

## **Selection of Graduate School Representative**

**Arthur Temple College of Forestry and Agriculture  
Stephen F. Austin State University  
Forestry and Environmental Science Graduate Students**

### **Procedures for Selection of the Graduate School Representative – Thesis/Dissertation Programs**

1. After approval of the thesis/dissertation research proposal by the faculty advisory committee, the graduate student shall contact a member of the graduate faculty to request their participation on the faculty advisory committee as the Graduate School Representative. Off-campus graduate students in the MSRI/UTHSCT thesis option program should contact a potential Graduate School Representative by email or phone. The faculty for consideration shall be from another academic department and the faculty shall not serve on the student's faculty advisory committee. Notify the ATCOFA Graduate Student Coordinator by email with the name of the faculty member willing to serve as the Graduate School Representative.
  
2. The graduate student shall arrange a meeting with the Graduate School Representative as soon as possible to discuss their program and provide copies of their degree plan and research proposal.
  
3. The Graduate School Representative shall be in attendance for the Thesis Final Exam, the oral portion of the Doctoral Qualifying Exam and Dissertation Final Exam. The thesis/dissertation director and graduate student are responsible for coordinating with the representative the date, time and location. The Graduate School Representative serves as an impartial observer, and, as a member of the graduate faculty, should be afforded all professional courtesies. These include:
  - a. The Graduate School Representative shall sign the Doctoral Qualifying Exam Request Form and Thesis/Dissertation Final Exam Request form
  
  - b. The Graduate School Representative shall receive copies of the written exam questions submitted by the dissertation faculty advisory committee prior to beginning the written portion of the Doctoral Qualifying Exam. The Graduate School Representative does not participate in the written exam.
  
  - c. After approval by the thesis/dissertation director, the Graduate School Representative shall be presented a draft copy of the thesis/dissertation at least two weeks before the scheduled final exam date. For the oral portion of the Doctoral Qualifying Exam, and only after approval of the dissertation faculty advisory committee, the Graduate School Representative shall be provided a copy of the written exam questions and answers at least two weeks before the scheduled date.

d. As a member of the graduate faculty, the Graduate School Representative should be given the opportunity to provide comments regarding the thesis/dissertation and to ask questions during the oral portion of the Doctoral Qualifying Exam or Thesis/Dissertation Final Exam.

e. The Graduate School Representative will sign the Report of Thesis/Dissertation Final Exam form at the designated location. Only the faculty advisory committee shall sign in the unsatisfactory/satisfactory portion of the form.

f. If the Graduate School Representative has concerns with the quality of thesis/dissertation and/or the conduct of the faculty and/or graduate student during an exam, they shall report their concerns, in writing, to the Graduate School. The Graduate School shall contact the Dean/Associate Dean/Director of Environmental Science for action.

g. The Graduate School Representative shall sign the signature page for the thesis/dissertation. Their name shall be placed last under the names of the committee members. The term "Graduate School Representative" shall be placed under their name.

#### **Procedures for Selection of Graduate School Representative for Non-thesis Option Programs**

1. At least 30 days prior to the date for the final comprehensive oral exam, the graduate student shall contact a graduate faculty member and request their participation as the Graduate School Representative at their final comprehensive oral exam. Off-campus MSRI/UTHSCT students should contact a potential Graduate School Representative by email or phone. The faculty for consideration shall not be on the student's advisory committee for the exam and they shall not have had the faculty for any coursework. Notify the ATCOFA Graduate Student Coordinator by email with the name of the faculty member willing to serve as the Graduate School Representative.

2. The graduate student should arrange a meeting with the Graduate School Representative and provide a copy of their degree plan.

3. The major advisor and graduate student shall keep the Graduate School Representative informed regarding the date, time and location of the final comprehensive oral exam. The Graduate School Representative serves as an impartial observer during the exam. The Graduate School Representative is a member of the university graduate faculty and should be afforded all professional courtesies. These include:

a. The Representative shall sign the Final Comprehensive Oral Exam Request form in the designated location.

b. As a member of the graduate faculty, the Graduate School Representative should be afforded the opportunity to ask questions during the exam.

c. The Graduate School Representative shall sign the Report of Final Comprehensive Oral Exam form at the designated location. Only the faculty advisory committee shall sign in the unsatisfactory/satisfactory portion of the form.

d. If the Graduate School Representative has concerns with the conduct of the faculty and/or graduate student during the exam, they shall report their concerns, in writing, to the Graduate School. The Graduate School shall contact the Dean/Associate Dean/Director of Environmental Science for action.