

**INFORMATION FOR GRADUATE STUDENTS**

**Master of Science  
Master of Forestry  
Doctor of Philosophy**

**SCHOOL OF FOREST RESOURCES**

[www.forest.umaine.edu/education/graduate.html](http://www.forest.umaine.edu/education/graduate.html)

**COLLEGE OF NATURAL SCIENCES, FORESTRY, AND AGRICULTURE**

[www.nsf.umaine.edu](http://www.nsf.umaine.edu)

**UNIVERSITY OF MAINE**

**Adopted by**

The Graduate Faculty of the School of Forest Resources  
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## CONTENTS

	<b>PAGE</b>
Preface.....	1
<b>I. GENERAL INFORMATION FOR GRADUATE STUDENTS</b>	
1. Graduate Coordinator .....	1
2. Graduate Faculty .....	1
3. Representation during Faculty Meetings .....	1
4. Representation in the Graduate Students Government.....	2
5. Representation during Forestry Seminars.....	2
6. Structure and Flow of Communication.....	2
7. Work Responsibilities to the School and College .....	2
8. Graduate School Forms and Constitution.....	3
9. Office and Desk Space.....	3
10. Building and Office Keys .....	3
11. E-mail Accounts and Computer Login .....	4
12. Mail Boxes.....	4
13. Photocopying .....	4
14. Computers facilities .....	4
15. Audio-Visual Equipment .....	4
16. Forest Measurement Equipment .....	5
17. Office Supplies.....	5
18. Ordering Equipment and Supplies .....	5
19. Vehicle Policies .....	6
20. Insurance Coverage (Vehicle and Other).....	6
21. Safety Guidelines.....	8
22. Sick Leave and Vacation .....	9
23. Specific Facilities and Contacts.....	9
24. Graduate Reading Room.....	9
25. Personnel Associated with the School and College.....	9
26. Professional Societies and Clubs .....	10
<b>II. ACADEMIC POLICIES FOR GRADUATE STUDENTS.....</b>	<b>10</b>
1. FOR ALL GRADUATE STUDENTS.....	10
a. Advisory Committee .....	10
b. Course Requirements .....	10
c. Thesis Proposal .....	10
d. Thesis .....	11
e. Graduate Seminar Course .....	11
f. Publication Policy .....	11
g. Tuition Waivers .....	11
h. Checklist .....	12

2.	FOR MASTER OF SCIENCE DEGREE CANDIDATES.....	12
a.	Advisory Committee.....	12
b.	Course Requirements .....	12
c.	Thesis Credits .....	12
d.	Minimum Credits.....	12
e.	Final Examination.....	12
3	FOR MASTER OF FORESTRY DEGREE CANDIDATES.....	12
a.	Advisory Committee .....	12
b.	Course Requirements .....	12
c.	Problem Course Credits.....	13
d.	Final Examination.....	13
4.	FOR DOCTOR OF PHILOSOPHY DEGREE CANDIDATES .....	13
a.	Advisory Committee.....	13
b.	Course Requirements .....	13
c.	Thesis Credits .....	13
d.	Ph.D. Comprehensive Examination.....	13
e.	Final Examination.....	14
<b>III.</b>	<b>CHECKLIST FOR COMPLETION OF GRADUATE PROGRAM .....</b>	<b>15</b>

## Preface

This document has been compiled to provide guidance for the academic and work-related responsibilities of the graduate students within the School of Forest Resources (SFR). The manual is divided into 3 sections: I) General Information for Students, II) Academic Policies for Graduate Students (School of Forest Resources requirements and guidelines), and III) Checklist for Completion of Graduate Program. It is designed to supplement the information in the Graduate School Catalog. Graduate students should ask their Graduate Advisor, their Advisory Committee members, the Graduate Coordinator, or Graduate School administrators for additional information or clarification of policies.

First, read thoroughly, the current Graduate Catalog (your entering year), which is available on line <http://gradcatalog.umaine.edu/> . This catalog contains most of the rules, regulations, and schedules that you must comply with to complete your graduate program, regardless of program changes that may occur. All requirements of the Graduate School must be met.

Second, consult with your Graduate Advisor or the Graduate Coordinator on further interpretation of the Graduate Catalog and for your specific responsibilities.

Third, read the information contained in this document and consult with your Graduate Advisor or the Graduate Coordinator for further interpretation.

## **I. GENERAL INFORMATION FOR GRADUATE STUDENTS**

### **1. Graduate Coordinator**

The Graduate Coordinator (currently Dr. Steve Sader, 2006-2007) is appointed by the SFR Graduate Faculty to advise students and faculty on graduate matters and perform administrative duties as designated by the Graduate School Dean and SFR Director.

### **2. Graduate Faculty**

The Graduate Faculty is composed of the full time professors in the SFR and external faculty members who have applied and met requirements of scholarly activity set forth by the SFR and Graduate School. To remain an active member, Graduate Faculty must apply and be approved for re-appointment every five years.

### **3. Representation during Faculty Meetings**

One graduate student is appointed annually for representation of graduate student views to the SFR and Graduate Faculty meetings. The graduate student representative does not vote in the faculty motions. Contact your Graduate Coordinator or Administrative Assistant (Cindy Paschal) for the name of your current representative.

4. **Representation in the Graduate Student Government**

One graduate student from the SFR is appointed annually for representation on the Graduate Student Government (GSG). The GSG represents and advocates for graduate student issues on campus. Check the Graduate School web site for more information on GSG.

5. **Representation during Forestry Seminars**

Forestry seminars are presented at pre-announced times for University-wide participation. Speakers and topics of discussion are varied to inform participants about current research and activities relevant to forest resources. Two students are appointed each semester to assist the seminar faculty advisor in finding speakers, posting seminar announcements, and running the weekly seminars. Graduate students are encouraged to volunteer one semester during their program to help with the seminar duties. Volunteers will be assigned on a first come basis. The Wood Science program has its own seminar series, which graduate students in that discipline are required to take. It is expected that all graduate students attend the seminars whenever their schedule permits.

6. **Structure and Flow of Communications**

Although the SFR Director handles financial assistantships and personnel action forms, the Dean of the Graduate School handles most other paperwork through the Graduate Advisory Committees and the Graduate Coordinators. If a grievance should occur, the student should talk with the Graduate Advisor first to try to resolve the problem. If no resolution is forthcoming at that level, then proceed to the Graduate Coordinator, SFR Policy Advisory Committee, and lastly the Dean of the Graduate School.

7. **Work Responsibilities to the School and College**

Because graduate assistants receive compensation for services and are appointed by the SFR Director and approved by the Dean of the College, they have broader obligations and responsibilities to the SFR and College than do either graduate fellows or students on personal financing. A half-time graduate assistant is expected to devote an average of 20 hours a week, apart from his/her course work, to the professional and service activities of the SFR or College. Depending upon need, the actual time spent may vary greatly from week to week, month to month, and even by semesters. Assistantship duties are of two types:

(1) Major or individual assignments. Graduate assistants are assigned specific responsibilities, which may include teaching, research, and other duties according to SFR or College needs. Assignments are generally made on a semester or annual basis. To use the special talents of our students, some assignments may be recurrent; others are generally assigned on a rotating basis. Examples of individual assignments include: assisting in lab teaching, grading, responsibility for maintenance of special laboratories, buildings or facilities (i.e., equipment storerooms, laboratories, computer clusters, storage sheds),

assistance in collection and analysis of project data, and assistance in the management of the College's forests.

Major assignments are made by the SFR Director, in consultation with the Graduate Advisor of the student sought for a particular assignment.

(2) Routine duties and special assignments. There are many routine tasks that arise daily to facilitate the efficient functioning of the School, and graduate student assistance may be requested by any of the School or College's professional or clerical staff. These requests range from meeting a plane at the airport, assisting a staff member in tabulation of data, to providing field or laboratory assistance to another graduate student, staff member, or School cooperator at important periods of project research.

If requests for assistance require substantial amount of the assistant's time, advance arrangements should be made by the staff member through the Graduate Advisor and the student concerned and, when necessary, through the SFR Director or College Dean.

Graduate fellows and graduate students on personal financing are not required to work the 20-hour duty schedule. All students are expected to respond to occasional requests for routine assistance as required in the efficient operation of the School.

## 8. **Graduate School Forms**

Current Graduate School forms (i.e., Program of Study, Thesis Acceptance Form, etc.) are available on line at: <http://www.umaine.edu/graduate/forms.html>

## 9. **Office and Desk Space**

It is the SFR and College policy to assign each Teaching Assistant and Research Assistant a desk, when available. The SFR office should be contacted for office space assignment. No changes in office allocation will be made without the SFR Director or Administrative Assistant's (Cindy) approval. Students should not leave valuables unattended in their desk space.

## 10. **Building and Office Keys**

Maine card access for exterior doors and computer labs and keys to offices should be obtained from the Building Manager (currently Louis Morin) upon your arrival at UM. To obtain keys students must complete a sign-out card provided by the SFR Administrative Assistant (Dolores Stone). This card must also be signed by your Graduate Advisor. Loss of keys should be reported immediately to Campus Police, Building Manager, and Graduate Advisor. Students housed in the Advanced Engineered Wood Composite (AEWC) or other buildings on campus should check with their Graduate Advisor concerning key cards.

11. **E-mail Accounts and Computer Login**

E-mail accounts through the College Server (Apollo) can be arranged through an appointment with Louis Morin ([lmorin@umenfa.maine.edu](mailto:lmorin@umenfa.maine.edu)) in Nutting 208. Accounts are created before 10:00 am Monday-Friday.

12. **Mail Boxes**

Each graduate student is provided with a box located in the Nutting 101.

13. **Photocopying**

Copying privileges on the SFR photocopier machine (Nutting 101) should be approved by your graduate advisor. Research Assistants requiring the use of the photocopier would have to obtain an access code from their advisor. Teaching Assistants would have to obtain an access code from the professor for whom they are assisting. Please do NOT share this number with others. Electronic submissions for the copier can be completed by using the computer next to the copier. Never leave a copying job unattended. Report any problems to the SFR Administrative Assistant (Gail). The SFR photocopier in Nutting 201 is not available for student use.

14. **Computer Facilities**

The SFR maintains computer clusters in Nutting Hall with a broad assortment of software applications including word processing, spreadsheets, database management software, statistical applications, and various specialized software. The computers are Windows based and are connected to the College of Natural Sciences, Forestry and Agriculture network with direct access to the Internet. All students are assigned a College network computer account (see L. Morin in Nutting 208), which automatically provides them with an e-mail account (see section I.11.). The computers in Nutting 254 are available only for students enrolled in surveying, remote sensing and GIS courses or related research.

15. **Audio-Visual Equipment**

The SFR has slide, LCD, and overhead projectors, laptop computer, and a video cassette projector and TV monitor for instructional and research-related use (instructional use has priority). All projectors and equipment in the SFR office must be signed out on the forms available in the wall-mounted rack in Nutting 201. Please do not sign-out equipment for more than the minimum time necessary so that equipment will be available when needed by others. Check with the Administrative Assistant (Cindy or Dolores) or SFR Director for permission to sign out any piece of equipment for an entire day or more. Report any problems to the Administrative Assistant. Audio-visual equipment and laptop computers may also be signed out from the Computing and Instructional Technology Office in Shibles Hall.

Be sure to have a fellow student, or your Graduate Advisor, instruct you in the use of this equipment if you are not completely familiar with its operation.

**16. Forest Measurement Equipment**

Various types of forest measurement equipment are available from the equipment room, behind the Nutting 100 lecture hall. The entrance is through an outside door behind the Nutting loading dock. A student is assigned as the equipment room manager every semester. Check with the Administrative Assistant (Dolores) for the name of the current equipment manager to make an arrangement for loan of equipment.

**17. Office Supplies**

Limited office supplies may be available for research projects and can be requested with your supervisor's or Graduate Advisor's approval. Because these supplies must be charged against a specific account, some discretion is urged.

**18. Ordering Equipment and Supplies**

Any orders of equipment and supplies or reimbursement for purchase of supplies must be initiated by using the REQUEST FORM (available on line at: [www.forest.umaine.edu/facstaff/facstaffresources.html](http://www.forest.umaine.edu/facstaff/facstaffresources.html)). The supervisor or Graduate Advisor usually initiates this form, and the form must be approved by the supervisor, the SFR Director, and processed by the Administrative Assistant (Cindy) before the purchase is made. Be sure to indicate the type of request you are making:

a) PURCHASE ORDER: Needed for making any off-campus purchases. Upon receipt of the merchandise, the packing slip should be compared with goods received and the packing slip forwarded to the Administrative Assistant for further processing.

b) IDO (Interdepartmental Order): This form is needed for making purchases of supplies, equipment, or for paying certain fees on campus.

c) PETTY CASH and CHECK REQUEST: Out of pocket purchases of up to \$125 can be reimbursed. Receipts must accompany this request. Receipts over 30 days old or in excess of \$125, must be submitted as a CHECK REQUEST. The University will NOT reimburse for sales tax on either a check request or petty cash reimbursement. On the request form, indicate whether the request you are making will be MAILED, FAXED, PHONED or PICKED UP. Fill in the vendor name and address. Indicate the quantity, catalog number and item, cost per item, and the total cost in the proper columns. Be sure to include shipping costs if there are any. After the form is fully completed, the Administrative Assistant processes the form and places the form in your mailbox to be carried to the Business Office for reimbursement.

## 19. **Vehicle Policies**

Graduate students can use the College or University motor pool vehicles for official university business. All graduate teaching and research assistants must have a valid driver's license to drive any University vehicles. All drivers must complete a one-time college driving safety training requirement by watching a video ([http://media.ume.maine.edu/courses/FES/driving%20safety\\_files/frame.htm](http://media.ume.maine.edu/courses/FES/driving%20safety_files/frame.htm)). A Class 2 driver's license is required to drive a bus or large truck. If Departmental funds are to be used to reimburse you for the training and license fees, you must obtain approval from the SFR Director before starting your training. Before you can use a University vehicle, a copy of your driver's license must be on file in the Motor Pool office. See the Administrative Assistant so that a copy can be made and sent.

a) **COLLEGE VEHICLES:** Check with your advisor to get an account number for vehicle use. Reserve a vehicle using the sign-out sheets in room 248. When it is time to use the vehicle, obtain the keys from Nutting 201. Included with the keys will be a mileage slip which you should complete prior to driving, especially enter the starting mileage of the vehicle. After use, be sure the vehicle has at least one-half of a tank of gas. If gas is needed, you can get gas at the motor pool (self service; go inside to indicate "Forestry" on the sheet and the number of gallons used) or by using credit cards within the mileage slip package. When returning to the university, park the car in a spot at either edge of the Nutting parking lot and write down ending mileage on the slip. Put the completed slip in the appropriate slot and return the keys to box in Nutting 201.

b) **MOTOR POOL VEHICLES:** Check with your advisor to get an account number for vehicle use. Call the Motor Pool office (1-2645) to reserve a vehicle. Complete the Vehicle Requisition Form that you can get from the SFR office. Give the completed form to the Administrative Assistant. You can pick-up the keys and credit cards from the Motor Pool office at the time you need the vehicle. If you need the car during off-hours (e.g., before 7:00 a.m., on weekends, etc.), the keys will be with Public Safety. After using the vehicle, indicate the ending mileage, sign the slip, and return the keys to the Motor Pool office or to the drop-box at the Motor Pool. You do not need to fill the gas tank when you return the motor pool vehicle. Policies and regulations for the use of motor pool vehicles are described in "Vehicle-Use Policy and Regulations for University Motor-Pool Vehicles." Much of what is contained in this brochure also applies to College vehicles. Users of College and University Motor-Pool vehicles should become familiar with the information in this brochure.

## 20. **Insurance Coverage (Vehicle and Other)**

**WORKMAN'S COMPENSATION:** All University employees on official business are covered under provisions of the Workmen's Compensation Act. Volunteer laborers and those graduate students on fellowships, scholarships, or self-supported have no coverage. They must provide their own. This also includes those participating in student activities. All workman's compensation charges must be paid by the College and will be assigned to accounts in the same manner described for auto collision costs below. Any graduate

student having an accident of any type should notify her/his supervisor immediately and fill out and return proper paperwork to the Payroll and Accounting Office. The University also provides medical coverage of \$2,000 per person per accident. All University employees are eligible for comprehensive travel insurance at no cost. This insurance provides \$100,000 of Accidental Death Benefits while traveling on official and authorized University business. Coverage is provided 24 hours per day while away from residence and/or place completed and approved by the SFR Director and Office of Business Services. It is not necessary to complete registration cards or sign up for the insurance; automatic coverage is provided.

**AUTO LIABILITY COVERAGE:** The University System Auto Liability Policy covers all vehicles owned by, or leased to, the University of Maine System. If any accident occurs, immediately notify your supervisor, Graduate Advisor and the Administrative Assistant (Delores). Collision coverage is available for University-owned vehicles at the option of the campus or department. Collision coverage is required on vehicles leased to the University. The premium for collision coverage will be paid by the project account responsible for the lease of the vehicle. Details of vehicle insurance coverage are presented in “Vehicle-Use Policy and Regulations for University Motor- Pool Vehicles.” Liability coverage is one million dollars per accident for any of those included in the above descriptions. Students who are not University employees are covered by liability insurance while engaged in course-related activities and in research, so long as the research is part of their academic program. Specific questions pertaining to insurance coverage should be directed to the Chancellor’s Office. If there is any doubt or uncertainty about coverage, call the Chancellor’s Office. Collision costs are covered by the Motor Pool for any vehicle signed out from them. Coverage for the College’s vehicles must be provided from its own accounts. In general, expense incurred while on research will be charged to the project or account for which the travel was undertaken. For all other activities, the expense will be assigned at the College Dean’s discretion. These guidelines are valid regardless of the user’s status (staff, graduate teaching assistant, graduate research assistant, student volunteer).

**HEALTH INSURANCE:** Beginning September, 2004, the University started a new health insurance coverage program for graduate students who are supported under financial aid. For students supported by a research grant, one half of the cost is covered by the University and the other one-half by the grant. These policies cover only the student and not their families. The families can obtain coverage for an additional charge. There are other partial cost coverages available for students who are teaching assistants or supported by the Maine Agricultural and Forest Experiment Station (MAFES). Graduate students not supported under any financial aid through the University are eligible for the health Insurance coverage at their own expense. Check the current graduate catalog or the graduate school for more information.

## 21. Safety Guidelines

University and departmental safety polices require several mandatory initiatives as part of the graduate student's responsibilities:

- a) Obtain copies of the University Safety and Environmental Management (SEM) policy and Hazard Communication Program brochures from the SFR Safety Coordinator (Louis Morin, 208 Nutting). Ask the Safety Coordinator or your Graduate Advisor which type of safety training you are required to complete. All faculty, staff, and students are required to complete a general safety training course each year. The completed training form must be printed and submitted to the Safety Coordinator for signature. This training can be accomplished "on-line" in less than an hour. Specific lab safety training must be taken prior to use of most chemical or biological laboratories. Specific training and authorization must be obtained prior to the use of any equipment in the Nutting Hall Forest Products Laboratory.
- b) Students working in laboratories and certain field situations are required to receive specialized training concerning risks and emergency procedures associated with their work. Completion certificates for this training must be filed in the SFR office. Discuss this with your supervisor or Graduate Advisor.
- c) Each laboratory has a safety plan which includes standard operating protocols, emergency procedures, and evacuation information. You must read and be informed about the plan for any laboratory you are working in.
- d) All personnel working at remote sites (defined as in the field and off campus) must have current training in first aid and adult CPR. Annual retraining is required, and proof of course completion must be filed in the SFR office. A listing of times and places for University-sponsored courses is available through the SFR safety coordinator.
- e) Material Safety Data Sheets (MSDS) are provided for every laboratory that contains chemicals. Before using any chemicals, read the MSDA associated with them. If you cannot find an MSDS for a specific chemical, ask your lab supervisor or Graduate Advisor to locate the proper MSDS before using the chemical.
- f) You must properly use any personal protective equipment (PPE) required for field or laboratory procedures. You must be trained in the proper use of any PPE item before you may use it, and a training form must be filed with the SFR office. Obtain a copy of the general guidelines for PPE requirements and consult with your supervisor or Safety Coordinator to be sure you have the proper PPE and training for the tasks you will be performing.
- g) You must be certain that any employees (including student employees and volunteers) under your supervision have received their mandatory annual safety training, any other training for the tasks they will perform, any required PPE with associated training, and follow all applicable policies.
- h) The University of Maine workplace safety and hazardous materials policies were developed to satisfy compliance with federal and state laws and regulations. By Maine law, you are obligated to comply with all University safety regulations, policies, and procedures. Failure to do so may result in disciplinary action, including loss of privileges for the use of University research facilities.

22. **Sick Leave and Vacation**

Arrangements for accounting for loss of time from sickness should be discussed with the Graduate Advisor as the situation occurs. Arrange for coverage of research duties; do not let your project fail because you were sick and could not collect data.

There is no official policy on vacation for Graduate Assistants. Ordinarily, time off from official duty is an understandable request and can often be arranged, but this should be discussed thoroughly beforehand with the Graduate Advisor or supervisor who may be affected.

23. **Specific Facilities and Contacts**

<u>Facility</u>	<u>Contact</u>
Forest Products Lab	B. Goodell
P.R. Clement Graduate Reading Room	Administrative Assistant
Forest Management Computer Lab	T. Brann
CFRU Research Storage Building	CFRU Office
Demeritt Forest Buildings	UM Forest Office (A. Kimball)
Equipment Room	L. Morin
SFR Annex (sample prep and storage)	M. Day
Graduate/Faculty Computer Cluster	L. Morin
Remote Sensing/GIS Computer Lab	L. Morin
Maine Image Analysis Lab	S. Sader
Advanced Engineering Wood Composites (AEWC) Building	S. Shaler
Greenhouse, Tree Ring Analysis Lab	M. Day
Perkins Hall (machine & woodworking shop)	B. Dresser
Wildlife Equipment Storage Facility	Wildlife Ecology Office

24. **Graduate Reading Room**

The Philip R. Clement Graduate Reading Room, 106 Nutting Hall, serves as a College library and as the center for informal graduate student and faculty discussions. Graduate students may use the room for study and as a reference library. This room is not intended for class instruction or seminars. Books may be removed temporarily for photocopying if properly signed out and returned promptly. Please lock the door when you leave.

25. **Personnel of the School of Forest Resources and College**

A complete description of the Faculty, Professional Staff, Cooperative Faculty, and Faculty Associates of the School of Forest Resources appears on the web site at: <http://www.forest.umaine.edu/facstaff/directory.html>. Other college faculty and staff appear

under specific program areas on the College web site. <http://www.nsfa.umaine.edu/>

## 26. **Professional Societies and Clubs Associated with the SFR and College**

A list of persons to contact if interested in learning more about the groups listed below can be obtained from the SFR Administrative Assistant (Delores). Check the College web page for a list of all clubs: <http://nsfa.biomedialab.net/?page=Student%20Groups>.

Maine Forester  
Student Advisory Committee  
Student Chapter of the National Association for Interpretation  
Student Chapter of the Society of American Foresters  
Student Chapter of the Wildlife Society  
Student Chapter of the Forest Products Society  
Xi Sigma Pi  
Society of Wood Science and Technology  
Woodsmen's Team

## II. **ACADEMIC POLICIES FOR GRADUATE STUDENTS**

The SFR has the following requirements. Some are in addition to those listed in the Graduate Catalog. Note: these requirements are listed in 4 sections; (1) For ALL graduate students, (2) For M.S. candidates, (3) For M.F. candidates, and (4) For Ph.D. candidates.

### ***1. FOR ALL GRADUATE STUDENTS***

a) Advisory Committee: All graduate students must select an Advisory Committee. The student and Graduate Advisor should select the committee by the end of the first semester of enrollment. One member of the committee must be selected from the Graduate Faculty outside of the student's program area within SFR, or from another department.

b) Program of Study and Course Requirements: Course requirements are established by the student's advisory committee, working within the Graduate School requirements. These requirements are reflected in the student's Program of Study, which should be submitted to the Graduate School by the end of the 2<sup>nd</sup> semester.

c) Thesis Proposal: A thesis proposal is mandatory for all M.S. and Ph.D. graduate students (alternate names: study plan, research proposal). This is not the one paragraph "statement of scope and proposed plan of treatment of the thesis" on the back of the PROGRAM OF STUDY FORM. Timing, format, and review of the thesis proposal is the responsibility of the student's Advisory Committee. The proposal may be distributed beyond the Advisory Committee at the Graduate Advisor's discretion. It is recommended that the thesis proposal be developed (in consultation with the Graduate Advisor) early in your graduate program (not later than the end of the second semester). An acceptable format is:

1. general statement of the reason for and scope of the research;
2. description of study subject or area;
3. specific objectives and, if appropriate, hypothesis(es) to be tested;
4. a concise review of pertinent literature;
5. methods and, if appropriate, experimental design and statistical analyses;
6. a time schedule and budget; and
7. lists of equipment and supplies needed.

d) Thesis: The format or style of the thesis itself should be decided upon in consultation with the Graduate Advisor. See Section 10 of Graduate School constitution for details (margins, bond paper, etc.). Because there are several possible formats, the student should discuss this with the Graduate Advisor early in the program.

e) Graduate Seminar Course: All graduate students are required to take one seminar course for credit. Check with the Graduate Advisor on the appropriate course to take. This seminar course is in addition to any thesis-related seminar which may be given immediately preceding the final oral examination.

f) Publication Policy: Publication of thesis research is expected. The student should work with his/her project leader or Graduate Advisor to publish research results as quickly as possible. A manuscript should be submitted prior to graduation. In many instances, the project leader is responsible under a contract with the funding agency to report and publish results, part of which may be the thesis work. Data collected by the student remain the property of the University. Authorship on any publication should be agreed upon early, and reflect the relative efforts of the individuals in planning, research and writing. For technical writing standards, the student is referred to an accepted style manual appropriate to the student's discipline or the intended publication output.

g) Tuition Waivers: Consult with your Graduate Advisor for current graduate student course loads and how many credit hours might be waived by the Maine Agricultural and Forest Experiment Station, if any. Tuition changes periodically and many have an important effect on the Graduate Advisor's budget and on your personal financial situation, if you do not have a Teaching or Research Assistantship.

h) Checklist: Refer to Section III of this document, CHECKLIST FOR COMPLETION OF GRADUATE PROGRAM, for specific sequence and time limits for completion of forms and requirements.

## **2. FOR MASTER OF SCIENCE DEGREE CANDIDATES**

a) Advisory Committee: The Master's Degree Advisory Committee is made up of at least three graduate faculty members, including one member that must be from the Graduate Faculty outside of the student's program area within SFR, or from another department.

b) Course Requirements: As prescribed by the student's Advisory Committee. A minimum of 12 hours (exclusive of thesis) of 500- and 600- level courses must be included.

c) Thesis Credits: M.S. students must have at least six (6) and no more than fifteen (15) hours of thesis credits.

d) Minimum Credits: A minimum of 30 credits (coursework plus thesis) is required. Normally the course load is approximately 24 credits with a minimum of 6 thesis credits.

e) Final Examination: A final oral exam covering the student's thesis and related degree work will be scheduled following tentative approval of the thesis by the Advisory Committee. The final examination committee is usually the Advisory Committee and is selected by the Graduate Advisor. Notification is sent to the Graduate School at least 24 hours in advance of the examination. The exam is normally limited to two hours following the oral presentation. Other faculty and graduate students (as part of the University community) may attend part (usually just the presentation) or all of the examination at the discretion of the Graduate Advisor. Protocol for attendance should be stated in the written notification of the examination or announced at the beginning of the exam. The vote of the Advisory Committee must be unanimous for the student to pass the examination. If the vote is not unanimous, it is up to the discretion of the thesis committee to decide if the student will be re-examined. If the thesis should require substantial changes, the final acceptance and notification of the Graduate School will be delayed until all revisions are completed.

## **3. FOR MASTER OF FORESTRY DEGREE CANDIDATE**

a) Advisory Committee: The Master of Forestry Advisory Committee is made up of three graduate faculty members, including at least one member that must be from the Graduate Faculty outside of the student's program area, or from another department.

b) Course Requirements: For persons with a professional forestry degree, thirty (30) total credit hours are required for the MF degree. At least twelve (12) credits must be in graduate courses, including FTY 690 a three (3) credit problem course on a topic selected by the student and Advisory Committee. The remaining courses are selected by the student with the approval of the Advisory Committee.

Students with no forestry degree must first take a series of undergraduate courses to qualify as professional foresters. These students must have a minimum of a BS or BA degree or its equivalent from a recognized University or College and have completed courses in introductory calculus, principles of statistical inference, introductory biology, introductory chemistry, and introductory economics.

c) Problem Course Credits: The FTY 690 problem course is an independent study on a topic approved by the Advisory Committee. This is not necessarily a thesis based on research, rather a professional report that will be reviewed critically, like a thesis, by the student's Advisory Committee.

d) Final Examination: Student will be given an oral examination based on the FTY 690 topic and the formal report. The Advisory Committee must approve this report and complete the final thesis acceptance form that is forwarded to the Graduate Coordinator only (not to the Graduate School).

#### ***4. FOR DOCTOR OF PHILOSOPHY DEGREE CANDIDATES***

a) Advisory Committee: The Ph.D. Advisory Committee is made up of at least five graduate faculty members including at least one member that must be from the Graduate Faculty of another department.

b) Course Requirements: Course requirements for the Ph.D. degree are established by the Advisory Committee. This requirement may be adjusted downward based on approval of transfer credits (note: in general, no more than 30 hours of transfer credits from a Master's degree will be accepted).

c) Thesis Credits: Ph.D. students must have at least six (6) hours of thesis credit, but there is no upper limit on the number of hours required to complete the thesis.

d) Ph.D. Comprehensive Examination: The comprehensive examination for admission of Ph.D. students to candidacy will consist of a written examination(s), followed by an oral examination no later than 60 days after successful completion of the written examination(s). The Graduate School must be notified of the time and results of these examinations (see Section III. Checklist). These examinations are comprehensive in nature, with the subject scope, and content to be determined by the Advisory Committee. Written examinations are given either closed-book or open-book and cannot span more than 5 days. Copies of all written examination questions will be made available to all Advisory Committee members before any decision is given by the Advisory Committee. After the written comprehensive examination has been administered and evaluated, the Advisory Committee for Ph.D. candidates shall make one of four decisions.

1. Decide that the written portion is satisfactory and proceed to the oral exam.
2. Decide that a portion of the written exam is unsatisfactory and re-examine the student in that portion of the exam before deciding on whether to proceed to oral exam.
3. Decide that the exam answers are sufficiently weak that a complete written comprehensive exam is to be administered again before a decision is made on proceeding to oral exam.
4. Decide that the student has failed the written exam. Only one dissenting vote of the Advisory Committee is permitted for pass. In the event of failure, the Committee will decide if re-examination will be permitted or if the student is to be dismissed from the graduate program. If re-examination is permitted, the student shall be recommended for probation and three months must elapse before exams are again attempted.

The conduct, scheduling, and other details of the comprehensive exam should be discussed with the Graduate Advisor. The oral exam is normally limited to two hours. The oral examination will be administered by the Advisory Committee and one or more other graduate faculty members if deemed appropriate by your advisor. This set of exams (written and oral) will normally occur after completion of the bulk of the student's course work.

The Advisory Committee will judge the oral comprehensive examination as passed or failed. Only one dissenting vote of the Advisory Committee is permitted for pass. In the event of failure, the Committee will decide if re-examination of the oral exam will be permitted or if the student is to be dismissed from the graduate program. If re-examination is permitted, the student shall be recommended for probation and three months must elapse before the oral exam is again attempted. Only one re-examination of the oral exam will be permitted. If the oral re-examination results in failure, the student will be dismissed from the program.

After both comprehensive examinations are passed, the student is admitted to candidacy, signifying that the student has successfully fulfilled all requirements except for completing the dissertation, the final oral exam, and possibly a few remaining courses.

e) Final Examination: The Final Examination Committee is composed of at least 5 individuals (usually the Advisory Committee with the option to add an external examiner, if appropriate) appointed by the Dean of the Graduate School upon recommendation of the Advisory Committee. Other members of the Graduate Faculty may question the candidate. The exam is normally limited to two hours. Only one dissenting vote of five (5+) voting members is permitted for pass. Only one negative vote from the Examination Committee is permitted. If there is more than one negative vote, it is up to the discretion of the thesis committee to decide if the student will be re-examined. Other graduate students (as part of the University community) may attend part

(usually the presentation only) or all of the examination at the discretion of the examinee and the Advisory Committee. Protocol for attendance should be stated in the written notification of the examination or announced at the beginning of the exam.

### III. CHECKLIST FOR COMPLETION OF GRADUATE PROGRAM

	<u>WHAT TO DO</u>	<u>WHEN</u>
___	1. Selection of Committee	By the end of the first semester
___	2. Review of Literature, Thesis Proposal (mail to committee in advance of first meeting)	By beginning of second semester, Completion before research is initiated
___	3. First committee to review thesis proposal and program of study form	Before number 4 below
___	4. <b>Program of Study filed with Graduate School</b>	By the end of second semester
___	5. Committee communications to advise progress or modify plans	At least once per semester
* ___	6. <b>Comprehensive Exams</b>	At least 1 ½ yrs. beyond MS, Most of coursework completed
* ___	7. Admission to Candidacy	Comprehensive exam passed
___	8. <b>Request for Change in Program</b>	Anytime
___	9. Application for Degree	Final semester, check Graduate School deadline
___	10. Public presentation	Usually on the day of the thesis defense

_____	11.	Final draft of thesis to advisor	At least six weeks before distributing to Advisory Committee
_____	12.	Draft of thesis to committee	At least 2 month before semester deadline to defend thesis
___	13.	<b>Tentative Thesis Acceptance</b>	At least 24 hrs before final thesis defense.
_____	14.	Draft of paper for publication	Before graduation date
_____	15.	<b>Final oral thesis defense and Final Thesis Acceptance</b>	At least 1 week before end of semester Graduate School deadline
_____	16.	Completion of Requirement Form Notify Graduate Coordinator	After final thesis acceptance.
_____	17.	Binding of thesis	Check with Graduate Advisor and Administrative Assistant (Cindy)

\* Ph.D. only

- **Students are responsible for making sure that a copy of these forms are placed in their graduate file in the SFR office (Nutting 201) and that the originals are delivered on time to the Graduate School.**
- Current Graduate School forms (i.e., Program of Study, Thesis Acceptance Form, etc.) are available on line at: <http://www.umaine.edu/graduate/forms.html> or check with Administrative Assistant (Cindy).