

Arthur Temple College of Forestry and Agriculture
**Guidelines for a Successful Non-Thesis Master of Science in Environmental
Science**

- **Class Schedule.** Develop a class schedule your first semester with assistance of your major advisor.
- **Registration.** Register for classes online through mySFA
- **Committee.** During your first semester form a committee under the direction of your major adviser.
- **Degree Plan.** Develop a degree plan with the assistance of your major adviser during your first semester. Please type out the course number as well as the course title (example: ENV 510 Risk Assessment). All committee members must sign and then turn form in to Mary Ramos. Forms for can be found on the Environmental website.
http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14

If a degree plan is not on file by the time a student has 12 credits hours a registration hold will be placed on a student's account.

- **Committee Members.** Committee members for Land and Water must consist of no fewer than three members; two SFA graduate faculty members affiliated with the Division of Environmental Science and one from UT Health Center. Committee members for Occupational Health must consist of no fewer than three members; two faculty must be from UT Tyler and one graduate faculty member from SFA.

- **Credit hours.** Non-thesis based programs require the completion of 36 credit hours of graduate level coursework.
- **Apply for Graduation and Request a Graduation Audit.** This form is located on the Registrar's website under forms.

[http://www.sfasu.edu/registrar/documents/Mail In Graduate Application Form as of 10.05.11.pdf](http://www.sfasu.edu/registrar/documents/Mail_In_Graduate_Application_Form_as_of_10.05.11.pdf)

Please return application by mail, email or fax:

Registrar Office
 P O Box 13050, SFA Station
 Nacogdoches, TX 75962
 Fax Number: 936-468-7638
 E-Mail Address: graduation@sfasu.edu

You must apply the semester prior to graduating or you will be subject to late fees. Check the Registrar's website for deadlines.

- **Final semester.** You must be registered for at least one credit hour the semester that you take your final exam.
- **Examination Date.** Discuss date with all committee members. Check with Christen Myles (936-468-3301) on date, time, and availability of rooms for your exam.
- **Application for Non-Thesis Examination.** Students must fill out a request form for an exam at least two weeks prior to exam. This form is located on the Environmental Science website
http://environmental.sfasu.edu/index.php?option=com_content&view=article&id=43:master-of-environmental-science&catid=3&Itemid=14

All committee members must sign the form and turn it in to Mary Ramos.

The deadline for when this form must be turned in to the Registrar's office is three weeks prior to the last day of the semester. This date will always fall on a Friday.

- **Report of Non-Thesis Examination.** This form is filled out by committee members the day of the exam. All committee members must sign the form and turn it in to Mary Ramos. The results of your exam must be received by the Registrar's Office no later than the Friday before graduation.
- **Program Assessment Forms.** Please see Dr. Farrish.

You are responsible for securing the signatures for all committee members on any form where it is required.

All forms must be turned in to Mary Ramos, located in FO 124. She will forward them to the Division Director for Environmental Science, associate dean, dean, and appropriate offices for their signatures.