellowships or assistantships, must be full-time students. Academic deans may grant exceptions to this policy for teaching assistants in those departments which conform to national course load policies in their disciplines.

4.2.5. ACTIVE STATUS

Active status entitles students to utilize the University's resources. Doctoral programs require a minimum of 3 credit hours per semester to maintain active status in the program. Masters programs require a minimum of 1 credit hour per semester to maintain active status in the program.

Lapses in enrollment for three or more consecutive semesters require that the student apply for re-admission subject to the admission procedures, criteria and policies in effect at the time the re-application is made (see sections 2.5.2. and 4.2.9.).

4.2.6. DISSERTATION OR THESIS ENROLLMENT REQUIREMENT

Once enrollment in dissertation credits is initiated, continuous registration for at least 3 credit hours each semester (including the summer term) is required until the dissertation requirement is fulfilled. Once enrollment in thesis credits is initiated, continuous registration for at least 1 credit hour each semester (including the summer term) is required until the thesis requirement is fulfilled.

4.2.7. RECENCY OF CREDIT RULE

Course work must conform to the general time limits for doctoral and masters degrees stated in section 3.6.

4.2.8. SATISFACTORY ACADEMIC PROGRESS

Each graduate program must establish procedures to ensure that students in the program maintain satisfactory academic progress toward both the required grade point average and completion of degree requirements. Graduate students must be informed of these procedures at the time they are admitted. The Dean of Graduate Studies is responsible for monitoring program compliance with this requirement.

Graduate students in the Department of Environmental Studies who fail to maintain a 3.0 GPA will be given two semesters to bring their GPA to a 3.0 or higher. Students failing to maintain a GPA of 3.0 for two semesters will be dismissed from the program. All graduate students will be evaluated for progress during their graduate program, according to the following guidelines:

Guidelines for Evaluating EVR Graduate Students

Evaluation of all graduate students enrolled in the MS in Environmental Studies will take place each April. Each student will be interviewed and evaluated by a faculty member assigned by the Graduate Director, and no student shall be evaluated by his/her own advisor.

1. For full-time students, defined as those enrolled in 9 credit hours per semester, who receive funding for their graduate program from the university:

- a. First year evaluation:
 - i. Completing 18 hours of graduate-level course work including the required courses (EVR 5320 and EVR 5355), at least one credit of Graduate Seminar (EVR 6950), and at least two electives.
 - ii. Completing the thesis proposal seminar as part of EVR 6950.
 - iii. Formulating the graduate committee and writing a research proposal (Form M1 & M2).
For Non-Thesis Track student, only item (i) applies
- b. Second year evaluation:
 - i. Passing the qualifying exam.
 - ii. Completing any remaining course work recommended by the committee.
 - iii. Completing all requirements for research.
 - iv. Request for defense and completing the defense seminar (M3).
 - v. Defending the thesis to the committee (M4).
 - vi. Final Approval of Thesis (M5).
** Non-Thesis Track student must complete remaining coursework and independent study project**

Those who have not completed the items in the given time period shall explain their reasons, and written comments will be provided by the evaluating faculty member. Students who are judged to have made insufficient progress may be denied university funding for the following academic year.

2. For part-time students, defined as those as those enrolled in fewer than 9 credit hours, and who do not receive funding for their graduate program from the university:
 - a. First-year evaluation:
 - i. Completing at least seven credit hours of graduate-level course work, including both required courses (EVR 5320 and EVR 5355), and one credit of graduate seminar (EVR 6950).
 - ii. Formulating the graduate committee and completing a research proposal (Form M1 & M2).
For Non-Thesis Track student, only item (i) applies
 - b. Second-year evaluation*:
 - i. Completing the thesis proposal seminar as part of EVR 6950.
 - ii. Completing additional electives recommended by the committee (about six credits).
 - iii. Passing the qualifying exam.
 - iv. Beginning the research program.
*For Thesis Track Student Only
 - c. Third-year evaluation:
 - i. Completing any remaining course work recommended by the committee.
 - ii. Continuing research.
** Non-Thesis Track student must complete remaining coursework and independent study project**

- d. Fourth-year evaluation:
 - i. Completing research.
 - ii. Request for defense and completing the defense seminar (M3).
 - iii. Defending the thesis to the committee (M4).
 - iv. Final Approval of Thesis (M5).
- ** Non-Thesis Track student must complete remaining coursework and independent study project**

4.2.9. LEAVE OF ABSENCE

A student who finds it necessary to be excused from registration in a graduate degree program for three or more consecutive semesters must formally request a leave of absence from the graduate program. Leave time must be approved by the program director and the academic dean. Leave will be granted only under exceptional circumstances. When there is no mutual agreement, the decision will be made by the academic dean.

When a student returns from a leave of absence, decisions concerning previous or current program of studies will be mutually agreed upon by the student's supervisory committee and the student.

4.3. CHANGE OF MAJOR OR COLLEGE

If a student wishes to change his or her major field of study or college after having been admitted to a graduate program, he or she must apply for admission to the new program.

4.4. ACADEMIC WARNING, PROBATION, DISMISSAL

Conditions for incurring academic warning, probation or dismissal and procedures for appealing dismissal are specified in the University catalog. Any program or department may have more stringent requirements which may result in academic warning, probation or dismissal. These requirements must be specified in the graduate policies and procedures manual of the department detailed below:

Graduate Students in Environmental Studies must maintain a grade point average of 3.0 or greater. If the GPA drops below a 3.0 for one semester the student will be placed on academic probation. If the student cannot raise her/his GPA in two semesters, the student will be dismissed. The student will only be reinstated with permission from the Dean.

SECTION 5. STUDENT ADVISEMENT

5.1. GRADUATE STUDENT ADVISEMENT

Each graduate program is expected to provide a system of academic advisement and this must be explained in its graduate policies and procedures manual. While each degree program may differ in the specifics of the advisement procedure, each one must have mechanisms for initial advisement and appointment of appropriate committees as outlined below.

5.2. INITIAL ADVISEMENT

Upon entry to a graduate degree program, each student will be assigned an advisor by the department chair or program director. Initial advisement will focus on determining deficiencies, requesting transfer credit where applicable and establishing a proposed program of study. The advisor must be succeeded by a supervisory committee, as defined below, as soon as possible but no later than upon completion of the second semester of enrollment.

5.3. SUPERVISORY AND RESEARCH COMMITTEES

5.3.1. SUPERVISORY COMMITTEE

The primary function of a supervisory committee is to oversee the preparation and completion of the program of study. In masters degree programs the supervisory committee administers comprehensive exams, if any are required. The supervisory committee consists of one or more persons, as required by the program or department.

5.3.2. RESEARCH COMMITTEE

In a doctoral program or in a masters program where a thesis is required, a research committee guides development of the thesis or dissertation. The research committee may or may not have the same composition as the supervisory committee but must have a minimum of three faculty members.

Members of the research committee must be selected so that relevant emphases of the dissertation or thesis topic are fully represented. The chairperson must have specialized academic competence in the student's major field, as determined by the faculty.

The research committee shall include:

- a committee chairperson who holds a regular faculty appointment at FIU in the program in which the degree is offered and who is eligible to chair;
- at least one member, in addition to the chair, who holds a regular faculty appointment at FIU or at a university which has an affiliated program with FIU; and
- the third committee member may be a professional from an external agency or another university whose appointment has been approved by both the chair of the committee and the chair of the department or the director of the program.

The following faculty can chair MS committees within the Department of Environmental Studies:

Dr. Mahadev Bhat^{1, 2} (Associate Professor): Natural Resource/Environmental Economics.

Dr. David Bray¹ (Professor): Community Forestry and Rural Development.

Dr. Anne Hartley¹ (Assistant Professor): Restoration Ecology and Global Change.

Dr. Joel Heinen¹ (Associate Professor and Chair): Conservation Biology and Conservation Policy.

Dr. Krishnaswamy (Jay) Jayachandran¹ (Associate Professor): Soil Science, Environmental microbiology.

Dr. Steven Leatherman¹ (Professor): Coastal Zone Management.
Dr. Michael McClain¹ (Associate Professor): International Water Resources Management
Dr. Jack Meeder (Research Scientist): Wetlands Ecology, Hydrology.
Dr. Assefa Melesse¹ (Assistant Professor): Environmental Hydrology, GIS & Remote Sensing
Dr. Jack Parker¹ (Professor): Energy Efficiency and Alternative Energy.
Dr. Gary Rand¹ (Professor): Toxicology and Ecological Risk Assessment.
Dr. Michael Ross (Assistant Professor): Forest Ecology and Management.
Dr. Raymond Scattone¹ (Assistant Professor): Environmental Policy & Sustainable development.
Dr. Leonard Scinto (Assistant Professor): Aquatic Ecology
Dr. Rebecca Zarger¹ (Assistant Professor): Environmental Anthropology
Dr. Keqi Zhang¹ (Assistant Professor): Coastal Zone Management and Physical Geography.

¹ Denotes voting members within the Department of Environmental Studies.

² Graduate Program Director.

Either the chair of the MS committee, or a majority of members of the MS committee, must be voting members of the Department of Environmental Studies. The Department maintains a list of Affiliated Faculty and their areas of expertise, who may serve as members of MS Committees, and who may chair committees with approval of the Graduate Director.

5.3.3. COMMITTEE APPOINTMENTS

Committee formation is initiated by mutual agreement between the student and the faculty. The Committee appointments are approved by the academic dean on the recommendation of the department chair or program director and with the approval of the dean of graduate studies.

5.3.4. CHANGE OF COMMITTEE MEMBERS

If a committee vacancy should occur or if, for legitimate reasons, the student wishes to change the composition of the committee, the student should discuss the changes with the committee

chair or the graduate program director. The changes are forwarded to the department chair or program director, to the academic dean and then to the Dean of Graduate Studies.

SECTION 6. CANDIDACY REQUIREMENTS

6.1. CANDIDACY STATUS

Candidacy status indicates that a doctoral student is ready to commence writing the dissertation. A student is admitted to candidacy upon successfully completing all required course work and passing the candidacy examination. The student's written request for candidacy must be approved by his or her research committee and forwarded to the program director, the academic dean and then to the Dean of Graduate Studies.

6.2. ENROLLMENT IN DISSERTATION CREDITS

A student may enroll for dissertation credit in the semester in which he or she expects to be admitted to candidacy. If the student is not admitted to candidacy, these credits will not count toward the minimum of 24 dissertation credit hours required for the degree.

6.3. CANDIDACY EXAMINATION

Candidacy examinations are designed to ensure that the student understands and can evaluate all aspects of the chosen field of study. Each doctoral program description must include clear instructions for admission to candidacy for the degree. Departments may establish other examination requirements at their discretion.

6.3.1. ELIGIBILITY FOR CANDIDACY EXAMINATION

To sit for the candidacy examination, a student must meet the following criteria:

- the student must be in good academic standing in the University as defined in 4.2.1.
- the student must have completed the residency requirement or must be enrolled for the course work which will constitute such completion at the time of examination
- the research committee must certify that the student is capable of completing all required course work for the degree by the end of the semester in which the candidacy examination is given

6.3.2. PROCEDURE FOR CANDIDACY EXAMINATION

Procedures for preparing and taking the candidacy examination must be specified by each graduate program. Students must be informed in writing of these procedures. Candidacy examinations are required for thesis-track M.S. students in the Department of Environmental Studies.

6.3.3. CONSTRUCTION AND ASSESSMENT OF CANDIDACY EXAMINATIONS

Each candidacy examination must be prepared and graded by a committee consisting of a minimum of three faculty of the academic unit offering the degree. Admission to candidacy requires that a majority of the committee members agree that the student passed the examination. A candidacy examination may not be passed conditionally. A "Pass" on the examination cannot be made contingent upon other factors such as the completion of additional course work or the preparation of extra research projects.

Students must be informed in writing of the results of their performance on the examinations within 30 days of the examination date. If the student fails the candidacy examination, the committee, at its discretion, may provide for reexamination at a mutually satisfactory time but no more than one year from the original date of the examination. Passing the candidacy examination is requisite to continuing in the graduate program. Students who fail the candidacy examination twice will be dismissed from the graduate program.

SECTION 7. DISSERTATION AND THESIS GUIDELINES

7.1. DEFINITION

A dissertation or thesis is a formal and systematic discourse or treatise advancing an original point of view as a result of research. A dissertation is required of all candidates for the doctoral degree. A thesis may be required at the masters level. The Environmental Studies Department requires a thesis as part of the M.S. degree under thesis track.

7.2. PROPOSAL

The student requiring thesis must submit a proposal to his or her research committee for approval. The proposal should follow the general guidelines in the Regulations for Thesis and Dissertation Preparation. A copy of the approved proposal must be filed with the Dean of Graduate Studies at least one full semester prior to defense of the dissertation or thesis.

7.3. ENROLLMENT AND CREDIT HOURS

7.3.1. DISSERTATION

A student may enroll for dissertation credit in the semester in which he or she expects to be admitted to candidacy. A candidate engaged in dissertation preparation must be registered for not less than 3 hours of dissertation credits in every semester, including summer semester, once he or she begins such preparation. The candidate must be enrolled for dissertation credits during the semester in which the doctoral degree is awarded.

7.3.2. THESIS

A student engaged in thesis preparation must be registered for at least 1 hour of thesis credit in every semester, including summer semester, once he or she begins such preparation. If a thesis is required, the candidate must be enrolled for thesis credit during the semester in which the masters degree is awarded.

7.4. APPLICATION FOR DEFENSE OF DISSERTATION OR THESIS

Upon completion of a dissertation or thesis, the degree candidate will submit to the Dean of Graduate Studies an application for thesis or dissertation defense signed by the committee chairperson and the other members of the committee. The application must be filed in sufficient time to allow the Dean of Graduate Studies to publish the notice in a monthly calendar of dissertation and theses defenses for the University community.

The calendar will include at least the following information for each defense:

- student's name
- committee chairperson's name
- thesis or dissertation title
- school or college, and department

date, time, and place of the defense

This announcement is an invitation to members of the University community to observe the defense.

7.5. DISSERTATION AND THESIS APPROVAL PROCESS

Following the successful defense, as determined by a majority vote of the student's research committee, the dissertation or thesis is forwarded to the academic dean and to the dean of graduate studies for their approval.

7.6. STYLE

All theses and dissertations submitted in fulfillment of requirements for graduate degrees must conform to University guidelines (see Regulations for Thesis and Dissertation Preparation).

7.7. FINAL COPIES OF DISSERTATION OR THESIS

7.7.1. DEPARTMENT COPY

The Environmental Studies Department requires one final, approved copy of the dissertation or thesis to be delivered to the department chairperson.

7.7.2. LIBRARY COPIES

Must conform to University guidelines (see Regulations for Thesis and Dissertation Preparation).

7.7.3. UNIVERSITY MICROFILMS INTERNATIONAL (UMI)

The University requires that all doctoral dissertations be microfilmed by University Microfilms International of Ann Arbor, Michigan with the abstract published in Dissertation Abstracts for the purpose of international dissemination. The student is required to meet the cost of the microfilming service. The dissertation shall be formatted as described in the UMI publication *Preparing Your Manuscript for Microfilming*. Once all the required signatures are affixed upon the dissertation it is presented by the student to the library with all other materials and fees required by UMI. The library then processes the dissertation for transmittal to UMI.

7.7.4. NOTIFICATION OF RECEIPT OF DISSERTATION OR THESIS BY THE LIBRARY

The library must notify the Dean of Graduate Studies within five working days of receipt of two copies of the dissertation or thesis and payment of microfilming costs.

SECTION 8. AWARD OF DEGREE

8.1. APPLICATION FOR GRADUATION

The student is responsible for making certain that all requirements have been met and that every deadline is observed. You should keep a running account of the courses you have taken towards graduation. You should also have your thesis advisor or the graduate Program Director help you if you have any questions. **BEFORE YOU REGISTER FOR YOUR LAST SEMESTER, GO OVER YOUR TRANSCRIPTS WITH THE GRADUATE PROGRAM DIRECTOR TO ENSURE YOU HAVE MET ALL THE REQUIREMENTS.**

Each student who plans to graduate is required to submit to the Office of Registration and Records an Application for Graduation form. This form, supplied by the Office of Registration and Records, must be submitted before the end of the third week of classes of the academic semester in which graduation is expected. A student turning in the Application for Graduation after the deadline will graduate the following semester. No charge is made for applying for graduation. The Application for Graduation must be signed by the academic advisor prior to being submitted to the Office of Registration and Records.

A student denied graduation must complete the requirements for graduation and reapply for graduation.

A student must be registered for the term in which the degree is received.

8.2. CONDITIONS

8.2.1. DOCTORAL DEGREE Not Applicable

8.2.2. MASTERS DEGREE

Graduate Defense Guidelines:

- i. The student, in consultation with the research advisor and thesis committee will decide when they are ready for submission of a thesis.
- ii. The student should consult with the Graduate Program Director about plans to defend a thesis. The student should also consult with the college graduate office and obtain the necessary information concerning thesis preparation and timely submission of the necessary forms.
- iii. Graduate students should arrange their defense dates only after discussion with all of their committee members, to avoid scheduling conflicts. He should also notify the graduate Program Director at this time.

- iv. Students should make sure that their defense announcements are posted throughout the Environmental Studies Department and placed in each faculty members mailboxes at least one week before their thesis defense date. They should not assume that the college graduate office is going to do this. Thesis defense seminars are open seminars, and faculty, staff and students are entitled to sufficient advance notice of a thesis defense that they can arrange to attend if interested.
- v. Students need to submit if not a final draft, a nearly final draft, of their thesis to all committee members sufficiently in advance of their defense so that the committee members have an opportunity to read and evaluate the thesis (at least two weeks). In fact, as a general policy, it is good to have the committee members involved throughout the writing of the thesis. At any point committee members can make corrections which inevitably improve the thesis.
- vi. The student should ensure that s/he is ready to present a seminar and to defend the thesis. The student should practice in front of the research advisor, and the research advisor should make sure that the student is ready for the defense.

The University will confer the masters degree when the following conditions have been met:

- submission of the required application for graduation
- recommendation of the faculty of the college or school awarding the degree
- certification by the academic dean that all requirements of the degree being sought have been completed
- achievement of the grade requirements as defined in 4.2.1.
- achievement of the grade requirements established by the appropriate college or school for major and core courses and course sequences
- satisfactory completion of a thesis, if required
- receipt by the library of two final, approved copies of the thesis, if required

No student shall be approved for graduation before the academic dean and the Dean of Graduate Studies have certified to the Registrar that all academic requirements have been met. The Registrar must promptly notify the candidate and the college or school if graduation is not approved for any reason.

8.3. COMMENCEMENT CEREMONIES

Doctoral students who have completed all requirements for the degree may participate in the commencement ceremonies.

Masters students who have been approved by their school or college may participate in the commencement ceremonies.

SECTION 9. EDUCATIONAL SUPPORT SERVICES

9.1. FINANCIAL AID

Various forms of financial aid are available to students in graduate programs at the University. Information can be obtained from the department or academic unit, the Office of Financial Aid and the Dean of Graduate Studies. Academic units must comply with University regulations on the award of University-wide financial aid to graduate students and develop formal criteria for any additional financial assistance made available through the academic unit. Information on minority assistance programs can be obtained from the Dean of Graduate Studies.

9.1.1. AWARD CRITERIA

The academic unit is responsible for developing and publishing criteria for awarding graduate assistantships and fellowships. Full awards are made only to full-time students. Academic units may prorate awards to meet their particular needs.

Environmental Studies Department Graduate Teaching Assistantship Criteria and Responsibilities:

Teaching Assistantships in the Department of Environmental Studies are awarded on a competitive basis. They are generally continued for a period of two years. Any extension beyond two years must be specifically reviewed and approved on an individual basis by the Graduate Committee. If the faculty feels that the student is not performing to accepted standards, the faculty may choose not to renew the award for that particular student, even before the two years have passed. It is therefore imperative that the student perform his/her assigned duties diligently and responsibly. A teaching assistantship is a full time job. When an assistantship is accepted it is understood that the free time the student has is to be used for research or studying. A teaching assistant shall not have other outside employment.

Your appointment as a teaching assistant means that you have been selected for a position of responsibility. This is not just a form of financial support. A teaching assistant means much more to the department, to the students, and to your own professional growth. As a teaching assistant you will gain practical experience in public speaking, writing and organizing activities. Your students must promptly develop confidence in you as a source of help. This means that you must be well prepared and can trust your own knowledge of Environmental Studies. You must also show them that you will find proper answers of their questions when your own understanding is inadequate. A statement saying that you do not know the answer but will find out the answer will be more assuring to your students than an immediate, but wrong answer.

Each teaching assistant will report to the professor in charge of the lecture part of a course for which the teaching assignment was made, at the beginning of each term in order to discuss their assignment. They will also report to the Graduate Program Director to discuss any grading assignment. The course professor will submit to the Graduate Committee an evaluation of the students' teaching performance in the laboratories. This evaluation will be important in the decision whether to continue offering the student financial support.

A normal teaching assistant load is two laboratory sections and a grading assignment. In some cases this assignment may vary. Laboratory preparation and help in the stockroom may be substituted for laboratory sections.

Those students awarded financial assistance from external sources including Research Assistantships must meet criteria established by the sponsoring agency. Graduate Research Assistantships are awarded on a competitive basis by the individual faculty members who have been funded by an external sponsoring agency to complete a specific research project.

9.1.2. FINANCIAL AID ADMINISTRATION

Normal allocation decisions must be made early in the spring semester. Once the allocation decisions are made, the awarding agency (department or academic unit, university, external source) is responsible for notifying the Financial Aid Office of the award. The Financial Aid Office is then responsible for authorizing disbursement of financial aid according to the terms and conditions specified by the authorizing agency.

9.2. LIBRARY

The library is responsible for providing carrel space to graduate students enrolled in dissertation credits and will publish policies and procedures on the allocation of such space.

9.3. COMPUTER SERVICES

Graduate students are entitled to computer services and time. The University establishes priorities for computer usage among graduate programs. The department or academic unit must develop and publish criteria for allocating its computing resources to graduate students. Graduate students in the Department of Environmental Studies can be given an individual computer account and access to the University computer upon request.

9.4. STUDENTS' RIGHTS AND RESPONSIBILITIES

The University has developed policies and procedures on the rights and responsibilities of students and a code of conduct assuring that these rights can be freely exercised without interference or infringement by others. The code of conduct, academic misconduct policies, student grievance procedures and policies on student records are reported in detail in the University publication Rights and Responsibilities of Students. If departments have policies and procedures that go beyond the basic requirements, their policies and procedures manuals must include relevant explanations and must be made available to the students. The Environmental Studies Department policies and procedures that go beyond the basic requirements are provided in this manual.