

## Arthur Temple College of Forestry and Agriculture

### Guidelines for a Successful Ph.D. Program

- **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 advisor.
- **Degree Plan.** Develop a degree plan with the assistance of your major advisor during your first semester. Please type out the course title as well as the course number (example: FOR 690). All committee members must sign and return the form in to Mary Ramos. This form is located on the Forestry website.

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

- **Committee Members.** Committee members will consist of no fewer than three members of SFA Graduate Faculty; one member must be someone who is not a Graduate Faculty member in Forestry.
- **Credit Hours.** A student must complete a minimum of 30 credit hours of graduate level coursework, 30 credit hours of dissertation (FOR 699) and a research tool of at least 6 hours for a total of 66 credit hours.
- **Dissertation Proposal Approval Form.** It is recommended that within eighteen months from the beginning the program that student submit a dissertation proposal. This form is located on the Forestry website

<http://forestry.sfasu.edu/doctorate-program/doctor-of-philosophy-in-forestry-ph.d.--2.html>. It must be signed by all committee members then turned in to Mary Ramos.

**YOU MAY NOT TURN IN YOUR DISSERTATION PROPSAL AND DEFEND IN THE SAME SEMESTER**

- **Graduate School Representative.** Select a Graduate School Representative after your dissertation proposal has been approved. They must be present at your defense and their signature is required on several forms.
- **Qualifying Examination.** Required by all Ph.D. students and should be administered within approximately six semester hours of the completion of all formal coursework. This form is located on the Forestry website <http://forestry.sfasu.edu/doctorate-program/doctor-of-philosophy-in-forestry-ph.d.--2.html> . All committee members must sign this form and turn it in to Mary Ramos.
- **Upon successful completion of the qualifying exam, the student has three calendar years to complete all remaining degree requirements before being required to repeat the exam.**
- **Apply for Graduation and Request a Graduation Audit.** Go to the Registrar's website <http://www.sfasu.edu/registrar/grad/instructions.asp> and check deadline for applying as well as the form. It is customary to apply the semester prior to graduating.
- **Final Semester.** **You must be registered for at least one credit hour the semester you defend.**
- **Formatting Dissertation.** Take a copy of your dissertation to the Graduate School to be checked for formatting issues. Check the Graduate School

website <http://www2.sfasu.edu/graduate/> for deadline of when dissertation drafts must be completed and checked by the Graduate School. The Graduate School is located in the Vera Dugas, Liberal Arts North, 4<sup>th</sup> floor.

- **Dissertation Defense/Exam Date.** Discuss date with all committee members. Check with Christen Myles (936-468-3301) date, time, and availability of rooms.
- **Application for Dissertation Defense/Exam.** This form is located on the Forestry website. It must be signed by all committee members and turned in to Mary Ramos. Also, check the Graduate School website <http://www2.sfasu.edu/graduate/> deadline for when this form is due in the Graduate School.
- **Report of Dissertation/Exam Form.** This form is located on the Forestry website <http://forestry.sfasu.edu/doctorate-program/doctor-of-philosophy-in-forestry-ph.d.--2.html>. All committee members must sign and then turn it in to Mary Ramos after your defense/exam. Check the Graduate School website <http://www2.sfasu.edu/graduate/> deadline for when the results of your exam must be received by the Graduate School.
- **Program Assessment Forms.** Pick up from Mary Ramos prior to your defense, fill it out and return to her after your defense.

**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 Associate Dean, Dean, and appropriate offices for their signatures.**

## Important Procedures After You Defend

- **Corrections.** Make any corrections to your dissertation that have been recommended by your committee.
- **Deadlines.** Check Graduate School website <http://www2.sfasu.edu/graduate/> deadline for having the final version of your dissertation turned in.
- **Printing.** A minimum of four copies must be printed of your dissertation. You may use the Printing Services on campus or other sources such as Staples. Your dissertation must be printed single sided only.

The following information concerning formatting may be found on the Graduate website at <http://www.sfasu.edu/graduate/196.asp>

- **Pagination.** For preliminary pages, e.g. Table of Contents, List of Figures and Tables and Abstract, lower case Roman numerals must be placed in the center, 1 inch from the bottom edge of the page. For pages containing primary headings, e.g., Chapter, Bibliography and Appendix, Arabic numerals must be placed in the center, one inch from the bottom edge of the page. For all other pages, except the title and signature pages, Arabic numbers must be placed in the center at the bottom of the page 1 inch from the bottom edge of the page.
- **Spacing.** Text must be double spaced. Footnotes, captions and figures should be single spaced. Appendix materials also may be single spaced. In the Bibliography/References sections, citations are single spaced with double space between citations.
- **Margins.** All pages of the documentation must have the following margins: 1 inch on the right and bottom, 1 ½ inches on the left and top. For pages bearing a primary heading, the top margin is 2 inches. The first line of each paragraph and footnote should be indented 5 spaces from the left margin. Equations, formulas and other such notation should be centered.

- **Headings.** Major divisions of the documentation, e.g., Introduction, Chapter, Bibliography and Appendix, require primary headings and must begin on a new page. Primary headings are centered 2 inches from the top edge of the page and typed all in capital letters. The first line of text below the heading should be triple spaced beneath it. Secondary headings are centered, with the first letter of each word capitalized and do not required a new page. Triple space should be about and below secondary headings. Tertiary headings are capitalized, underlined and begin at the left margin. Double spaces should be above tertiary headings.
- **Figures and Tables.** Line drawings and diagrams, maps, charts, photographs, etc., are considered as figures and should be of professional quality. Photographs and figures may be either color or black and white. Figures and tables require captions, which should be single spaced. If there is insufficient space within the required margins for both the figure/table and caption, the caption may be placed on a facing page, the back of which is blank except for the page number. Captions must be in the same type as the text and listed as written in the List of Figure and List of Table sections of the documentation.
- **Reference Citation.** Style and manner of reference citation and bibliographic format used must be stated on the bottom of the Vita page preceding the identification of the typist.
- **Committee Signatures.** Get all committee members to sign your signature page.
- **Binding.** Contact Jeanne Porterfield in Acquisitions at the library, in person or by phone 936-468-4201 concerning payment for binding and mailing any copies of your dissertation. She will have some paperwork for you to fill out. They do not accept credit cards at the library. Cash or checks only.
- **Envelopes for Dissertation.** Place each copy of your dissertation in separate envelopes with a copy of your title page taped to the outside of

each envelope.

- **Deadline for Turning in Your Dissertation.** Check the Graduate School website for deadline <http://www2.sfasu.edu/graduate/>.
- **Graduate School.** Take all copies of the final version of your dissertation along with your binding receipt for proof of payment to the Graduate School. They are located in the Vera Dugas Building, Liberal Arts North, 4<sup>th</sup> floor.