

Forestry

Michael S. Fountain, interim dean and graduate program adviser

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Phone: (936) 468-3304

ATCOFA@sfasu.edu

Graduate Programs in Forestry

The ATCOFA offers five graduate programs in forestry: the Master of Science (M.S.), the Master of Forestry (M.F.), the Master of Science with a major in Resource Interpretation (MSRI, fully online degree program) the Master of Science with a major in Spatial Science (MS-SPSC), and the Ph.D. in Forestry (Ph.D.).

Master of Science and Master of Forestry

The broad Master of Science program allows students to obtain a specialized advanced degree in any of the subject areas within the Arthur Temple College of Forestry and Agriculture (ATCOFA), including forest management, forest economics, recreation management, wildlife management, agro-forestry, wood science, urban forestry, forest entomology, hydrology, forest ecology, silviculture, and soil science.

The M.F. degree program is a non-thesis cooperative program between the ATCOFA and the College of Business and requires a minimum of 38 semester credit hours of graduate course work. This degree is intended for professional foresters with at least five years of experience who wish to further their education in the areas of business, forest management or forest economics. A final comprehensive exam (either written, oral or both) is required during the last semester of enrollment.

Depending on a student's background and the specific program in which he/she is enrolled, the student **may** be required to complete undergraduate coursework in 5 subject areas. The Master of Science with a major in Spatial Science and the Master of Science with a major in Resource Interpretation do not require the completion of background courses. All other MS degree programs and the Ph.D. degree program have a **major in forestry**. Thus they do require that the background subject areas be met; this may be done by taking undergraduate courses at SFA or perhaps some courses from the student's undergraduate program might satisfy parts or all of the requirements. The Graduate Committee, chaired by the Major Professor will recommend suitable background courses or provide justification as to how a particular subject area has already been met, subject to approval by the Associate Dean and Dean. Courses utilized as background courses cannot be utilized as part of the 30 hours required for the degree. It is thus very important that the degree plan be developed and approved during the first semester to insure that those students needing the forestry background take the required courses in a timely and orderly sequence.

The background subject areas (undergraduate courses listed by each category are suggested courses that may be utilized to satisfy that requirement) are:

- Forest Biology (FOR 209, 219, 240, 313, 349, 454),
- Forest Resources Inventory (FOR 205, 223, 224, 305, 317),
- Social Forestry (FOR 251, 351, 451, 452, 457),
- Forest Ecosystem Management (FOR 347, 390, 409, 411, 448, 450, 458), and
- Forest Resources Administration (FOR 348, 435, 451).

The M.S. degree with a major in Resource Interpretation (MSRI) is a cooperative program under a Memorandum of Understanding between the National Park Service and SFA to provide a graduate degree in resource interpretation by distance learning. The MSRI degree program is available in the following options: thesis, non-thesis and a 15 credit hour certificate. The student must indicate on their application form which option they wish to pursue. The actual selection of option, however, will occur when the student's degree plan is submitted. Changes in option following the submission of a degree plan will require an official petition to change the degree plan. The guidelines above are directly applicable to the MSRI degree programs.

The **MSRI Thesis program** requires a minimum of 24 semester hours (8 courses) of graduate course work and six semester hours of FOR 590 for a total of 30 semester hours. To complete the program, students will develop a thesis proposal, conduct thesis research, and write a masters thesis. Students may transfer a maximum of 6 semester hours (2 courses) of graduate-level credit from another institution. Acceptance of these transfer credits is determined by the student's advisory committee, subject to approval by the Associate Dean of the ATCOFA. In order to be transferred, the student must have been accepted into a graduate program and the course to be transferred was taken for graduate credit and can not have been used to satisfy any part of an undergraduate degree program. During the first semester of coursework, students will begin to formulate an advisory committee. This committee will consist of no fewer than

three members of the SFA Graduate Faculty; two of whom must be in the College of Forestry. The Advisory Committee, chaired by the major professor, will then assist the student in developing a degree plan. The degree plan should be filed with the Associate Dean during the first semester of coursework. The Advisory Committee assists the student in preparing a formal research proposal and serves as the examining committee.

The MSRI **Non-Thesis program** requires students to complete a minimum of 36 semester hours of graduate level courses beyond the Bachelor's degree including 15 core credits (5 courses) which includes 3 credits (1 course) from a capstone course. The capstone course is to be taken during the last semester and requires the student to develop and complete a scope of work and then prepare a presentation/paper/poster suitable for presentation at a professional conference. An additional 21 hours (7 courses) are required as specified by the student's advisory committee and subject to approval by the Associate Dean of ATCOFA. Of those 21 hours (7 courses), at least 12 (4 courses) must be selected from MSRI courses and the 9 additional hours (3 courses) may be selected from MSRI courses or other fields of study. Students may transfer a maximum of 6 hours (2 courses) of graduate-level credit from another institution. Acceptance of these transfer credits is determined by the student's advisory committee, subject to approval by the Associate Dean of the ATCOFA. In order to be transferred, the student must have been accepted into a graduate program and the course to be transferred was taken for graduate credit and can not have been used to satisfy any part of an undergraduate degree program. Students will be required to take an oral comprehensive exam during the final semester of enrollment. This exam must be given no later than the Friday before the start of final exams and must be conducted on the SFA campus in a face-to-face format. The student, in conjunction with their MSRI advisor, will select 3-4 members of the SFASU Graduate Faculty (including approved adjunct faculty) to serve as the student's advisory committee. One member of the student's advisory committee must be an ATCOFA faculty member who is not teaching an MSRI core course. The non-thesis option is appropriate for students in career paths that are best supported by additional academic course work rather than directed research on a single topic and for students who do not intend to pursue a higher degree (Ph.D.). This degree is especially useful to those seeking broad training in the field of resource interpretation, or who wish to combine course work in interpretation with an additional subject area.

A **Certificate of Resource Interpretation** is available to students who complete 15 hours (5 courses) of graduate-level courses in Resource Interpretation and achieve an overall minimum GPA of 3.0 for the 15 credit hours. All of the courses eligible for the certificate program are taught as online, distance education courses (a few are also taught face-to-face to students in residence on campus). Each student must work directly with an assigned MSRI advisor to select a series of courses that will fit the needs of each student. Students seeking the certificate have two options in terms of enrollment in the program:

A. Students who meet the admission requirements for the Master of Science with a major in Resource Interpretation (MSRI) and wish to work toward completion of the entire MSRI curriculum should apply for admission to Graduate Program by following the admission procedures outlined above. Upon successful completion of 15 graduate credit hours (5 courses), these students will automatically be awarded the Certificate of Resource Interpretation.

B. Students who do not wish to work toward completion of the MSRI degree program should apply to the Graduate Office for post-baccalaureate status only. Students that select this route must be aware that only 6 credit hours earned under post-baccalaureate status are eligible for transfer to a regular graduate degree program. Only courses in which the student makes a minimum grade of a B will be eligible for transfer to an ATCOFA degree program.

The **MS degree with a major in Spatial Science** is offered to provide a masters degree that will allow a student to become proficient in applying geographic information systems, remote sensing and spatial statistics to quantify, qualify, map, monitor and manage natural and cultural resources.

A **Spatial Analyst Certificate** is available to students who complete 15 hours (5 courses) of graduate-level courses in GIS-prefixed courses and achieve an overall minimum GPA of 3.0 for the 15 credit hours. Each student must work directly with an assigned Spatial Sciences advisor to select a series of courses that meet the requirements for the Spatial Analyst Certificate (GIS 551 Introduction to GIS and Geospatial Analysis (3 hours) and GIS 552 Digital Remote Sensing (3 hours) are required). Students eligible to obtain the certificates must be admitted for post-baccalaureate study or be admitted to a graduate program by the Graduate School. Upon successful completion of an approved program of 15 graduate credit hours, these students will be awarded the Spatial Analyst Certificate. Students who do not wish to work toward completion of a Masters program should apply to the Graduate Office for post-baccalaureate status only. Additionally, all courses in which the student makes a minimum grade of B will be eligible for transfer to an ATCOFA degree program, in the event the student later decides to pursue a graduate degree.

Admission Procedures for all Forestry Degree Programs

1. Obtain and carefully read the Graduate Bulletin; it is available online at www.sfasu.edu/graduate

It is the student's responsibility, not the major professor's responsibility, to make sure all required forms/documents are submitted by the published deadlines.

2. Prepare for the GRE; take it and the TOEFL (if applicable) during the semester prior to submitting the application for graduate study. There are study guides available that will assist in making better scores. All students must take Graduate Record Examination (GRE) before submitting the application for admission.

Foreign students whose native language is not English must submit evidence of competency in English. This is normally accomplished by taking the Test of English as a Foreign Language (TOEFL) and receiving a minimum score of 550 on the paper version or a minimum score of 213 on the computer-based TOEFL. Official results must be submitted to the Graduate Office.

3. Every student must have a major professor in order to be considered for admission. Peruse the ATCOFA faculty web pages and select potential major professors based on their fields of expertise and their current research interests. Every potential student should contact those professors whose research interests coincide with his/her interests to determine if any of the professors would consider serving as the major professor for the graduate student. Also inquire as to the availability of research funds to assist the research project. This initial contact may be done via normal mail, email, or phone.

4. Apply for Admission. The ATCOFA has adopted the followings deadlines for applications for admission:

- Deadline for admission for a Fall term is August 1
- Deadline for admission for a Spring term is December 1.
- Deadline for admission for a Summer I term is April 1.
- Deadline for admission for a Summer II term is June 1.

Submit to the Graduate Office (P.O. Box 13024, SFA Station, Nacogdoches, TX 75962) the following:

- (a) Official application form,
- (b) Official transcripts from **ALL** colleges attended,
- (c) Official scores from GRE,
- (d) Official scores from TOEFL if applicable (see step 2 above), and
- (e) \$25.00 application fee.

All items above must be received by the Graduate Office before your file will be evaluated and forwarded to the ATCOFA.

Every potential graduate student **must** prepare and submit a packet to the Associate Dean, Arthur Temple College of Forestry & Agriculture, Stephen F. Austin State University, Nacogdoches, TX 75962-6109. This packet must include:

- (a) a letter of application stating the desired research field and the name of faculty member who has agreed to serve as the major professor, and
- (b) two letters of reference from individuals knowledgeable of the student's academic and research potential (or request that reference letters be sent directly to the Associate Dean, ATCOFA).

5. After the Graduate Office forwards the completed application packet to the ATCOFA and the letter of application and the two reference letters have been received, the application is submitted to the ATCOFA Graduate Council for review. The Council makes a recommendation on the admission status to the Associate Dean. This recommendation is forwarded to the Graduate Office. The Graduate Office will then mail an Admission Notice indicating whether admission has been denied or accepted; this notice will indicate whether clear, probationary, or provisional admission was granted and will list any special requirements or deficiencies. The Graduate Office will then clear the student for online registration. Consult with the major professor before actually enrolling in courses to insure the courses are appropriate for the planned program.

Admission requirements for all MS, including MSRI, and MF programs are:

- (A) Clear Admission:
 - (1) acceptance by a major professor
 - (2) a minimum grade point average (GPA) of 2.8 (4.0 scale)
 - (3) GRE scores received
- (B) Provisional Admission: This is only available if for some valid reason, GRE score cannot be submitted by the deadlines. Otherwise, all above stated requirements must be met.
- (C) Probationary Admission:
 - (a) acceptance by a major professor

- (b) a minimum grade point average (GPA) of 2.5 (4.0 scale)
- (c) GRE received

If admitted on probation, a student can become eligible for Clear Admission upon completion of 9 hours of graduate credit with a minimum GPA of 3.0.

Admission requirements for the Ph.D. degree program are as follows:

- (A) Applicants must hold or qualify for a master's degree in an appropriate area of knowledge from an accredited graduate college or university.
- (B) Clear Admission:
 - (1) acceptance by a major professor
 - (2) a minimum grade point average (GPA) of 3.5 (4.0 scale)
 - (3) completed and submitted GRE score (composite of verbal and quantitative sections)
- (C) Probationary Admission may be granted if students do not meet the clear admission standards above if
 - (a) acceptance by a major professor is obtained.

Students admitted on probationary status can be admitted to clear status by earning a 3.5 GPA on a minimum of 12 hours of approved graduate course work.

- (D) Provisional admission is not available.

Exceptions to the above admission requirements may be made on the recommendation of the Graduate Council in the ATCOFA to the dean of the College of Forestry and Agriculture following a written appeal by the applicant to the ATCOFA Graduate Council.

Graduate assistantships.

Two types of assistantships **may** be available for students with clear or provisional admission. A very limited number of Teaching Assistantships are available. These are normally awarded to new students only if they possess an undergraduate degree in forestry and thus, due to their background, are capable of teaching undergraduate lab classes in forestry classes. Research Assistantships may be awarded if the major professor has funds in his/her research budget allocated for a graduate student stipend. A single application form is utilized for both types of assistantships and it should be submitted with the application packet (has same deadlines as stated above for admission). The link to the required form is on the Graduate Office web pages. A student receiving an assistantship must be enrolled for a minimum of nine hours in a fall or spring term and 3 hours during each summer term and maintain a 3.0 GPA. If these requirements are not met, the student will not be eligible for an assistantship the following semester and must re-apply for later semesters.

If admitted with probationary status, the student is not eligible for a teaching or research assistantship. After completion of 9 hours of graduate work with a minimum GPA of 3.5, the student would become eligible for consideration for financial assistance.

It is important to understand that receipt of an assistantship obligates the student to 20 hours per week of work to be assigned by the major professor. For a Research Assistantship the work may or may not be related to the student's thesis project. Teaching assignments for Teaching Assistantships are made in the Dean's Office.

Guidelines for a successful graduate program.

1. After admission, develop the class schedule for the first semester with direct assistance from the major professor. Register online using mySFA.
2. During the first semester, students admitted to any of the MS or MF programs must consult with the major professor to select at least two additional Graduate Faculty members (including approved Adjunct Faculty) to serve on the student's advisory committee. A minimum of two members of the committee must be faculty in the ATCOFA.

Students admitted to the Ph.D. program must select at least three additional Graduate Faculty members (including approved Adjunct Faculty) to serve on the graduate advisory committee. One of the additional three members must be someone who is not a Graduate Faculty member in forestry.

If changes to the student's graduate committee are made prior to official filing of the degree plan, then there are no formal petitions required by the graduate student. However, there still needs to be a consensus among the committee members. If changes to graduate committee are requested after official filing of the degree plan, then the graduate student needs to file an *official petition* to the degree plan, in which that student is required to document and justify the reasons for the request to remove a faculty member. The graduate student must inform the faculty member that a

petition to remove them from the graduate committee will be filed. The graduate student must file the petition with the Associate Dean who is obligated to consult with both the potentially removed faculty member and the student about the petition. The Associate Dean will forward the petition to the Forestry Graduate Council for their review and then they will forward a recommendation to the Dean.

3. Develop a degree plan, get it approved by the committee and submit it to the Associate Dean and Dean of the ATCOFA for approval during the **first semester**. If changes have to be made later, then a petition to change the degree plan will need to be submitted. The degree plan form and the form for making changes are available on the ATCOFA web pages. Please use the form that is appropriate for the degree program.

The MS program with a major in forestry requires completion of 24 credit hours of graduate level courses plus six (6) credit hours of FOR 590 (Thesis). The Master of Forestry degree program requires a minimum of 38 semester credit hours of graduate course work; it is a non-thesis program.

The Degree requirements for the Ph.D. program are:

Beyond the master's degree, a student must complete a minimum of 30 semester hours of graduate course work, 30 hours of dissertation (FOR 699) and a research tool of at least 6 hours.

Prior to admission to candidacy, the student must demonstrate competency in at least one research tool in collaboration with the advisory committee. Approved research tools include:

Statistics (6-9 hours)

Computer science (6-9 hours)

Foreign language (6-9 hours or by examination, or other research tools as recommended by the committee)

Although a student's native language is not acceptable as a foreign language; a student whose native language is not English may use English as a foreign language. In such a case, the student will demonstrate proficiency by a score of 550 or greater on the paper-version of the Test of English as a Foreign Language (TOEFL) or a score of 213 or greater on the computer-based TOEFL.

Graduate courses required for achieving proficiency in a research tool may not be counted in the total hours required for the degree and each must be completed with a grade of B or higher. Guidelines regarding acceptance of transfer courses are stated in the Graduate School section earlier in this bulletin.

4. Submit Thesis/Dissertation Proposal:

A thesis is required for students seeking a MS degree with a major all of the disciplines under forestry, except for the MSRI program, which has a non-thesis option available.

A dissertation is required for every Ph.D. student. The dissertation is a work of creditable literary workmanship, independent investigation in the candidate's major area of study and an original contribution to scholarship. Secure a copy of the thesis/dissertation guide and/or review the guidelines for writing the proposal and thesis/dissertation; the guide is available on the Graduate Office web pages. Follow these guidelines in the preparation of the thesis/dissertation proposal and in the writing of the final thesis/dissertation. It is also important to state in the proposal what journal style, with regard to literature citations, will be used in the proposal and in the final document.

Submission of the proposal must be done no later than the semester before the one in which the student plans to graduate (for purposes of meeting this requirement, the end of the semester is defined as the Friday before the first day of final exams):

- (a) Spring graduates must therefore submit their proposal no later than the Friday before the start of final examinations for the fall semester;
- (b) Fall graduates must submit the proposal no later than the Friday preceding final exams for Summer II sessions.
- (c) Summer II graduates (August graduation) must submit it no later than the Friday preceding final exams for Summer I sessions.
- (d) Summer I completers must submit the proposal no later than the Friday preceding final exams during the Spring semester; graduation does not occur until August officially.

The proposal is submitted to the Associate Dean of the ATCOFA only after it has been signed by all members of the student's advisory committee. The form for this submission is available on the ATCOFA web pages. After the proposal is approved, the Graduate Office will appoint a Graduate Faculty member from outside the ATCOFA to serve as the Graduate School representative for the thesis/dissertation writing and thesis/dissertation defense. The student and the major professor will be asked to submit a list of SFA Graduate Faculty to serve as the Graduate School representative.

As a minimum, a member of the committee should be given 2 weeks to review the first draft of the proposal. If substantial changes are needed, the required changes must be made and then re-submit the proposal to each committee member for his/her review; a minimum of 1-2 weeks should be allowed for this second review process. With this entire review process in mind, then in reality, the deadline for getting a proposal approved by the committee would be a minimum of 4 weeks prior to the first day of final exams for that semester.

5. Enrollment in FOR 590 (Thesis) for master's candidates or in FOR 699 (Dissertation) for Ph.D. students is required during the semester in which the thesis/dissertation is defended. If there is a delay in completing the thesis/dissertation, enrollment is required in FOR 590 or FOR 699 every semester up to the semester in which you finish. Both FOR 590 and FOR 699 are graded for every enrollment and awarded as Pass (P) or Fail (F). No student is permitted to register for FOR 699 before having been admitted to candidacy. Remember that you must complete a minimum of 30 semester hours of 699 courses.

6. Apply for degree, pay graduation fee, and arrange for cap and gown. The deadline for this step is usually the third week of October for Fall terms, the third week of March for Spring terms, and the second week of July for August graduation. Refer to a current Graduate Bulletin for exact dates.

7. Submit completed Thesis/Dissertation and the application for Thesis/Dissertation exam (on ATCOFA web pages) by the published deadline for the semester in which graduation will occur. This deadline is generally two Fridays before the start of final examinations. The application for the thesis exam can not be submitted until the entire graduate committee has reviewed and approved the thesis as a defensible draft. A committee member must be granted a minimum of two weeks to review the thesis draft and decide whether it is a defensible draft. Since there is a possibility that the draft may need further work to be defensible, then an additional 1-2 weeks should be allowed for the committee to review the recommended corrections. Therefore the entire process of review, edit, and second review by the committee may require 4-5 weeks prior to this published deadline. In reality then, the "deadline" to get an initial draft completed and approved by the major professor and then go through the review process and expect to graduate during a given semester is actually five (5) weeks prior to the published deadline.

Please check the current graduate bulletin for the deadline to submit the application for thesis/dissertation exam and to have the thesis/dissertation draft completed and approved by the Graduate Office (for style, margins, etc).

The published deadline for submitting the results of the thesis/dissertation defense to the Graduate Office is the Friday before the start of final examinations. This means that the defense cannot be scheduled during the week of final examinations and still meet graduation requirements during that semester. If the deadline cannot be met, then expect to register for FOR 590 (Thesis) or FOR 699 in the following semester and official graduation will occur then.

Contact the dean's office of the ATCOFA to reserve the appropriate facilities for the seminar presentation and the defense.

8. Pay for binding/microfilming (go to Technical Services Office of Steen Library).

9. Attend Commencement! If at all possible, please attend.

10. After the defense, it is very common for additional corrections to be required on the thesis/dissertation. The extended deadline for submitting the final version to the Graduate Office is approximately 6 weeks after the end of the semester in which the thesis was defended (the official date is always posted in the official calendar for the next semester). If this deadline is not met, then the student will not have actually graduated. This would require enrollment in FOR 590 or FOR 699 again for the next semester and also file for graduation again. Graduation will then occur with the next graduation class.

11. Publish! It is very important for the student and the major professor to have the results of the thesis/dissertation project published in a refereed outlet. Additionally, seek out opportunities to present results, even if preliminary, at professional meetings or conferences.

Additional Guidelines/Requirements for the Ph.D. degree

1. **Residency Requirement:** The residency requirement is assurance that the student has opportunities to benefit from the advantages of a university environment. The minimal residency is one academic year of study on the main campus. One academic year is nine semester hours of graduate course work taken each term in any two of the following three sessions: fall semester, spring semester, and summer (comprised of both Summer I and Summer II sessions). Therefore a student must complete 18 hours of graduate course work during the stated residency period. Completion of only FOR

699 during a semester will not meet the residency requirement. Additionally, background courses, if needed are to be taken in residence.

2. **Transfer of Credit on Ph.D. in Forestry Degree**

Courses for which transfer credit is sought must have been completed with a grade of B or better and must be approved by the student's advisory committee and by the associate vice president for graduate studies and research as applicable toward the Ph.D. in Forestry degree. Credit for dissertation research or writing or the equivalent is not transferable; course work taken at foreign colleges and universities is not normally transferred; and courses may be transferred only for credit and not for grade points. No more than nine graduate transfer hours will be accepted toward a Ph.D. in forestry degree.

3. **Time Limit**

No terminal time limit is imposed for the doctoral degree. If the degree is not completed within three years after admission to candidacy, the candidate's work is subject each year thereafter to an annual review by the advisory committee. The committee may recommend new requirements adopted in the interim, additional course work or termination of candidacy. Recommendations of the advisory committee are forwarded through the dean of the ATCOFA to the associate vice president for graduate studies and research.

4. **Qualifying Examination:** The qualifying exam is required of all Ph.D. students. It should be administered within approximately six (6) semester hours of the completion of all the formal course work on the official degree plan. The objective is to determine the student's mastery of the subject matter in all field of his/her program and is used to determine whether the student is to be admitted to candidacy in the Ph.D. program.

Before the exam, the major professor submits a schedule for the examination (form available on ATCOFA web site). The qualifying examination must be both written and oral. Upon approval by the Dean of Graduate Studies, a graduate faculty representative to the student's committee will be appointed. This graduate faculty member could be the same person as the outside the department faculty member that is required for the makeup of the student's committee. Formal announcement of the qualifying examination must be received in the office of the DEAN OF GRADUATE STUDIES no less than one week prior to the date of the first scheduled written exam. Credit for the qualifying examination is not transferable and both written and oral parts must be completed within a length of time approved by the DEAN OF GRADUATE STUDIES, usually not to exceed two weeks. The written part of the examination will cover each area of study included in the student's program. Each member of the student's advisory committee will be responsible for administering a written examination in a particular area of the student's program. If any written examination is reported as unsatisfactory, the entire advisory committee must agree (subject to approval by the DEAN OF GRADUATE STUDIES and the Dean of the ATCOFA) to either:

- (a) proceed to the oral portion of the examination or
- (b) proceed to another course of action.

All written portions of the examination will be made available to all members of the examination committee before proceeding to the oral part of the examination.

After the oral examination, the major professor will report in writing (form available on ATCOFA web site) to the Dean of the ATCOFA and to the DEAN OF GRADUATE STUDIES the results of the qualifying examination and the examination committee's recommendation on admission to candidacy. No student is admitted to candidacy without satisfactorily completing all parts of the qualifying examination. By permission of the advisory committee and of the DEAN OF GRADUATE STUDIES, a student who has failed the qualifying examination may be given one re-examination after six months following his/her first attempt.

Upon successful completion of the qualifying examination, the student has three calendar years to complete all remaining degree requirements before being required to repeat the qualifying examination.

5. Apply for **Candidacy**; the form needed to apply for candidacy is also available from the ATCOFA web pages. To apply for candidacy, a student must have completed the following:

- (a) formal coursework on the degree plan,
- (b) filed a dissertation proposal approved by the advisory committee, the Associate Dean and Dean of the ATCOFA, and the DEAN OF GRADUATE STUDIES, and
- (c) passed the qualifying examination.

Candidacy must be applied for in the semester before the semester in which the student expects to graduate. The deadline for filing for candidacy is the first day of final exams for any given semester.

6. **Final Examination/dissertation defense:** By the date indicated in the current Graduate Bulletin, the Ph.D. candidate must submit to the DEAN OF GRADUATE STUDIES the following:

(a) five copies of the dissertation in final form incorporating all suggestions and corrections by the candidate's advisory committee.

(b) a completed application for the Dissertation Defense (the form is available on the ATCOFA web pages). This form schedules the final examination (remember to make needed arrangements for using a particular room and any necessary electronic equipment). This form must be submitted at least two weeks before the proposed date of the examination.

The published deadline for submitting the results of the dissertation defense to the DEAN OF GRADUATE STUDIES is the Friday before the start of final examinations. This means that you cannot schedule your defense during the week of final examinations and still expect to graduate that semester. If the deadline cannot be met, then you must register for FOR 699 (Dissertation Writing) in the following semester and official graduation will occur then. Any exceptions to this deadline must be approved by the Dean of the ATCOFA well in advance.

Therefore the deadline for submission of the application for the final examination is two weeks before the Friday before the start of final exams. Practically then, since every committee member must be given ample opportunity (minimum of two weeks) to review the dissertation before agreeing to schedule the dissertation defense, the actual deadline for preparation of a defensible draft is 4-5 weeks before the start of final exams.

The dissertation final examination is open to all members of the Graduate Faculty, but only members of the examination committee are allowed to vote on whether a pass or fail of the defense was attained. Passage of the defense requires a positive vote of at least $\frac{3}{4}$ of the voting examiners. After the final examination, the examination committee will complete the Report of the Dissertation Examination (form available on the ATCOFA web pages). This report, when signed by the committee is the committee's guarantee that the candidate has completed the required work assigned by the committee; passed all examinations required; completed a dissertation that reveals creditable literary workmanship, independent investigation in the candidate's major area of study, and is itself an original contribution to scholarship; and submitted for publication in Dissertation Abstracts an abstract approved by the committee.

Following passage of the Final Examination, five copies of the dissertation signed by the committee will be presented for approval by the DEAN OF GRADUATE STUDIES. After the defense, it is very common that additional corrections will have to be made to the dissertation. The final required corrected version of the dissertation is due in the office of the DEAN OF GRADUATE STUDIES (the official date is always posted in the official calendar for the next semester) approximately 6 weeks after the end of the semester in which the dissertation was defended. If this deadline is not met, then the student will not have graduated. This would require that the student would have to enroll in FOR 699 again for the next semester and also file for graduation again.