STUDENT GUIDE

TO THE

GRADUATE PROGRAM IN

FOREST RESOURCES

Department of Natural Resources Conservation

University of Massachusetts - Amherst

Amherst, MA 01003-9825

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INTRODUCTION

Forest Resources is one of two graduate programs in the Department of Natural Resources Conservation at UMass, the other being Wildlife and Fisheries Conservation. The two programs have a great deal in common: a number of faculty are members of both programs, many courses are cross-listed, and many degree requirements are the same. However, differences do exist, so a student guide has been written for each program. This guide is designed to inform you about the requirements of the Forest Resources program, and to offer some suggestions to help your work go smoothly. However, it is not the only source of information upon which you should rely. Official Graduate School policies and regulations are in the Graduate School Bulletin and the Graduate School Handbook, which together contain nearly all of the technical information you will need to know.

PRACTICAL NEEDS FOR NEW STUDENTS

Desk Space

All graduate students are provided with desk space. Your advisor may have desk space in a lab, or will direct you to the GPD or Assistant Dept. Head. Graduate students are assigned offices in Holdsworth Natural Resources Center or elsewhere on campus. Priority for desk space in these locations is dependent on a combination of how long you have been here, if you have special equipment needs (e.g., GIS access), if you are a Teaching Assistant, and if you are currently taking classes.

Keys

After you have been assigned a desk by the Graduate Program Director, see your advisor for instructions on how to get the keys you need (through Linda Fortin or Lori Miner in the Main Office, Room 225). Keys often take about a week to obtain, so do this as soon as possible. Note that a single key opens the outside door of Holdsworth, the mail room door (Holdsworth 204), and the graduate computer room (Holdsworth 302A).

Copy and Coffee Machines

If you need to copy something for your project, you might borrow your advisor's copying code/card for the copy machine located in the mail room (Room 204) or the copier in the graduate computer room. Please do not use these machines for more than 50 pages of copying at any one time. If you need personal copies, you may borrow the Main Office card and pay 10 cents per page. Also, you may purchase (possibly with grant funds) a copy card at the Library which may be used on the copy machines in the Science (GRC) and Tower (DuBois) Libraries (but it does not work in the Department’s machines). Graduate students have a card for the copier in Holdsworth 302A to which you can escrow funds for future use. Professional copiers in Amherst such as Collective Copies or Copy Cat can be used for bigger jobs. Some faculty maintain open purchase orders on their grants at these commercial outlets.

Coffee/tea is available for 50 cents per cup in the mail room (Room 204) and a small microwave oven is located there. The refrigerator in the Mail Room is not for long-term storage, and all items that are not clearly marked as to ownership will be discarded. It is also definitely not
for project/research specimens; they can go in the walk-in freezers in Room 113 if properly labeled and registered (see your advisor for directions).

**Phones and Mail**

Campus calls can be made on office telephones by dialing the last 5 digits of the number. Local calls outside the University can be made on office telephones by first dialing 9. Your advisor may have funding to pay for long-distance calls directly related to your project. If so, you will need an authorization code unique to the project. To use it, dial *6*, auth. code, #, 9, 1, the area code, and the seven-digit number. The authorization code is like a calling card number that works for the University phone system. Do not make it easy for anyone else to use your Authorization Code! Note also that the project will be billed for long distance information (555-1212 numbers). Toll-free numbers can be called by dialing 9-1-800-number, without using an Authorization Code. Your advisor may have a calling card number for long distance calls made from off-campus and cell phones. You can speak with her/him to see if your use of a calling card that bills to the University is appropriate.

You will have a mail box in the Mail Room (Holdsworth 204) with your name on it, and both professional and personal mail can be delivered there. For outgoing mail, regularly stamped mail will be picked up in the mailbox in the bottom row, farthest to the left. If postage is to be charged to a research account, get the account (speed type) number from your advisor, stamp the envelope with that number, and put it in either of the two boxes immediately to the right of the mail box for outgoing stamped mail. Campus mail will be delivered if put into the box immediately to the right of those three boxes. Packages that won’t fit in these pickup boxes can be left on the floor immediately below the boxes. They require an account number. FEDEX is available through the Main Office. You will need a project account number to bill chargers to.

**Computers and e-mail Accounts**

Computers and a printer for general use by graduate students are available in Room 302A Holdsworth. Many professors are able to provide computers in their labs for specific projects, and graduate students offices may have at least one computer that can be used by students to check their e-mail account. You are strongly encouraged to purchase your own computer; it undoubtedly will serve you well in your professional future.

All graduate students are **REQUIRED** to have an e-mail account, as most intra-departmental correspondence is sent out electronically. See Lori Miner in the Main Office for information about obtaining an e-mail address and to get on the department list server.

**THE PROGRAM**

**Major Professor (your Advisor)**

Students are not admitted into the graduate program without a faculty member having first agreed to serve as their advisor (also called major professor). These arrangements develop through communications with an appropriate faculty member during the admission process. It is your advisor's responsibility to supervise your graduate work. He or she will chair your thesis (M.S.) or dissertation (Ph.D.) committee and, in the case of Ph.D. students, your preliminary comprehensive exam committee as well. Your advisor coordinates your access to laboratory space, office space, research supplies, keys, email, etc. It is your responsibility to schedule regular meetings with your
advisor to discuss your research, coursework, and other professional interests and concerns. It is best to ask early about expectations regarding work hours, research procedures, etc. before a problem arises. A student can change his or her advisor, providing that details of the transfer are agreeable to all parties concerned, and the newly selected advisor can arrange for financial support for the student. If this occurs, you should notify the Graduate Program Director.

At times, emergencies arise and it may be important to contact you quickly. Please make it easy for your advisor, the Graduate Program Director, or the Main Office staff to find you by filing your departmental and home phone numbers with each of them. If you move, be sure to update the listing. Also, check your mail box and e-mail daily when you are working in Amherst. If you work for extended periods off campus, leave forwarding information with the Main Office.

**Graduate Program Director (GPD)**

Much of the official paperword associated with your program will involve the Graduate Program Director (GPD), as well as your advisor. The GPD is the program link with the Graduate School and can help you cope with its procedures.

Sometimes, the GPD is useful as a sounding board if you have a problem you are reluctant to raise with your advisor. Remember, the GPD is the graduate student advocate. Problems regarding stipends and work schedules ultimately should be resolved through discussions among the Department Head, the GPD, your advisor, and you.

**Stipends**

Most students in the program will receive monetary support in the form of a teaching assistantship (T.A.) or research assistantship (R.A.). The amount of this varies somewhat among students, but is usually sufficient (e.g., 10-hr/week T.A. or R.A. during the school year) to merit a tuition and partial fee waiver. Minimum stipend salaries (hourly rates) and fringe benefit programs are determined through negotiations between the Graduate Employees' Organization (GEO) and the UMass administration.

It is your advisor's responsibility to expedite your appointment as an R.A. or T.A. with Carolyn Safarik (R.A.s) or Lori Miner (T.A.s) in the Main Office. If you don't receive a payroll or expense check when you expect it, ask your advisor, or in her/his absence, Carolyn or Lori. Stipends earned outside of UMass for an internship that is directly related to your area of study and is with government or other non-profit may provide a tuition waiver. Check with your advisor or GPD.

The Graduate Student Grant Service (GSGS) helps graduate students identify and apply for grants from non-university sources. GSGS is located in 517 Goodell, 545-5279.

**Academic Honesty Policy**

Read and understand sections VIII - Academic Honesty Policy and IX - Graduate Student Honor Code found in the Graduate Student Handbook [http://www.umass.edu/gradschool/handbook/]. Also, all graduate students should try to obtain a copy of: Sigma Xi. 1986. *Honor in Science*. The Scientific Research Society, Research Triangle Park, NC, 41pp.

**Research Permits**

Research permits may be required if your work involves, among other things: human subjects in sociological research; vertebrate animals, if the research may cause any discomfort, distress, or
pain to the animals; applying treatments to vegetation or soil on land (this includes UMass land), or work with endangered or threatened plants or animals. Check with your advisor about the procedure for obtaining these permits.

**Publishing**

It is expected that your research or special project work will lead to publication in refereed journals. In spite of the fact that Ph.D. dissertations must be copyrighted and Master's theses may be copyrighted, you and your advisor have a responsibility to make sure your work is published in a format that is accessible to the broader scientific community.

Normally, you should write the articles resulting from your work. It is generally expected that your advisor will be included in the author list even if you have done most of the writing. If a year passes after your thesis defense and the appropriate rough draft is still not written, your advisor is entitled to write the article and assume first authorship even though you have the copyright to the dissertation or thesis. Determining who should be included and in what order in the author list is sometimes a problem. J. G. Dickson & R. N. Conner (The Wildlife Society Bulletin 6(4): 260-261, 1978) provide guidelines for authorship of Scientific articles. R. H. Schmidt (Bull. Ecol. Soc. Am. 68:8-10, 1987) gives a worksheet approach to help determine the relative contributions to the five areas of "conception, design, data collection, data analysis, and manuscript preparation." Determining authorship can be a tricky business, and should be discussed with your advisor early on as the research work progresses rather than after the manuscript has been completed.

All oral and poster presentations and publications should acknowledge sources of funding and other support behind the research.

The department requires a bound copy of theses and dissertations for the Departmental Library. This copy is in addition to the two copies required by the Graduate School. A list of binderies is available at the office of degree requirements in the Graduate School. Also, you should provide your major advisor a copy of your thesis or dissertation on computer disk in a common word processing format. Theses are normally bound with red covers and dissertations with black covers.

**Time Limitation For Degrees**

The Graduate School expects you to finish your program in a timely manner and, to encourage this, has established statute of limitations (SOL) for graduate work. Students in master's degree programs are limited to three calendar years; doctoral students are limited to six calendar years, unless they enter with a related masters, and the SOL is then four years. M.S. students petitioning to switch to a Ph.D. program should do so by the end of their first year in the graduate program. This is done by submitting a formal application to the Ph.D. Program through the Graduate School, although switches of this nature are very rare in the Forest Resources program.

**Extension of Statute of Limitations (SOL) Policy**

Sometimes it is necessary to request an extension to your SOL. To do this, you must write a memo to your advisor that includes:

1. a summary of progress to date;
2. what remains to be done;
3. justification for an extension; and
4. your timeline for completion.
The advisor will then convey, with his or her support, this information to the GPD. Upon approval of the major advisor, the GPD can advise the Graduate School that a one-year extension for M.S. students, and up to two years for Ph.D. students should be granted. Further extensions become increasingly difficult to obtain and require petitioning the Graduate Dean (through your advisor and the GPD).

Students are strongly discouraged from leaving the University prior to completion of all requirements for their degree, because experience has demonstrated that doing so greatly increases the chances that the degree will not be completed. Students who choose to take this action do so knowing that the Program need not request any future statute of limitations extensions.

If you are unsure of your SOL date, you can check with the Graduate School or the GPD. Failure to meet the Graduate School's deadlines or to petition successfully for an extension of the statute of limitations is sufficient grounds for dismissal from the Graduate School.

**Time Limitation on Courses**

The deadline for all course changes (add, drop, or exercising the pass/fail-option) is the mid-semester date. Incomplete grades remain as such for one calendar year. The Registrar then lists the grade as an IF (Incomplete-Fail). To change this grade, the professor in charge of the course must send to the Graduate School a “grade change form” that is endorsed by the Department Head and the College Dean.

Thesis/dissertation credits are automatically graded as IP (in progress) and remain listed on the transcript that way until the thesis or dissertation is accepted by the Graduate School; the grade is then changed to S (satisfactory).

**Full-time Status**

The Graduate School considers nine credit hours per semester to be full-time status (the nine hours can include independent study and thesis/dissertation credits). Students can register for thesis/dissertation credits as soon as they begin working on any stage of their research - it is not necessary to be at the writing stage. Students who register for less than nine credit hours and who are not on the program fee should check with the GPD. Some loan and scholarship programs need official notice that the student can be considered as being full-time based on their research work, and the GPD can provide a letter to that effect. Students remain eligible for financial assistance whether on full-time status or by payment of the program fee.

When on program fee students still must register (and pay the fee). Failure to do so will result in the Graduate School terminating your status as a graduate student. You will then need to apply for readmission, paying a fee for readmission plus the fees you normally would pay, and the GPD must write to request that you be readmitted. Virtually every semester, one or more students who are in the final stages of writing, frequently off campus, fail to register and must apply for readmission.

**Committees**

During the first semester, you should work with your advisor to begin the process of defining your thesis/dissertation topic or your project/internship topic [for professional degree (non-thesis) M.S. students]. Through discussions with your advisor, you should identify graduate faculty members appropriate for service on your advisory/thesis/dissertation committees. Get their
approval to be named to the committee. Ph.D. students should first identify members who will serve on their comprehensive examination committee. Thesis and dissertation committees must be approved by the Graduate School, so you should have your advisor send the list of names to the GPD to forward to the Graduate School. Examing committees (for non-thesis M.S. students and all Ph.D. students) do not require approval by the Graduate School, but it is still good to choose a committee early and discuss your project plans with them. Graduate School rules for who may serve on examining and thesis/dissertation committees are found in the APPENDIX.

At a meeting with your committee by the start of your second semester, prepare a list of courses you plan to take (see Core Requirements and other curriculum requirements that follow) and obtain your committee’s advise and endorsement.

M.S. Non-thesis Students: An examining committee is assembled through discussions with your advisor and potential faculty. The committee is not submitted to the Graduate School for approval. The GPD should be advised of the composition of the committee, which normally would include your advisor as chair and two additional members of the Forest Resources graduate faculty. The committee is responsible for administering the written exam in which you will be asked to demonstrate knowledge of at least three of the four areas of: Forest Biology, Forest Management, Forest Measurements, and Human Dimensions, depending upon the focus of your coursework. The GPD is informed of your successful completion of the written and oral exams (serving as the “general masters exam” in Graduate School parlance). The GPD then informs the Graduate School that you have passed the general exam with the examiners listed.

M.S. Thesis Students: A thesis committee consists of three graduate faculty members, with your advisor (almost always) serving as chair. The chair must be a member or adjunct member of the Forest Resources Graduate Faculty. At least one member of the committee must be a regular University employee (i.e. not an adjunct faculty member). People not listed as Forest Resources Graduate Faculty can be included either as a consultant (who does not vote) or member (who does vote). If prospective members of your committee are not already members of the UMass or Five-College Graduate Faculty, the GPD must forward a memo to the Graduate School [along with the curriculum vitae of the prospective member(s)] requesting that the Dean allow their service on your committee. All members of the Committee MUST ATTEND the thesis defense in person (conference phone calls or video-conferencing is not allowed by the Graduate School). Defenses should be held on campus and during normal working hours for the University. Faculty at UMass are on nine-month appointments, and the scheduling of defenses during the summer should be done only under exceptional circumstances.

Ph.D. Candidates: Comprehensive examination committee members must include at least three members of the Graduate Faculty The committee is, itself, not appointed by the Graduate School. You need at least three Graduate Faculty members (who are recognized and appointed by the Graduate School) on your dissertation committee. The chair must be from your major program (Forest Resources). A second member must be from the major program (Forest Resources). The third member must be from "outside" the Forest Resources graduate faculty but must be a UMass /Five College faculty member. People not listed as Graduate Faculty by the Graduate School can be included as a consultant or member but can not replace any of the three required UMass Graduate Faculty members.

Research Proposal (Prospectus)

1/27/2006
Students in the masters thesis and doctoral programs must write a research proposal (also referred to as a research prospectus, or outline). It should be written in an appropriate publication format but with the "Results" and "Discussion" sections replaced with "Anticipated Results." Your experimental plan, plans for data analysis, a time line and your publication plans should also be included. The Research Concepts course will provide students with the background for developing the proposal. The proposal must be approved by the student's committee (with their signatures on the title page) and submitted to the Graduate School. A specific format is given for the title page (see Graduate School Handbook – on line at the Graduate School’s web site: http://www.umass.edu/gradschool/handbook/), but there is not a specific format for the text (as opposed to the strict format requirements for the thesis or dissertation). By Graduate School regulations, proposals for masters-level work must be submitted at least four months before the thesis is defended; proposals for Ph.D. dissertations – at least seven months before the defense. But in practice, proposals should be reviewed, signed by committee members and the Department Head, and submitted to the Graduate School long before these deadlines!

**Thesis or Dissertation Format**

When writing the thesis or dissertation, carefully follow the guidelines published by the Graduate School. See "Typing Guidelines for Master's Theses and Doctoral Dissertations" available from the Graduate School. Also, you can contact the Office of Information Technologies/Personal Computer Support Services (5-9730) which offers workshops to help users of common word processing packages deal with formatting the thesis/dissertation. Staff at Degree Requirements in the Graduate School will be happy to examine a near-final draft of your thesis/dissertation to check that you have not made major formatting errors. Once you have submitted your final, signed copy to the Graduate School, they will examine it again, and you (or your advisor if you cannot be reached) will hear from them (with a threat to hold up the awarding of your degree!) if there are problems.

NOTE: Effective October 3, 2005 the Graduate School will accept electronic dissertations (NOT theses). Check with the the Graduate School for procedures.

**Practicum for Professional Degree M.S. students**

*Internship experience*: Students should sign up for 6 credits of Practicum (FOREST 698Y) on a Pass/Fail basis; these credits will be earned based upon completing an internship and final paper. You may take 3 credits of Practicum in consecutive semesters (6 total) if that fits your schedule better.

The student’s committee must be formed before the internship project is approved and pre-internship agreement signed. Additions can be made later by request to the GPD from your advisor.

Prior to starting the internship, you must prepare a proposal describing: 1) the work to be conducted, 2) the responsibility of the student while on that assignment, 3) the responsibility of the sponsoring agency in the training of the student, and 4) the nature of the professional paper that will serve as the major basis for assigning a P or F grade to the student for the experience. This proposal must be signed by you, the sponsor, and your advisory committee members prior to the start of the internship.
Upon completion of the internship, the sponsor will complete an evaluation form focusing on your meeting the specific objectives agreed to in the original "contract", and forward the evaluation to your advisor. In addition, you should complete an evaluation form focusing upon the value of the experience, and the manner in which the sponsor met the objectives of the contract.

Your committee will review these evaluations when members grade (P/F) the Practicum (after completion of the professional paper). A poor evaluation from the sponsor will not require that you receive a “F” for the practicum credits; it will serve as an indication of the success of the internship experience in the eyes of the sponsor.

*Professional Paper:* Upon completion of the internship, you must prepare a professional paper related to the internship experience. If the professional paper concerns a topic other than the internship experience, then this must be agreed to in writing by you, your advisor and your committee prior to taking the final examination. This paper will be reviewed by your advisory committee. No practicum is completed (and no grade assigned) until the advisory committee grades (P/F) the professional paper.

**ACADEMIC REQUIREMENTS FOR M.S. and Ph.D. DEGREES**

**GENERAL**

The Graduate School has basic requirements that apply to all graduate programs at UMass. Individual programs cannot waive any of these requirements, but can add additional, more specific requirements. Both graduate programs in the NRC Dept. have adopted a set of core courses for students in all degree programs (see list on later page). For Masters thesis and Doctoral students, these are the only courses that are program requirements; other courses are selected by the student with approval of the advisor and committee.

Masters professional (non-thesis) students have a set of required courses that are specific to the Concentration Area. The following four Concentration Areas have been developed for students in either FR or W&FCON programs:

- Watershed Science and Management
- Wetlands Conservation
- Spatial Data Analysis
- Communication and Education in Conservation

The same curriculum requirements apply to students in either program; the difference exists in the elective courses selected and in the nature of the internship project.

In addition, a Concentration Area in Forest Conservation and Management has been developed within the FR program. This has been designed mainly for students who have not studied forestry as an undergraduate. As with all the Professional Degree curricula, the requirements allow for more time for courses and for an internship or professional project rather than a thesis research project.

The requirements for each of these degree options are described in the following pages.

1/27/2006
SPECIFIC PROGRAM REQUIREMENTS

Core Requirements for all Masters and Doctoral Graduate Students

On this form, indicate the course work you have taken to complete these minimum requirements.

_________ NRC 601 Research Concepts in Natural Resource Management

_________ NRC 697 Statistics for Natural Resources
or other statistics course 500-level or higher: _____________________________

Three courses (600-level or higher), one in each of three of the following four areas (plus an additional course in one of three areas for non-thesis masters students):

A. Biology/basic sciences

B. Management

C. Human dimensions/
   policy/economics

D. Measurements/
   quantitative sciences

These courses are expected to be from within the Department of Natural Resources Conservation, and should generally not be independent study courses. Courses from other Departments within the major field can be substituted with approval of the Advisor and Graduate Program Director.

In addition to FOREST RESOURCES, BUILDING MATERIALS & WOOD TECHNOLOGY, WILDLIFE & FISHERIES CONSERVATION and NATURAL RESOURCES CONSERVATION, courses in ANTHROPOLOGY, BIOLOGY, ENTOMOLOGY, PLANT, SOIL & INSECT SCIENCES, POLITICAL SCIENCE, REGIONAL PLANNING, RESOURCE ECONOMICS, and SOCIOLOGY are considered as in the "major field" (21 credit requirement of the Graduate School for M.S. students). Courses at the 400-level in these fields CAN NOT be taken for graduate credit by Forest Resources graduate students.
## M.S. Research (Thesis) Degree Requirements

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<thead>
<tr>
<th>Requirement</th>
<th>Graduate School</th>
<th>Forest Resources Program</th>
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<tbody>
<tr>
<td>Total Graduate Credits</td>
<td>Minimum of 30</td>
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<tr>
<td>Credits in Major</td>
<td>Minimum of 21</td>
<td>Major field includes:</td>
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<td>FORESTRY RESOURCES;</td>
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<td>WILDLIFE &amp; FISHERIES</td>
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<td>RESOURCES CONSERVATION;</td>
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<td>BUILDING MATERIALS &amp;</td>
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<td>BIOLOGY; PLANT, SOIL &amp;</td>
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<td>INSECT SCIENCES; RESOURCE</td>
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<td>ECONOMICS; ANTHROPOLOGY;</td>
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<td>ENTOMOLGY; SOCIOLOGY;</td>
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<td>REGIONAL PLANNING</td>
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<tr>
<td>600-800 level</td>
<td>Minimum of 6</td>
<td>See core requirements</td>
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<td>Independent Study</td>
<td>Maximum of 6</td>
<td>above</td>
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<td>Letter Grades</td>
<td>Half of credits</td>
<td>More than one P/F must</td>
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<td>Thesis credits</td>
<td>Maximum of 10</td>
<td>Generally 6 credits</td>
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<td>Transfer credits</td>
<td>Maximum of 6</td>
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<td>Credits per semester</td>
<td>Maximum of 16</td>
<td>Usually 9 is considered</td>
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<td>a full load</td>
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<td>endorsement)</td>
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<tr>
<td>Thesis Proposal (Prospectus)</td>
<td>Must be submitted at least 4 months prior to defense</td>
<td>Should be submitted in second semester on campus, and given orally in NRC 601</td>
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<td>Completed thesis</td>
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</table>
M.S. General Professional (Non-thesis) Degree Requirements

NOTE: this is the general set of requirements for the non-degree option; specific requirements have been developed for each Concentration Area (e.g., Forest Conservation and Management; Spatial Data Analysis, etc.)

Minimum Graduate School requirements:

30 academic credits, of which ≥12 must be 600-800 level courses
A Master's General Exam

Minimum Forest Resources requirements:

Completion of a faculty-approved professional curriculum leading to a specific Concentration Area of expertise that includes the following:

1. A total of 36 academic credits; at least 12 credits must be in 600-800 level courses, and must meet the core requirements for all graduate students in the Department.

2. A 6-credit internship/project (FOREST 698 Practicum) that results in a publishable professional paper (e.g., management plan, project report, short research project, literature review) based on a 6- to-12 week professional internship in a government or non-government organization pertinent to the curriculum, or (if the student already has such experience) a 6-credit project that pertains directly to such experience.

3. A General Master's Examination by a committee composed of three persons, including the advisor. This exam will include both a defense of the Practicum project/paper and a review of academic knowledge based on course requirements.
M.S. Professional (Non-thesis) Degree Requirements for Forest Conservation and Management

36 graduate credits total (courses plus project)

Required Courses* (from 4 to 21 graduate credits):

- Plant taxonomy/field identification (e.g. BIOLOGY 697A: New England Flora, 3 cr.)**
- Forest Measurements (FOREST 534, 4 cr.)
- Timber Harvesting (FOREST 521, 3 cr.)
- Silviculture (FOREST 526, 4 cr.)
- Forest Management (FOREST 540, 4 cr.)
- Policy/Human Dimensions elective (3 cr.)

*Any or all of these required course will be waived if a student enters the program with an equivalent course from undergraduate studies.

** This course, normally offered as BIOLOGY 426, can be taken for graduate credit, which would give a total of 21 graduate credits for these six required courses.

Internship/project (FOREST 698 Practicum; 6 cr.):

Either:

--a 6-to-12 week professional internship in a government agency, non-profit NGO, or company, pertinent to the curriculum. A publishable professional paper is required, based on some aspect of the internship.
--a 6-credit research or management project and paper.

A Master's examination by a committee composed of three Forest Resources faculty (including the advisor). This will include an exam with both written and oral components and will focus on a review of knowledge based on course requirements; generally in the areas of Forest Biology/Ecology, Forest Measurements, and Forest Management, (or Social Dimensions as a replacement for one of these three, if appropriate). Generally, the written exam is administered, one subject area per day over the course of a week, with 2-3 hours the expected time for completing questions in each area. Students are generally given five questions (per subject area) of which they must answer four. Questions may be open or closed book at the discretion of the responsible faculty member. Questions are graded ((A, A-,B+, B, B-, C+, C, or F) by the responsible faculty member with an average grade across four questions of “B” required in each subject area. Students who fail to achieve a “B” average in a subject area may be given the opportunity to answer new questions in that area. Reexamination should occur within one month of the student’s being notified of the initial grade. The oral exam will include, but not be limited to, a defense of the Practicum paper.

1/27/2006
## Ph.D. Degree Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Graduate School</th>
<th>FR Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Graduate Credits</td>
<td>None besides Dissertation</td>
<td>See Core Requirements above* (Other course requirements are determined by your committee)</td>
</tr>
<tr>
<td>Dissertation Credits</td>
<td>Minimum of 10</td>
<td>10</td>
</tr>
<tr>
<td>Transfer credits</td>
<td>Maximum of 6</td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td>2 consecutive full-time semesters</td>
<td></td>
</tr>
<tr>
<td>Seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits per semester</td>
<td>Maximum of 16 (or 18 with GPD endorsement)</td>
<td>Usually 9 is considered a full load</td>
</tr>
<tr>
<td>Teaching experience</td>
<td></td>
<td>Must teach or assist in teaching at least one semester. Outside experience at college level may apply</td>
</tr>
<tr>
<td>Comprehensive exam</td>
<td>Must complete to become a candidate</td>
<td>See section “Ph.D. Comprehensive Exam” below</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>Must be submitted after passing the Comprehensive Exam and at least 7 months before Defense</td>
<td>Should be completed ahead of any research work</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td></td>
<td>See details in section on “Thesis and Dissertation Defense Procedures” below</td>
</tr>
<tr>
<td>Completed Dissertation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ph.D. Comprehensive Exam

Before the Graduate School considers you to be a Ph.D. degree candidate by appointing your dissertation committee and examining your dissertation proposal, you have to pass the Comprehensive Exam.

In Forest Resources, you are not expected to pass a single general exam written for all candidates. Instead, a unique exam will be prepared for you taking into account your dissertation area. Normally, you should take your exam the semester following completion of your coursework. The exam is in two parts, first a written and then an oral exam. Normally, the same faculty members will serve as your comprehensive exam committee and your dissertation committee, but this is not a requirement.

Normally, three of the four core course subject areas are specified as the basis for the exam questions. Committee members will work with you to mutually agree on the subject areas to be examined. They will also give you some indication of the level of competence they expect.

Written Exam: Your advisor will forward a memo to the GPD recommending members of the Examining Committee. The committee will have at least three members who are members of the Graduate Faculty (as recognized by the Graduate School). The GPD appoints these members by approving the memo. The Graduate School is not notified.

The Committee and you will agree on appropriate dates for the exams (oral and written) at least one week ahead of the written exam. The announcement of the written exam goes only to the Examining Committee and you. Your advisor will solicit questions from all the members of the Examining Committee. The exam may be conducted over 2 to 5 days, and examining committee members may ask closed-book (no reference materials available) or open-book questions, as agreed to by you and your advisor. Your advisor is responsible for assuring the exam gives reasonable weight to each of the subject areas and that the exam is given under conditions conducive to good work.

Each question will be graded (A, A-, B+, B-, C+, C, or F) by the examiner and reported to the student’s advisor, who will average the grades and assign a letter grade to each of the three subject areas, with a “B” average in each area required for “Pass”. Questions not graded within 10 days after the exam will be assumed passed. All areas must be passed to pass the exam. A second, final exam is permissible if only one or two areas are failed. The second exam will be only in the areas failed, and must take place within six months of the date of the first exam.

Oral Exam: The examining committee for the oral exam will be the same as for the written exam. The committee will focus on the subject areas from the written exam, particularly any weak areas. An underlying intent is to examine your ability to think and expound on your feet. Questions need not be limited to the original subject areas but may include knowledge essential to complete understanding of information in the field.

Your oral exam will be scheduled within four weeks after passing the written exam and will be announced at least one week in advance. The announcement will include your name, the place and time of your exam, names of the examining committee (and Moderator, if there is one), a list of all your graduate courses and background work, the areas of your written exam, and your research area. The announcement will be distributed to all Graduate Faculty in the Program.

The oral is expected to be a closed exam. Faculty not on the examining committee may request, at least two days before the exam, permission from your advisor to attend. You have a right to know, however, who is expected to attend your exam. A moderator may be selected by the
Department Head or the GPD from among the Department's Graduate Faculty at your or your
advisor's request. You may invite student observers. The Department Head and the GPD are
welcome to attend without notice.

Your advisor (or the Moderator) will chair the exam. The exam will normally take three to (no
more than) four hours. The Chair will first outline the procedures and introduce all people present.
You will then be expected to give a brief (no more than five minutes) autobiographical sketch.
There will then be two rounds of questions with each voting examiner given up to 20 minutes per
round. One examiner may yield the floor to another. A break may be requested between the two
rounds if you desire. Following the examiners questions, other faculty may ask up to a total of 10
minutes of questions.

When the questioning is completed, you and the other graduate students will be asked to leave.
Non-voting faculty may address comments to the examining committee. Then all non-voting
faculty except for the Moderator will be asked to leave.

The voting will proceed by secret, written ballot, PASS or FAIL. Only officially appointed
examiners will vote, the Moderator will not. After a brief discussion, a trial vote will be taken. If
the votes are unanimously PASS, no further discussion is needed and you will be immediately
notified of the results.

If there are FAIL votes, there will be further discussion regarding the extent and seriousness of
the weakness. There will then be a final ballot. If there is only one FAIL vote, you will have
passed the exam. If there are two or more FAIL votes, you will have failed the exam. At the
discretion of the examining committee, you may have a second, final exam which will be conducted
as the first.

If you fail parts of the exam, the committee has the responsibility to tell you, either verbally at
the time of the exam or in writing within two weeks, of why you failed those sections. You should
expect such sections to reappear in the questioning at your dissertation defense.

After you take the oral exam, your advisor will ask the GPD to send the results (PASS or
FAIL) to the Graduate School.

**M.S. Thesis and Ph.D. Dissertation Defense Procedures**

The oral defense of the thesis/dissertation must be held on campus, at a time when members of
the graduate faculty, all of whom may attend if they so desire, could reasonably be expected to be
available to attend. These program guidelines are in addition to but do not supersede Graduate
School guidelines set forth in the Graduate School Bulletin, the Graduate School Grievance
Procedures for Graduate Students, and the Graduate School Handbook.

You may wonder why (especially in light of the Department requirement for signed statements
from all your committee members to the effect that each feels your thesis is complete and
defensible) the Graduate School and the Department faculty feel a final thesis/dissertation defense
is needed. The final defense is really much more than just a rehash of your thesis or dissertation.
The defense is intended to determine if you see the larger picture within which your work fits, if
you have assimilated the various core requirements to the level appropriate to your degree and area
of specialization, if you are able to defend your work in the face of oral “cross-examination”, and,
in general, whether or not you are ready to take your place as a graduate of the program.

*Before the Defense:*
1. You must have prepared and submitted a thesis/dissertation proposal (see above) describing fully the work to be done. This proposal must be approved and signed by all members of the Committee, the GPD, and the Department Head and forwarded to the Graduate Dean at least four (4) months before the M.S. thesis defense or seven (7) months before the Ph.D. dissertation defense.

2. You must obtain tentative approval of the thesis/dissertation as to subject matter and syntax by all members of the Committee (in writing to the GPD) before the defense can be scheduled (form on p. 24). The thesis/dissertation need not be in its final version for tentative approval; the Committee may require amendments following the defense. You must put a copy of the tentatively approved thesis/dissertation in the department office at least five (5) working days before the defense.

3. Your advisor must distribute an announcement of the defense to all faculty and graduate students in the program at least one (1) week before the defense. The announcement will include your name, thesis title, the place and time of the defense, names of the examining committee members (and the Moderator, if there is one), and a list of your graduate courses. Defenses should be scheduled only when the University is open and not on holidays or religious holy days.

4. For Ph.D. defenses, a copy of the announcement (written on form D.5) needs to be forwarded via the GPD at least four (4) weeks before the defense to the Graduate School’s Office of Degree Requirements.

5. All department graduate students and faculty may attend M.S. Thesis and Ph.D. Dissertation defenses, and students or their advisor may invite other guests.

Content of the Defense:

The emphasis of the defense will be on your thesis/dissertation and closely related subjects but examination of your general knowledge in the program may also be included.

The Committee Chair (or Moderator) will chair the defense. The recommended length is two hours but with a maximum of three hours. You or any member of the Examining Committee may request the option of having a moderator which may then be appointed either by the Department Head or by the GPD. You may appeal to the Department Executive Committee for a variance of rules either before or following the defense.

1. The Chair (or Moderator) will review the ground rules of the defense.
2. Your advisor will introduce you and the committee members.
3. You will summarize your research in a seminar presentation. You will be expected to do this in about 30-45 minutes.
4. The Chair will invite general questions from the audience; the presentation and questions session will not to exceed 60 minutes in total. After questions, there will be a break and only the candidate and committee members will reconvene to begin the formal examination.
5. You will be asked two rounds of questions by each voting examiner (including Consultants) with each questioner given up to 20 minutes in each round. An examiner may yield the floor, with permission of the Chair, if another examiner wants to pursue a line of questioning to its logical conclusion or to resolve ambiguities. A break after the first round of questions is recommended.
6. Voting: All voting will be by secret, written ballot for PASS or FAIL. Only officially appointed examiners vote, the Moderator or Consultants do not vote. After brief discussion, a first ballot will be taken. If the votes are unanimously PASS, no further discussion is necessary and you will have passed the defense.
If there are FAIL votes, there will be further discussion regarding the extent and seriousness of your weakness. There will then be a final vote. \textit{The vote must be unanimously PASS for you to pass the defense.}

You will be informed verbally of the result as soon as it is reached. You may pass the defense, but still be required to make changes in the thesis/dissertation before it is signed in its final form.

7. After the defense: The Committee will inform you of any changes required in the thesis. \textit{All members and the Department Head} (but not necessarily the Consultants) must sign your thesis/dissertation in its final form before it can be accepted by the Graduate School.

The Chair of the Committee will notify the Graduate Dean of the date and results of the defense by a memorandum to be co-signed by the GPD.

If you pass the defense, you must complete and sign the Degree Application Form, obtain the required signatures, and deliver it to the Graduate School (Office of Degree Requirements) together with the thesis/dissertation and required fees. You also must see that \textit{bound} copies are provided for the Department (give it to Linda Fortin in the Main Office) and your advisor. Be sure to check on the deadlines set by the Graduate School for delivering theses/dissertations and other materials.

If you fail the defense, you may petition (in writing) the Graduate Program Director within two weeks of the Examination. If GPD finds that the Thesis/Dissertation Examining Committee has committed one or more procedural errors, s/he may ask the Thesis/Dissertation Examining Committee to reconsider. If there are serious personality conflicts involved, the GPD may petition the Graduate School for a new examining committee to be appointed which may conduct a new defense. Also, you may seek help from the Graduate School directly either by contacting the Assistant Dean or by contacting the Graduate Council. Be aware that they may refuse to hear your petition. Be aware also, that if things get to this point, it is most difficult to ever resolve the situation to everyone's mutual satisfaction. For example, it may prove impossible to find faculty willing to serve on a new examining committee. Finally, you may find help and/or advice through the university's Ombuds Office.

The Examining Committee may decide to table a FAIL vote and conduct a second (last) defense after allowing you time to make changes in your thesis/dissertation and presentation.

\textbf{Final Exam for Professional M.S. Degree Students}

Upon completion of the review, the advisory committee may allow the student to proceed to the final examination for the professional degree. The advisory committee must sign a form (p. 25) stating that the professional paper is acceptable, that the committee has reviewed the student's course work, and are satisfied that the student is prepared to take the final examination. This signed permission must be delivered to the GPD no later than one week prior to holding the exam.

Notice of the final exam must be posted in the same manner as thesis defenses at least one week prior to the exam. Guidelines for attendance will be the same as those guiding attendance at department thesis defenses. The exam will consist of:

A. A 15-20 minute presentation by the student concerning his/her professional paper.

B. An exam conducted by members of the committee. Examiners may test the student on his/her knowledge of the topic covered in the professional paper, and on required course work. The examining process will be identical to that required of thesis defenses.

Upon completion of the examination, the committee will vote pass or fail, with majority rule. The manner in which the vote is taken will be identical to that used for thesis defenses. If the vote is affirmative, the advisor must provide the GPD with a statement that the student has taken all
required course work, has written an acceptable professional paper, and has passed the final examination.

The student must file, with Graduate Records of the Graduate School, required paperwork (Grad School Eligibility form) that signifies, via signature of major advisor and GPD, that all department requirements of the degree have been fulfilled.

As with students pursuing thesis or dissertation degrees, the professional student is ultimately responsible for assuring that all paperwork required by the Graduate School is filed with the Graduate Records Office.
FOREST RESOURCES M.S. Research (Thesis) Program Checklist

Name ______________________________ Date __________________________

Admission ___________

Statute of limitations ___________

Thesis topic area chosen ___________

Committee members chosen and letter sent to Graduate School via GPD (see Form M.3 in Graduate School Handbook) ___________

List of courses chosen and okayed by Committee ___________

Committee approval and submission of thesis outline to Graduate School via Department Head (see Form M.4 in Graduate School Handbook) ___________

Present thesis proposal seminar in NRC 601 ___________

Completion of Core Course requirements ___________

Scheduling of Thesis defense (see attached M.S. Thesis Defense form) ___________

Passing of Thesis defense (see Form M.5 in Graduate School Handbook) ___________

Thesis revised and submitted to Graduate School ___________

Publication plans finalized ___________

Desk and research areas cleaned; all keys returned ___________

Forwarding address and telephone numbers to office ___________

Degree Eligibility Form (yellow) submitted to Graduate School via GPD and Department Head (also supply documentation of completion of all activities listed above) ___________

1/27/2006
FOREST RESOURCES M.S. Professional Program Checklist

Name ___________________________ Date _______________________

Admission

Statute of limitations

Concentration area chosen

Committee members chosen and sent to GPD

List of courses chosen and okayed by Committee

Committee approval and submission of practicum proposal

Completion of Core Course requirements

Completion of internship and draft of professional paper

Scheduling of defense (see attached M.S. Professional Defense form)

Passing of defense (see Form M.5 in Graduate School Handbook)

Professional paper completed and signed by committee, and submitted to GPD

Publication plans finalized

Desk and research areas cleaned; all keys returned

Forwarding address and telephone numbers to office

Degree Eligibility Form (yellow) submitted to Graduate School via GPD and Department Head (also supply documentation of completion of all activities listed above)
THESIS/DISSERTATION DEFENSE SCHEDULING

The Department of Natural Resources Conservation requires that a thesis or dissertation be tentatively approved by the members of the examining committee as to subject matter and syntax before the oral defense can be scheduled. This does not constitute approval of the final thesis, and additional amendments may be required following oral examination. This form must be signed by all members of the Committee and on file with the Graduate Program Director before the oral exam/defense can be scheduled.

We have reviewed the draft thesis of ______________________________________

[Name in full]

entitled ________________________________________________________________

_____________________________________________________________________

and tentatively approve this draft as to subject matter and syntax.

____________________________________                ____________________

[signature]                [Date]

_____________________________________                ____________________

[Chairperson's typed name]

____________________________________                ____________________

[signature]                [Date]

_____________________________________                ____________________

[Member's typed name]

____________________________________                ____________________

[signature]                [Date]

_____________________________________                ____________________

[Member's typed name]

1/27/2006
M.S. PROFESSIONAL DEGREE DEFENSE FORM

The Department of Natural Resources Conservation requires that the professional paper be tentatively approved by the members of the examining committee as to subject matter and syntax, and that all coursework be completed, before the oral defense can be scheduled. This does not constitute approval of the professional paper, and additional amendments may be required following oral examination. This form must be signed by all members of the Committee and on file with the Graduate Program Director before the oral exam/defense can be scheduled.

We have reviewed the draft professional paper of __________________________________ [Name in full]
entitled ________________________________________________________________
________________________________________________________________________
and tentatively approve this draft as to subject matter and syntax.

____________________________________                ____________________
[signature]                                               [Date]

________________________
[Chairperson's typed name]

____________________________________                ____________________
[signature]                                               [Date]

________________________
[Member's typed name]

____________________________________                ____________________
[signature]                                               [Date]

________________________
[Member's typed name]
**FOREST RESOURCES Ph.D. Program Checklist**

<table>
<thead>
<tr>
<th>Name _______________________________</th>
<th>Date _______________________________</th>
</tr>
</thead>
</table>

Dissertation topic area chosen

List of courses chosen and okayed by Committee

Completion of Core Course requirements

Passing of Prelim/Comprehensive Exam (see Form D.2 in Graduate School Handbook)

Dissertation Committee members chosen and letter sent to Graduate School via GPD (see Form D.3 in Graduate School Handbook)

Dissertation outline approved by committee and forwarded to Graduate School via GPD (see Form D.4 in Graduate School Handbook)

Present Dissertation proposal seminar in FOREST 691R

Presentation of research to FOREST 791C

Scheduling of Dissertation defense (Final Doctoral Oral Examination; see Form D.5 in Graduate School Handbook) (also, see attached Ph.D Dissertation Defense form)

Passing of Dissertation defense (Final Doctoral Oral Results; see Form D.6 in Graduate School Handbook)

Dissertation revised and submitted to Graduate School (see Form D.7 "Checklist for Doctoral Degree" in Graduate School Handbook)

Publication plans finalized

Desk and research areas cleaned; keys returned; forwarding address and telephone numbers to office

Degree Eligibility Form (green) submitted to Graduate School via GPD and Department Head (also supply documentation of completion of all activities listed above)

1/27/2006
Check List For Doctoral Oral Examinations

GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST
Office of Degree Requirements
534 Goodell Building, Amherst, MA 01003
degreq@resgs.umass.edu (413) 545-0025

DEADLINE: one month prior to the examination date

All examination requests must be signed by the Graduate Program Director

REQUIREMENTS:

____ Course work completed.
____ Residency requirement satisfied and verified by Department (Residency requirement is two consecutive semesters enrolled as a full time student taking at least 9 credits each semester.)
____ Registered for the appropriate number of dissertation (899) credits.
____ Language examination passed (if applicable).
____ Preliminary Comprehensive Examination passed.
____ Dissertation Committee appointed by the Graduate Dean.
____ Dissertation Prospectus/Outline approved and filed with the Graduate School.
____ There has been 7 months between submission of Prospectus/Outline and Final Oral Exam/Dissertation Defense date.
____ Final Oral Exam announcement communicated to the Graduate School at least 4 weeks prior to the scheduled defense.

ANNOUNCEMENT MUST INCLUDE:

Student’s full name
Student identification number
Degree
Day of Week
Date
Time
Place
Major
Chair of Committee
Title of Dissertation

Revised 4/15/05

1/27/2006
Graduate School Form M. 1

Check List For Master’s Degree

GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST
Office of Degree Requirements
534 Goodell Building, Amherst, MA 01003
degreq@resgs.umass.edu (413) 545-0025

DEADLINES: February Degree - January 15th or next work day
May Degree - last working day of April (usually April 30th)
September Degree - August 31st (or last working day of August)

REQUIREMENTS FOR ALL CANDIDATES:

_____ Course work completed. (Grades for courses being taken in the current semester will be reported at the end of the Final Examination Period.)
_____ Master’s degree eligibility form completed and filed with the Office of Degree Requirements by the deadline. The applicant, department graduate program director, and department head/chairman must sign the eligibility form.
_____ Graduate Student Services Fee paid in first semester. Or, if admitted prior to Fall 1999, the Commencement fee ($40.00) must paid for each degree received. (Students enrolled in some programs since Fall 1999 may not have paid the Graduate Student Service Fee in their first semester and will be assessed the Commencement Fee when filing for graduation.)
_____ Graduate Student Fee ($50.00) paid in first semester. Or, if admitted prior to Fall 2004, Career Services fee ($35.00).

OTHER REQUIREMENTS WHICH MAY OR MAY NOT APPLY:

_____ Language Requirement satisfied.
_____ Thesis Committee appointed by the Graduate Dean.
_____ Thesis Outline received by the Graduate School.
_____ General Examination/Thesis Defense passed. (Must be scheduled and passed before deadline date.)
_____ Two unbound copies of your thesis, printed on acid free paper. Both copies must include original signatures on their signature pages.
_____ Binding Fee - $13.00 is required if the Graduate Student Service Fee was not paid.

ACCEPTED METHODS OF PAYMENT:

ALL FEES MAY BE COMBINED AND PAID WITH EITHER CREDIT CARD (MASTER/VISA ONLY) PERSONAL CHECK, OR MONEY ORDER. PLEASE MAKE PAYABLE TO UNIVERSITY OF MASSACHUSETTS AMHERST. UNDER NO CIRCUMSTANCES WILL THE GRADUATE SCHOOL ACCEPT CASH IN PAYMENT OF ANY FEES.

PLEASE REMEMBER THAT DEADLINES ARE ABSOLUTE AND NO EXCEPTIONS CAN BE MADE

PLEASE CHECK WITH OFFICE OF DEGREE REQUIREMENTS FOR LATEST FORMS

1/27/2006
Graduate School Form D.7

Check List for Doctoral Degree

GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST
Office of Degree Requirements
534 Goodell Building, Amherst, MA 01003
degreq@resgs.umass.edu (413) 545-0025

DEADLINES:
February Degree - January 15th or next work day
May Degree - last working day of April (usually April 30th)
September Degree - August 31st (or last working day of August)

PROGRAM REQUIREMENTS:

_____ Course work completed.
_____ Residency requirement satisfied and verified by Department (Residency requirement is two consecutive semesters enrolled as a full time student taking at least 9 credits each semester.)
_____ Registered for the appropriate number of dissertation (899) credits.
_____ Language examination passed (if applicable). *
_____ Preliminary Comprehensive Examination passed. *
_____ Dissertation Committee appointed by the Graduate Dean. *
_____ Dissertation Prospectus/Outline approved and filed with the Graduate School. *
_____ Time requirement of 7 months between submission of Prospectus/Outline and Final Oral Exam/Dissertation Defense. *
_____ Final Oral Exam announcement communicated to the Graduate School at least 4 weeks prior to the scheduled defense.
_____ Final typing of dissertation, necessary forms submitted to the Graduate School, and payment of fees.
(Forms may be picked up at the Office of Degree Requirements.)

FOLLOWING MATERIALS SUBMITTED TO THE OFFICE OF DEGREE REQUIREMENTS:

_____ Two unbound copies (on acid-free paper) of dissertation. Both copies must include original signatures.
_____ One Extra copy of the abstract, title page, and signature page.
_____ Survey of Earned Doctorates Form (available from Degree Requirements).
_____ Commencement Fee - $40.00. Paid for each degree received. To be paid when filing for a graduate degree by students admitted prior to Fall 1999.
_____ Career Services Fee - $35.00. Paid once. This fee is not required if you received another degree from the University of Massachusetts Amherst since 1981.
_____ Binding Fee - $13.00. Paid. If your dissertation contains more than 750 pages, this fee is doubled. To be paid when filing for a graduate degree by students admitted prior to Fall 1999.
_____ Microfilming Fee - $55.00. Paid.
_____ Copyright Fee - $45.00. Paid (optional).
_____ Degree Eligibility Form (green form) completed and filed with the Office of Degree Requirements by the deadline. The eligibility form must be signed by the applicant, department graduate program director, and department head/chairman.
ACCEPTED METHODS OF PAYMENT: ALL FEES MAY BE COMBINED AND PAID WITH EITHER CREDIT CARD (MASTER/VISA ONLY) PERSONAL CHECK, OR MONEY ORDER. PLEASE MAKE PAYABLE TO UNIVERSITY OF MASSACHUSETTS AMHERST. UNDER NO CIRCUMSTANCES WILL THE GRADUATE SCHOOL ACCEPT CASH IN PAYMENT OF ANY FEES.

PLEASE REMEMBER THAT THESE DEADLINES ARE ABSOLUTE AND NO EXCEPTIONS CAN BE MADE.

PLEASE CHECK WITH OFFICE OF DEGREE REQUIREMENTS FOR LATEST FORMS.
* Must be completed prior to submitting dissertation defense announcement to the Graduate School.
APPENDIX

Criteria for Graduate Committee Composition and Graduate Faculty Status

Graduate School Criteria for Graduate Committee Composition:

Master’s (thesis) Committee Requirements: One or more members of the UMass graduate faculty with the chair from the major program. Individuals from off-campus may receive one-time “O” status to serve as a member. GPD must request “O” status with a memo, accompanied by a CV, justifying the proposal.

Ph.D. (dissertation) Committee Requirements: Three to six (not recommended) members with one chair from the major program, a second member from the major program, and a third member form outside the major program who is a UMass or Five College faculty member who has graduate faculty status. Members from off-campus (as described and appointed for M.S. thesis committees – see above) may serve as one or more of the 4th, 5th and 6th members.

Outside Members: The required outside member (required only for doctoral committees, not masters committees) must be a member of the UMass Graduate Faculty from some program other than that of the student. The role of that member has been somewhat fuzzy over the years, but most statements of that role make it clear that it is important that this person be familiar with UMass procedures, and the operations of dissertation committees in some other part of the University. The position has been characterized as:

1) the Grad School representative on the committee --- in some universities the grad school appoints this person without any required consultation from the student or chair;
2) the resource on the committee which the student can turn to if he/she is experiencing problems which are originating in the student’s program --- an external point of view on such issues and a link to the Grad School regarding such issues;
3) a procedure for maintaining some uniformity across the university in the way committees operate --- the assumption being that good practices will be spread by requiring out-of-department representation, and poor practices will be replaced by better ones.

Departmental Criteria for Membership in the Graduate Faculty (as submitted to and approved by the Graduate School in 1980):

1. Initial membership: Terminal degree in the faculty member’s field, or particular specialized competence, plus at least one refereed publication, required for initial Graduate Faculty status.
2. Doctoral Dissertation Direction: A Graduate Faculty member must direct at least one Master’s Thesis before being permitted to direct a Doctoral Dissertation
3. Maintaining Graduate Faculty Status: A Graduate Faculty member must have published at least one refereed paper within the past three years to retain Graduate Faculty status.