



UNIVERSITY *of* WASHINGTON

School of Forest Resources

**The Graduate Student Guide
The Red Book**

**The School of Forest Resources
University of Washington**

Updated September 2009

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WELCOME

This student handbook (aka the Red Book) provides essential information regarding overall requirements and policies of School of Forest Resources (SFR) graduate programs. In addition, students are expected to consult their Supervisory Committee, the University of Washington (UW) Graduate School website, www.grad.washington.edu, and the SFR Student and Academic Services office if they have questions. Amanda Davis, the Graduate Adviser, is located in Anderson 130 and can be contacted at adavis4@u.washington.edu or 206.543.7081.

The graduate student's faculty advisor (Supervisory Committee Chair) is a valuable resource on questions about graduate level academics and expectations. The Supervisory Committee Chair, along with the committee, helps the student design a program of study and guides the student to completing the degree; students are urged to consult frequently with their Supervisory Committee Chair.

ABOUT THE SCHOOL

Founded in 1907, the [School of Forest Resources](#) is a national and international leader in teaching and research. Located in a rapidly growing urban area in one of the world's largest forested regions, it provides unique opportunities for field classes and research and awareness of resource issues in urban and wildland landscapes. Students enjoy small classes and close association with faculty, as well as the diversity and facilities of a large research university.

Mission: The School of Forest Resources is dedicated to generating and disseminating knowledge for the stewardship of natural and managed environments and the sustainable use of their products and services through teaching, research, and outreach.

Vision: The School of Forest Resources will provide world class, internationally recognized knowledge and leadership for environmental and natural resource issues.

Strategic Themes: The School of Forest Resources integrates programs through two themes: sustainable forest enterprises, and sustainable land and ecosystem management in an urbanizing world. The key unifying theme of sustainability brings an interdisciplinary set of social, biological, and physical sciences and skills to bear on understanding, managing (including restoring and preserving), and using the products and amenities of forests, wildlands, and urban and suburban ecosystems so that they are maintained in a healthy, productive state for future generations.

Core Values: The School has developed a set of core values to use in fulfilling its mission and vision. These values are excellence, open communication, respect, and accountability.

RESEARCH INTEREST ROLES

SFR graduate programs are organized into research interest areas. These interest areas manage their discipline's graduate studies. The functions of the interest areas in managing the graduate program include:

Admissions and Scholarships

Interest areas recruit graduate students, handle admission files, make admission recommendations, and make scholarship recommendations to the SFR Scholarship and Financial Aid Committee. Each interest area has a faculty member who serves as the interest group leader. The interest group leader is responsible for admissions, for making interest group scholarship recommendations, and for serving as the contact person with Student and Academic Services. The leader also provides descriptive materials for the interest area for use on the SFR website and in other materials for graduate student recruitment.

Graduate Course Work

The student's Supervisory Committee (see below) tailors the student's curriculum so that it meets the student's needs as well as conforms to SFR's graduate curriculum structure. To aid in student advising, each interest area has developed a list of courses that fit into the graduate curriculum structure.

GETTING STARTED

Supervisory Committee

The Supervisory Committee's purpose is to guide and assist the student in working toward a degree, overseeing the student's academic work throughout the program. All members of the Supervisory Committee are responsible for the quality of degrees granted from the UW Graduate School.

Each graduate student is assigned a temporary Supervisory Committee Chair upon admittance to the UW. The student should use the first two quarters to meet faculty members and to build an appropriate Supervisory Committee. The student should set up a permanent Supervisory Committee by submitting a request form by the end of the 2nd quarter of study. Students MUST submit the form no later than the 3rd quarter of study. Forms to establish and to change a Supervisory Committee are included at the end of this guide.

Program of Study form (Green Sheet)

The student's program of study is outlined, with the help of the Supervisory Committee, on a sheet that is green—hence the name, green sheet. It is used to track student progress and to ensure that the student meets all degree requirements. The green sheet should be submitted by the end of the 2nd quarter of study and it must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress. The green sheet form is included at the end of this guide.

English as a Second Language Requirement

International graduate students who are required to demonstrate English proficiency, but who score below 580 on the TOEFL test or below 90 on the MLT test, must complete English as a Second Language (ESL) courses. For specific information on the required courses, contact the Academic English Program, <http://www.outreach.washington.edu/aep/>.

ACADEMIC POLICIES

Graduate School Policies and Procedures

Graduate students must follow all current Graduate School policies and procedures, outlined at <http://www.grad.washington.edu/area/currstuds.htm>.

Academic Calendar

Academic calendars for the next several years, including registration periods, dates of instruction, final examination schedules, and other important dates are available at www.washington.edu/students/reg/calendar.html.

Academic Integrity

Plagiarism, cheating, and other misconduct are serious violations of the student's contract with the UW. Students are expected to know and follow the UW's policies on cheating and plagiarism. Any suspected cases of academic misconduct are handled according to UW regulations. For information, including definitions and examples, see <http://depts.washington.edu/grading/issue1/honesty.htm>.

UW EOP/Disability Policy

The UW reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in accordance with University policy and applicable federal and state statutes and regulations. The UW is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process contact the department at 206.543.2730 or the Disability Services Office at least 10 days in advance at 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or email dso@u.washington.edu.

COURSES AND REGISTRATION

Definition of a Graduate Course

The UW Graduate School defines graduate level courses as follows: Graduate courses are intended for and ordinarily restricted either to students enrolled in the Graduate School or graduate non-matriculated students, and are numbered from 500 through 800. Some courses at the 300 and 400 levels are open both to graduates and upper-division undergraduates. Such courses, when acceptable to the Supervisory Committee and the Graduate School, may be part of the graduate program. The Graduate School accepts credit in approved 300-level courses for the minor or supporting fields only. Courses at the 300 level are not included in the calculation of the

grade point average (GPA) and will not apply toward the minimum Graduate School requirement of 18 graded credits for the master's or PhD degrees. Approved 400-level courses are accepted as part of the major as well as of minor or supporting fields. Courses numbered 498 and entitled Special Topics or Special Projects are not normally applicable to a graduate degree program if addressed primarily to introductory content and undergraduate students. Undergraduate Research (499) is not accepted as part of the graduate program. [Graduate School Memorandum No. 36](#) offers additional information on graduate courses. With the exception of Summer Quarter, students are limited to a maximum of 10 credits per quarter of any combination of courses numbered 600, 700, or 800.

Grading System for Graduate Courses

Grades are entered as numbers, the possible values being 4.0, 3.9, ... and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and no credit is earned. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum grade point average of 3.0 is required for graduation. For more details, as well as descriptions of "I" (incomplete) and "N" (no grade) grades, see <http://www.grad.washington.edu/stsv/gradpol3.htm>.

Transfer Credit

Students working toward the MS or MFR degree (but not the PhD degree) may petition the Dean of the Graduate School for permission to transfer the equivalent of a maximum of 6 quarter credits of graduate-level course work taken while a registered student at another recognized graduate school. These credits may not have been used to satisfy requirements for another degree. The petition must be accompanied by a written statement from the Graduate Program Coordinator and an official transcript indicating completion of the course work. Approved transfer credits are applied toward the total credit count only. The required 18 quarter credits of numerically graded course work and the 18 quarter credits of 500-level and above course work may not be reduced by transfer credit.

Change from Grade to Audit or Satisfactory/Not Satisfactory

The deadline for changing to an audit grading option is the 10th class day of the quarter; the student must complete the appropriate form at Schmitz 225. If approval is granted, a graduate student can elect the Satisfactory/Not Satisfactory (S/NS) option either when registering or no later than the end of the 7th week of the quarter. It is important to check with the Supervisory Committee Chair on the eligibility of a course for the S/NS option; there may be problems fulfilling program and graduate school requirements if this option is chosen.

Late Adds

Adding a course is permitted through the 21st day of the quarter. After this deadline, a late add petition that includes a statement and approval signatures is required to be filed with the Registrar's Office.

Repeating Courses

Graduate students may repeat any course. The first and second grades will be included in the cumulative grade point average. Subsequent grades will not be included, but will appear on the permanent record. The credits earned will only be counted once toward degree requirements.

Withdrawing from Courses (Dropping a Class)

During the first two weeks of the quarter, graduate students can withdraw from a course with no entry made on their record. A fee is charged for schedule changes after the 1st week of class. During the 3rd to 7th week, students may withdraw from a course, but an entry of “W” and the number of the week that they withdrew will be entered on their record. After the 7th week, students must petition the Registrar in writing to withdraw from a course. Students are allowed to drop only one course per academic year (Autumn-Summer Quarters) after the second week of class. The deadline to completely withdraw for the quarter is the last day of instruction.

Hardship Withdrawal Policy

Students may submit a petition to drop a course due to a hardship, after the 14th calendar day of the quarter. The Registrar will grant the petition if it is judged that the student was unable to complete the course in question because of a physical and/or mental debilitation or other extenuating circumstance beyond the student’s control. Hardship withdrawals show as HW on the student’s record.

PROGRESS TOWARD DEGREE

Time to Degree Rule

The UW Graduate School requires that all work for the master’s degree be completed in a 6-year calendar period. All work for a PhD must be completed in a 10-year calendar period. **This includes absences of any kind including formal on-leave quarters.** In addition, transfer credits must also have been taken within these 6- or 10- year deadlines. A student may petition the Dean of the Graduate School for an extension if the student has valid reasons for delay and can demonstrate satisfactory progress toward completion of program requirements.

Full-Time Registration

SFR graduate students must be registered full-time each quarter of registration. Full-time is defined as enrollment in at least 10 credits of course work/thesis credits numbered 400-800 (300 level courses count with Supervisory Committee Chair approval) for Autumn, Winter, and Spring Quarters. Graduate students do not have to register for Summer Quarter **unless** they have a RA, TA, or fellowship appointment that will allow them to be covered under UW insurance. If so, students must be enrolled in at least 2 credits of course work/thesis credits. Students on SFR scholarships must register for full-time credit each quarter they use scholarship funds.

Petitions for Part-Time Status

Graduate students may petition for part-time status through the Director of Student and Academic Services at michtru@u.washington.edu. Part-time status is rarely granted, usually in emergency situations that make full-time enrollment impossible, and apply only in situations where little or no SFR resources are being used. A change to part-time status requires permission of the Supervisory Committee Chair.

Continuous Enrollment Policy

Graduate students must be registered on a full-time, part-time (petition required), or on-leave basis from the first quarter of enrollment until completion of all graduate degree requirements. Students who do not maintain continuous enrollment or approved on-leave status are dropped from the Graduate School and must reapply for admission by filing an [Application for Admission to the Graduate School](#) (the same application originally completed for UW admission) electronically and submitting the \$50 application fee by the published deadline.

On-Leave Status

Students expecting to be away from the UW for a temporary period—less than one year—and out of contact with SFR faculty and programs must petition for on-leave status to maintain status as a graduate student. On-leave status allows students to use the UW Libraries but does not entitle them to use the other UW privileges of a regularly enrolled student. However, a student can pay to use the Hall Health Center and the IMA. Summer Quarter is the only quarter that graduate students are not required to enroll or go on leave.

The petition for on-leave status is available in the Student and Academic Services Office, Anderson 116. It must first be approved by the student's Supervisory Committee Chair and then by the Graduate Program Coordinator. The student must submit the petition to the Registrar's Office (accompanied by the \$35 fee) by the 5th calendar day of the quarter in which the student plans to go on-leave.

The Graduate Degree Late Fee

Before pursuing this option, a student should visit the Office of Student and Academic Services. Eligible students who do not submit their thesis or dissertation by the end of the quarter are charged a Graduate Degree Late Fee to extend their time for submission. For more details about this Graduate School policy, see <https://www.grad.washington.edu/area/degrelatefee.html>.

Unsatisfactory Progress/Low Scholarship

To remain in good status, a graduate student must maintain a 3.0 grade-point average, both cumulative and each quarter. [Graduate School Memorandum No. 16](#) defines low scholarship and outlines the actions that may be taken when a student is placed on the low scholarship list by the Graduate School. Low scholarship can lead to being dropped from the graduate program. A

graduate student can be placed on low scholarship for two reasons: low grade point average or unsatisfactory progress toward degree, regardless of grade point average. Based on the recommendation of the Supervisory Committee, the student may be placed on warn or probation status.

GRADUATE FUNDING

Graduate TA/RA positions

Graduate RA (research assistantship) and TA (teaching assistantship) appointments are granted to some graduate students. These appointments often fall under a union contract and are subject to the provisions of the contract, found at <http://www.uaw4121.org/index.php>. Students holding RA or TA appointments are required to complete 220 hours of research or teaching activities each quarter. They must also be registered for at least 10 credits each quarter (2 credits for Summer Quarter) that they have an appointment.

Students with graduate appointments are paid a monthly stipend and tuition is normally paid from the grant that employs them. RAs and TAs are also provided with health insurance. Spouse and dependents may be covered for a fee on a self-pay basis. RAs and TAs must pay for their own student fees and other optional fees (U-Pass, parking passes, etc.) outside of the tuition waiver amount.

Other Graduate Funding Information

Web addresses for graduate funding sources (Supervisory Committee Chair may be able to provide additional links) include:

Council of Graduate Schools: <http://www.cgsnet.org/Default.aspx?tabid=163>

UW Graduate School Fellowship and Assistantship Division:
<http://www.grad.washington.edu/fellow/FellAsst.htm>

UW Graduate School home page:
<http://www.grad.washington.edu>

CHANGING FROM MS TO PhD DURING MS DEGREE

Students wishing to change from an MS program to a PhD program must submit the following materials at least one quarter before they would like to change status: 3 recommendations from faculty who support change to the doctoral level and who may wish to serve as PhD Supervisory Committee members, a new Statement of Purpose explaining the reasons for the change, and a student petition form available at the end of this guide, in Anderson 130, and online at

http://www.sfr.washington.edu/academicPrograms/graduate/cfr/Graduate_Student_Petition_Form.pdf.

No Graduate School application is required if the student is currently in good status as a graduate student.

CONTINUING FROM MS TO PhD AFTER MS DEGREE COMPLETION

Students wishing to continue beyond the MS program must submit the following materials at least one quarter before they would like to change status: 3 recommendations from faculty who support change to the doctoral level and who may wish to serve as PhD Supervisory Committee members, a new Statement of Purpose explaining the reasons for the change, and a student petition form available at the end of this guide, in Anderson 130, and online at http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf. No Graduate School application is required as long as the student plans to go directly into the PhD program after receiving the MS. If any quarters (except Summer Quarter) lapse between the end of the MS and the beginning of the PhD, the student must reapply both to the Graduate School and SFR.

CHANGING FROM/TO MS, MFR OR MEH

Students wishing to change from an MS to an MFR program must submit a Graduate Student Petition form available in Anderson 130 or on line at http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Petition_Form.pdf at least one quarter before applying for graduation. The petition must include an explanatory statement as well as supporting statements from the student's Supervisory Committee Chair and committee.

STUDENT AND ACADEMIC SERVICES

Advising

Advising is available to all SFR students through the Office of Student and Academic Services. The office's primary goal is to provide technical support to current and prospective students so they can be successful in making academic choices and meet UW and SFR procedural and academic requirements.

Records

The records of all students admitted to SFR are maintained in the Office of Student and Academic Services. Records are available to students upon request. Students are asked to keep their files up-to-date, especially with program changes and home address or other contact information, and to provide copies of all materials related to their approved program of study, including Supervisory Committee forms and updated green sheets.

Other Assistance

Other services provided by Student and Academic Services include:

- Academic advising (and referrals)
- Information on UW/SFR policies and procedures
- General information to public (publications, programs)
- SFR curriculum (courses, time schedule, petitions, registration assessment, UW requirements)
- Faculty assistance (course scheduling, grades, class lists, room assignments, enrollment status)
- Recruitment
- Career information (internship and job listings, career fair)
- Graduate Admissions
- Student events (orientation, scholarship luncheon, graduation)
- Data collection (inquiry, current student, applications, degrees conferred)
- Petitions (Graduate School, Registrar)
- RA/TA positions
- Scholarship applications, distribution, and policy questions
- Graduate Student Travel Awards (for presenting posters/talks at conferences)

ACADEMIC GRIEVANCE PROCEDURES

The Office of Student and Academic Services provides appropriate guidance to students on matters concerning academic grievances. Graduate School policies and procedures regarding academic grievances are available at <http://www.grad.washington.edu/area/grievances.htm>.

SFR STUDENT ORGANIZATIONS

Student organizations at SFR sponsor events and provide an academic and social resource for students (contact Student and Academic Services for more information on student organizations). Some of these organizations are:

- Forest Club
- [International Forestry Students Association UW Chapter](#)
- [Society for Ecological Restoration UW Student Guild](#)
- [Society of Xi Sigma Pi \(Forestry Honor Society\)](#)
- SAF (Society of American Foresters)
- [TAPPI \(Technical Association of the Pulp and Paper Industry\)](#)
- GSA (Graduate Student Association—sponsors annual Graduate Student Symposium)
- [The Wildlife Society, UW Chapter](#)
- [UW Geospatial Club](#)

Requirements for School of Forest Resources MS and PhD Programs

(does not include MFR or MEH programs)

MS Degree

Orientation

CFR 500 (1) Graduate Orientation Seminar

Social and Natural Sciences Applied to Natural Resource and Environmental Issues

CFR 509 (3) Natural Resource Issues: Unspoken Basics

Disciplinary Knowledge

Minimum 10 credits (400-500 level): menu driven

Research Design and Quantitative Analysis

Minimum 8 credits (400-500 level): menu driven

Current Topics

2 credits (500 level): topics vary from year to year

Thesis Research

CFR 700 (9 credits minimum)

45 credits Total for MS degree

PhD Degree

Same as for MS Degree with one additional course in each of these categories

Disciplinary Knowledge

Research Design and Quantitative Analysis

Current Topics

Dissertation Research

CFR 800 (27 credits minimum, replaces Thesis Research requirement)

90 credits Total for PhD degree
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Effective Winter 2004

Requirements for School of Forest Resources MEH (Master of Environmental Horticulture)

The Master of Environmental Horticulture (MEH) program requires three to four quarters of course work in addition to one to two quarters of internship or independent project work. A thesis is not required for this program. All requirements of the Graduate School and the School of Forest Resources apply. In addition, the following courses are program requirements for the MEH degree:

Program Core:

COURSE	TITLE	CREDITS
CFR 500	Graduate Orientation Seminar	1
ESRM 411	Plant Propagation	3
ESRM 451	Urban Plant Protection	5
ESRM 480	Selection and Management of Landscape Plants	5
ESRM 481	Field Practicum in Selection and Management of Landscape Plants	2
CFR 503	Current Issues (must be taken every quarter each academic year)	6
CFR 549	Urban Horticulture Seminar (must be taken each fall each academic year)	2
CFR 561	Public Presentation in Urban Horticulture	2
	A course in policy, planning or administration	3
	Total	29 credits (minimum)

Internship/Independent Research:

A formal public presentation and written professional paper are required. A member of the faculty will advise the student on his/her project, which will be completed as:

CFR 601	Internship/Independent Research	9 credits (minimum)
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Electives:

Students must select additional courses in related areas of specialization such as: business; climatology; conservation biology and ecology; curation of public gardens; restoration/wetland ecology; education; hydrology; landscape design; plant selection, propagation, and management; plant physiology; plant taxonomy; political science/public administration; science and environmental policy; and urban planning.

	14 credits (minimum)
Total required for MEH	45 credits (minimum)

Effective September 2008

Requirements for School of Forest Resources Master of Forest Resources (Forest Management)

The Master of Forest Resources (Forest Management) program is designed to be completed in one calendar year. It is a non-thesis program with emphasis on course work to develop the technical and managerial skills required of today's professionals and a capstone experience to reinforce and apply the material learned in the earlier courses. The program is structured into four broad categories:

Required Core:

COURSE	TITLE	CREDITS
CFR 500	Graduate Orientation Seminar	1
CFR 509	Natural Resource Issues	3
CFR 526	Advanced Silviculture (prerequisite ESRM 428)	3
	Total	7 credits (minimum)

Directed Electives:

In-depth topical areas distributed among the four topic areas required for SAF accreditation

Forest Biology/Ecology	2 classes minimum – variable credit
Forest Management	2 classes minimum – variable credit
Forest Measurements	2 classes minimum – variable credit
Forest Policy/Administration	2 classes minimum – variable credit
Total	24 credits (minimum)

Unrestricted Electives:

Students must select additional courses in related areas of specialization	9 credits (minimum)
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Capstone Project:

Students will work to develop a natural resources project where they bring their skills to bear on a real-life project in collaboration with an outside client such as a landowner, agency, etc. A member of the faculty will advise the student on his/her project, which will be completed as:

CFR 601	Internship/Independent Research	5 credits (minimum)
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Total required for MFR	45 credits (minimum)
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MS, MFR, MEH DEGREE CHECKLIST

1. Permanent Supervisory Committee. Each student should establish a permanent Supervisory Committee by the end of the 2nd quarter of study and should meet with the committee to complete the Program of Study form (the green sheet). A Request to Establish a Supervisory Committee form is available at the end of this guide, in Anderson 116, and online at http://www.cfr.washington.edu/academicPrograms/graduate/Graduate_Student_Committee_Form.pdf. The Supervisory Committee guides the student through the graduate program; quickly establishing a good working relationship with this committee will help ensure a successful program of study.

2. Program of Study Form (Green Sheet). After establishing the committee, the student should submit a green sheet by the end of the 3rd quarter of study; the green sheet must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, the Office of Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress. The student should schedule the appointment with Student and Academic Services as early in the quarter of planned graduation (or earlier) as possible to ensure that all deadlines and requirements with the Graduate School will be met.

3. Annual Review. Students are required to hold a Supervisory Committee meeting at least once every academic year. The student should prepare a one-page status report before the meeting summarizing the following:

- a. Achievements during the preceding year (both course work and research)
- b. Plans for course work and research during the coming year
- c. Funding received during the preceding year and funding anticipated in the coming year

The meeting is recorded on the green sheet and a report is placed in the student's file.

4. MS Proposal Defense. MS (but not MEH or MFR) students are required to prepare a written proposal describing their proposed research before much of the research is carried out, and to make an oral presentation of this proposal. The presentation provides an opportunity to receive critical feedback from an audience of faculty and peers and is recorded on the Program of Study (green sheet).

5. MEH, MFR Internship/Capstone Project.

The MEH/MFR student's Supervisory Committee Chair (with input from the Supervisory Committee) assists in determining if the student has completed the program and is ready to present research findings from his/her Internship or Capstone project. In addition, Student and Academic Services should be contacted to determine that all SFR and Graduate School requirements have been met.

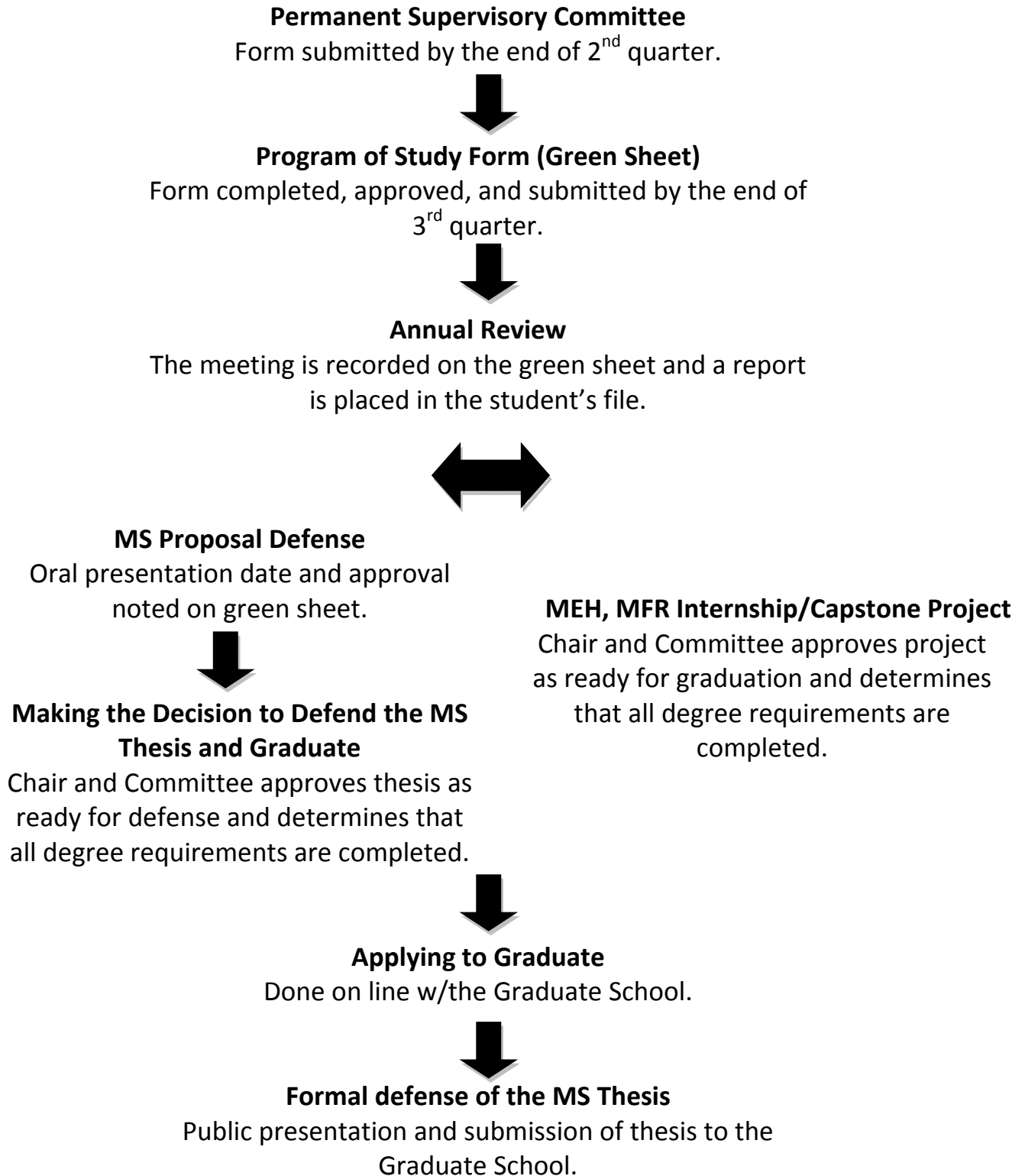
6. Making the Decision to Defend the MS Thesis and Graduate. The MS student's Supervisory Committee Chair (with input from the Supervisory Committee) assists in determining if the student has completed the program and is ready to present research findings (the thesis defense). In addition, Student and Academic Services should be contacted the quarter

before the defense is scheduled to determine that all SFR and Graduate School requirements have been met.

7. Applying to Graduate. All master's degree students (MS, MEH, MFR) must complete a Master's Degree Request at <http://www.grad.washington.edu/stsv/mastapp.htm>. The Graduate School will provide Student and Academic Services with a warrant, to be signed by Supervisory Committee members, for each request. Graduate School rules about applying for master's degrees are available at <http://grad.washington.edu/stsv/mastersinfo.htm>.

8. Scheduling and Defending the MS Thesis. It is student's responsibility to schedule the thesis defense at a time when *all* Supervisory Committee members are available to attend and sign the warrant. Students must defend their thesis and turn it in to the Graduate School by the last day of the quarter. If the thesis is not turned in by the last day, a Graduate Degree Late Fee must be paid in order to graduate and arrangements must be made with the Graduate School to submit a late thesis.

MS, MFR, MEH DEGREE FLOWCHART



PHD DEGREE CHECKLIST

1. Permanent Supervisory Committee. Each student should establish a permanent Supervisory Committee by the end of the 2nd quarter of study and should meet with the committee to complete the Program of Study form (green sheet). A Request to Establish a Supervisory Committee form is available at the end of this guide, in Anderson 116, and online at http://www.sfr.washington.edu/academicPrograms/graduate/cfr/Graduate_Student_Committee_Form.pdf. Students must have a Graduate School Representative (GSR) who is not a member of SFR on their committee; they locate GSRs by using the graduate faculty locator at <http://www.grad.washington.edu/gradfac>. The Supervisory Committee guides the student through the graduate program; quickly establishing a good working relationship with this committee will help ensure a successful program of study.

2. Program of Study Form (Green Sheet). After establishing the committee, the student must submit a green sheet by the end of the 3rd quarter of study. The green sheet must be updated and signed by the Supervisory Committee annually. At the beginning of the quarter of planned graduation, Student and Academic Services performs a degree audit to verify that all necessary degree requirements are either completed or in progress.

3. Annual Review. Students are required to hold a Supervisory Committee meeting at least once every academic year. The student should prepare a one-page status report before the meeting summarizing the following:

- Achievements during the preceding year (both course work and research)
- Plans for course work and research during the coming year
- Funding received during the preceding year and funding anticipated in the coming year

The meeting is recorded on the green sheet and a report is placed in the student's file in the Office of Student and Academic Services.

4. PhD Examinations. PhD students are required to take 3 examinations during the course of their program: the Qualifying Examination, the General Examination, and the Final Examination. Details and rules about these examinations are outlined below.

PhD Qualifying Examination

PhD students must pass an SFR Qualifying Examination before taking the Graduate School General Examination. The purpose of the Qualifying Examination is to establish whether the student meets the academic and scholarly standards that are expected of PhD students and to determine the student's strengths and weaknesses. One of the outcomes of the Qualifying Examination can be a recommendation for further course work in an area of weakness. Students with a master's degree are recommended to take the Qualifying Examination before the end of their 1st year. Students without an earned master's degree in the field are recommended to take the Qualifying Examination before the end of their 2nd year. The Qualifying Examination is recorded and monitored by SFR; it is not a Graduate School examination.

The PhD student's Supervisory Committee serves as the Qualifying Examination Committee. The Chair of the student's Supervisory Committee is a member of the Qualifying Examination Committee, but cannot serve as the Qualifying Examination Committee Chair. The Supervisory

Committee Chair participates in the written and oral portions of the exam, but does not decide on the results (pass/fail). The Graduate School Representative member of the Supervisory Committee is not required but is encouraged to attend the examination.

Procedures for the Qualifying Examination include:

1. The student should begin scheduling the examination about 2 months before the examination is taken. The SFR Qualifying Examination form is available online at <http://www.cfr.washington.edu/academicPrograms/graduate/PhDQualifyingExamForm.pdf>.
2. There are two parts to the examination, written and oral. The written part of the examination focuses on a range of disciplines within the interest area, but outside the student's proposed dissertation topic. 1-2 questions, designed to test general knowledge of disciplines, will be given to the student by each committee member. In negotiation with the Qualifying Examination Committee, students may have up to 4 weeks to complete the written part of the exam.
3. After completion of the written part of the examination, the oral part must be completed. It may cover questions not answered completely in the written examination, or other areas at the discretion of the committee. A minimum of 3 faculty members must participate in the oral examination; if this minimum cannot be satisfied by available Qualifying Examination Committee membership, the student, in consultation with the Supervisory Committee Chair, may select alternative faculty representation.
4. Immediately following the oral examination, the committee discusses the oral and written exam results. The student's Supervisory Committee Chair is not present at these deliberations. On the same day as the oral part of the examination, the student receives an oral report by the committee of its deliberations on the examination outcome, along with a signed copy of the Qualifying Examination Report form. The student and the Supervisory Committee Chair will receive a 1-page written report of the deliberation outcome within 5 working days. This report will be attached to the Qualifying Examination Report form and placed in the student's file.
5. If the student does not pass the examination, a re-examination is allowed 1 quarter later; only 1 re-examination is allowed. Students who do not pass the re-examination will be terminated from the graduate program.

PhD General Examination

The General Examination is a defense of the student's research proposal and has a written and oral portion. The General Examination is a Graduate School-level exam that is recorded at the Graduate School and advances a student to Candidacy (PhC). Procedures for the General Examination include:

1. The General Examination may be scheduled after 6 academic quarters in residence or after 3 quarters if the student has an MS degree from the UW.
2. Before scheduling the examination, the student meets with the Supervisory Committee to determine readiness to take the examination and to set an examination date. This can be done 1 or more quarters in advance of the quarter the student wishes to take the exam.
3. The student submits a "Request for General Examination" form to the Graduate School at least 3 weeks before the General Examination date. The request form is available online at <http://www.grad.washington.edu/forms/genexam.pdf>. All Supervisory Committee members must sign the form and students should fax or email their confirmation of the

date, day, time, and location of the exam to the Graduate School. The original form should be given to the Graduate School and a copy of the form should be given to the Office of Student and Academic Services for the student's file. The Graduate School will provide Student and Academic Services with a warrant, authorizing the General Examination for each request.

4. The student prepares a research proposal as the written component of the examination that includes the following sections: introduction and rationale, objectives, research questions and hypotheses, methods, expected results, literature cited, budget, and appendices (if needed). The page limit is 30 double-spaced typed pages. The student presents the research proposal to the Supervisory Committee at least 1 week before the exam.
5. The student posts and emails notices, indicating the time, location, title, and a brief abstract of the oral examination (proposal defense). Email notices should be sent to Amanda Davis at adavis4@u.washington.edu.
6. The student gives an oral proposal defense (30-40 minutes) and answers questions in a public presentation open to all faculty, students, and staff.
7. The Supervisory Committee Chair, Graduate School Representative, and 2 other committee members must be present at the oral proposal defense.
8. After the proposal defense, the student meets (usually 1 hour) with the Supervisory Committee to review the oral defense and written proposal.
9. If the Supervisory Committee agrees that the student has passed the examination, each committee member signs the warrant. The warrant is returned to the Office of Student and Academic Services where it is copied for the student's file. The warrant is then returned to the Graduate School for recording. The warrant must be signed in the correct locations and all the appropriate boxes must be completed. Candidacy (PhC certificate) is conferred and can be verified online, but it can take up to 4 months to receive an official certificate after the examination.
10. If the student does not pass the General Examination, the Supervisory Committee signs the warrant, indicating that student will be re-examined after 1 quarter. The same procedure (Steps 1-9) is followed for re-examination. Students not passing a re-examination are terminated from the graduate program.

PhD Final Examination

At the conclusion of the dissertation research, all PhD students must make a public presentation of their results. This presentation and associated questioning constitutes the Final Examination, and is recorded by the Graduate School.

1. A Final Examination may be scheduled if:
 - a. a student passed a General Examination in a **previous** quarter and
 - b. a reading committee is officially established with the Graduate School and
 - c. a reading committee has read an entire draft of the dissertation and voting members of the Supervisory Committee agree that the candidate is prepared to take a Final Examination
2. The student obtains a Request for Final Examination form available at <http://www.grad.washington.edu/forms/finexam.pdf> to be signed by all members of the Supervisory Committee, including the Graduate School Representative. The student submits

the form to the Graduate School 3 weeks prior to the Final Examination date. A copy of the form should be given to the Office of Student and Academic Services for the student file. The Graduate School will provide Student and Academic Services with a warrant, authorizing the Final Examination.

3. At least 4 members of the Supervisory Committee (including the Chair, Graduate School Representative, and one additional Graduate Faculty member) must be present at the Final Examination and sign the warrant if the Final Examination is satisfactory. If the examination is unsatisfactory, the Supervisory Committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.
4. The student returns the signed warrant to the Graduate School by the last day of the quarter (last day of finals week) of the examination.
5. After the Final Examination, the student has 60 days in which to submit a dissertation to the Graduate School. Registration as a graduate student is required both the quarter that the Final Examination is taken **AND** the quarter the dissertation is submitted. If the 60 day time period expires without the student submitting the dissertation, another Final Examination may be required.

UW Graduate School Doctoral Degree Requirements

For a complete checklist of Graduate School requirements, see <http://www.grad.washington.edu/stsv/quickref.htm>.

PhD DEGREE FLOWCHART

Permanent Supervisory Committee

Form submitted by the end of 2nd quarter.



Program of Study Form (Green Sheet)

Form completed, approved, and submitted by the end of 3rd quarter.



Annual Review

The meeting is recorded on the green sheet and a report is placed in the student's file.



Qualifying Exam

Results of this SFR-level exam are placed in the file.



General Exam

There are many requirements for this UW Graduate School exam— students should read carefully!



Dissertation Research and Writing

Annual reviews continue.



Establish Reading Committee

Committee reads, reviews, and approves the dissertation for the final exam.



Final Exam

Again, there are many requirements for this UW Graduate School exam— students should read carefully!

Graduate Student Committee Form

School of Forest Resources

Request to **ESTABLISH** a Supervisory Committee

Type of Committee: (circle one) MFR MEH MS PhD PhD Reading

PLEASE NOTE: By signing this form you are agreeing to chair or become a member on this student's committee.

Committee Chair (please print): _____

School/Dept: _____ Email: _____

Signature: _____

Committee Member (please print): _____

College/Dept: _____ Email: _____

Signature: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Signature: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Signature: _____

PhD Graduate School Rep (please print): _____

School/Dept: _____ Email: _____

Signature: _____

IMPORTANT RULES—MFR, MEH, MS Committees

1. The Committee Chair must have a SFR appointment and a UW Graduate Faculty appointment.
2. The majority of members must have a UW Graduate Faculty appointment.
3. All master's committees require a minimum of 3 members.

IMPORTANT RULES—PhD Committees

1. The PhD Committee must conform to all the rules set out in Graduate School Memorandum #13, found at: <http://www.grad.washington.edu/Acad/gsmemos/gsmemo13.htm>.
2. The majority of members must have a UW Graduate Faculty appointment.
3. PhD Committees require a minimum of 5 members including the Graduate School Representative, and the PhD Reading Committee requires 3 members.
4. The Committee Chair must have a SFR appointment. PhD Supervisory Committee Chairs must have an "Endorsement to Chair" filed with the Graduate School; affiliate faculty may serve if their service conforms to Graduate School Memo #13.
5. Only one non-UW "outside member" can be officially appointed. Students must have the "outside member" submit a CV to Student and Academic Services to be placed in the student file. Affiliate/Adjunct faculty are not "outside members."
6. PhD Graduate School Representatives are chosen by the student and must not have a "conflict of interest" with the chair (see <http://www.grad.washington.edu/stsv/doccommroles.htm> for details).
7. PhD Supervisory Committees must be officially appointed (including the GSR) at least 3 months prior to the scheduling of the General Examination.

Student Name: _____ Student Number: _____

Student Signature: _____ Date: _____

Graduate Student Committee Form

School of Forest Resources

Request to **CHANGE** a Supervisory Committee

Type of Committee: (circle one) MFR MEH MS PhD PhD Reading

Please see **IMPORTANT RULES** on the Request to Establish a Supervisory Committee form to make sure you are complying with Graduate School policies before making any changes. This form will not be processed without signatures.

To **add** a member to your already established Supervisory Committee, complete below:

PLEASE NOTE: By signing this form, you are agreeing to chair or become a member on this student's committee.

Committee Chair (please print): _____

School/Dept: _____ Email: _____

Signature: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Signature: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Signature: _____

To **remove** a member or chair, complete below:

Removal of chairs or members of Supervisory Committees requires a signature from the graduate interest group leader. If there is a conflict of interest with the interest group leader then the SFR Graduate Program Coordinator or Chair may sign for the interest group leader. The graduate interest group leader should notify any faculty member who been removed from a committee.

Committee Chair (please print): _____

School/Dept: _____ Email: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Committee Member (please print): _____

School/Dept: _____ Email: _____

Interest Group Leader (please print): _____

Approval Signature: _____

Student Name: _____ Student Number: _____

Student Signature: _____ Date: _____

Master of Science Graduate Student Program of Study

School of Forest Resources

Student Name: _____	Student Number: _____
Student Signature: _____	Date: _____

IMPORTANT INSTRUCTIONS

1. **NOTE:** Before this form is filed, a permanent Supervisory Committee must be established using the Graduate Student Committee Form. **MS/MPA** students will also need to file the Concurrent Planning Form: <http://evans.washington.edu/students/forms-advising/planning>.
2. This completed “green sheet” assures that both the student and the Supervisory Committee members agree on the study plan, and helps avoid misunderstandings concerning the specific course of study.
3. All UW Graduate School requirements must be fulfilled and are found at: <http://www.grad.washington.edu/stsv/mastersinfo.htm>.
4. This form must be filed in the student’s permanent graduate file in Student and Academic Services no later than the end of the third quarter in residence.
5. An annual review of progress with the Supervisory Committee is required, and must be noted on this form.
6. An MS Research Proposal and presentation must be completed and approved before the thesis research is started. The date of Proposal Approval must be recorded below.
7. To revise a program of study, the student must consult with her/his Supervisory Committee. Upon revision, an updated form must be completed with new signatures.
8. Substitutions to required classes must be made by filling out a “Graduate Student Petition Form.”
9. To graduate, MS students must apply to graduate with the Graduate School at: <http://www.grad.washington.edu/stsv/mastapp.aspx> , complete a public thesis defense, and turn in their completed thesis by the posted UW Graduate School deadline.
10. Please fill in **ALL Shaded** areas of the form. It will be kept in your permanent file.

PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (45 total required)	Grade (Min. 18 graded)
Orientation	CFR 500 Graduate Orientation Seminar		1	
Social and Natural Sciences Applied to Natural Resource and Environmental Issues	CFR 509 Analysis of Research Problems **		3	
Disciplinary Knowledge	Minimum 10 credits at the 400-500 level	Qtr/Yr	Credits	Grade
Research Design and Quantitative Analysis	Minimum 8 credits at the 400-500 LEVEL	Qtr/Yr	Credits	Grade

PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (45 total required)	Grade (Min. 18 graded)
Current Topics	2 credits AT THE 500 LEVEL	Qtr/Yr	Credits	Grade
Electives	CLASS NUMBER AND TITLE	Qtr/Yr	Credits	Grade
MS Research Proposal and Presentation	Proposed Research Title:	Chair approval signature and date:		
THESIS	CFR 700 (9 CREDITS minimum)			
	Thesis Title:			

****Only specifically this course for students starting after Autumn 2005.**

This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:

Chair _____ Date _____

Committee Members:

_____ Date _____

_____ Date _____

_____ Date _____

Annual Supervisory Committee Review Completed (include date and Supervisory Committee Chair's signature):

Chair _____ Date _____

Chair _____ Date _____

Chair _____ Date _____

Doctorate (PhD) Graduate Student Program of Study

College of Forest Resources

Student Name: _____
 Student Signature: _____

Student Number: _____
 Date: _____

IMPORTANT INSTRUCTIONS

1. **NOTE:** Before this form is filed, a permanent Supervisory Committee must be established using the Graduate Student Committee Form.
2. This completed “green sheet” assures that both the student and the Supervisory Committee members agree on the study plan, and helps avoid misunderstandings concerning the specific course of study.
3. All UW Graduate School requirements must be fulfilled and are found at:
<http://www.grad.washington.edu/stsv/doctoralinfo.htm>.
4. This form must be filed in the student’s permanent graduate file in Student and Academic Services no later than the end of the third quarter in residence.
5. An annual review of progress with the Supervisory Committee is required, and must be noted on this form.
6. Examination dates for CFR Qualifying Exam and the UW General Exam must be recorded on this form. The Final Exam will be recorded separately.
7. To revise a program of study, the student must consult with her/his Supervisory Committee. Upon revision, an updated form must be completed with new signatures.
8. Substitutions to required classes must be made by filling out a “Graduate Student Petition Form.”
9. To graduate, PhD students must establish a reading committee for their dissertation, then, upon approval from their Supervisory Committee, request a UW Graduate School Final Examination, complete a public dissertation defense, and turn in their completed dissertation by the posted UW Graduate School deadline.
10. Please fill in **ALL Shaded** areas of the form. It will be kept in your permanent file.

PROGRAM REQUIREMENT	CLASS NUMBER AND TITLE	Qtr/Yr	Credits (90 total required*)	Grade (Min. 18 graded)
Orientation	CFR 500 Graduate Orientation Seminar		1	
Social and Natural Sciences Applied to Natural Resource Issues	CFR 509 Analysis of Research Problems **		3	
Disciplinary Knowledge	Minimum 10 credits at the 400-500 level, PLUS one course for PhD	Qtr/Yr	Credits	Grade
Research Design and Quantitative Analysis	Minimum 8 credits at the 400-500 LEVEL, PLUS one course for PhD	Qtr/Yr	Credits	Grade

Current Topics	2 credits AT THE 500 LEVEL, PLUS one course for PhD	Qtr/Yr	Credits	Grade
Electives	CLASS NUMBER AND TITLE	Qtr/Yr	Credits	Grade
SFR Qualifying Exam	Please follow Red Book procedures for this exam—NOTE that it is NOT a UW Graduate School Exam.	Please note approval and date:		
UW Graduate School General Exam	Proposed Research Title:	Please note approval and date:		
DISSERTATION	CFR 800 (27 CREDITS minimum)			
	Dissertation Title:			

**NOTE: 30 of the 90 required PhD credits can come from a related master's degree.*

***Only specifically this course for students starting after Autumn 2005.*

This program of study has been approved by the student's Supervisory Committee, with each committee member's signature below:

Chair _____ Date _____

Committee Members:

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Annual Supervisory Committee Review Completed *(date and Supervisory Committee Chair's signature):*

Chair _____ Date _____

Chair _____ Date _____

Chair _____ Date _____

Chair _____ Date _____

Chair _____ Date _____

Graduate Student Petition Form

UW School of Forest Resources

Request to **Change SFR Graduate Program Requirements OR Degree Coding**

IMPORTANT INSTRUCTIONS

1. This form is to be used by SFR graduate students to change program requirements OR to be recoded from one degree (MS, MS/MPA, MFR, MEH, or PhD) to another (MS, MS/MPA, MFR, MEH, or PhD). Petitions to change or waive Graduate School requirements are submitted online at <http://www.grad.washington.edu/area/petition.html>. Students who are unsure of the appropriate petition should consult with Student and Academic Services.
2. All requests must be accompanied by an explanation from the student and a supporting statement from the Supervisory Committee Chair (and committee members if a degree recoding is requested).
3. Students petitioning to substitute courses taken at other institutions must include copies of transcripts from those institutions.
4. The petition must be filed at least one quarter prior to expected graduation and well in advance of the quarter during which the requested substituted course is offered.
5. The completed form should be turned in to Student and Academic Services in Anderson 130 or mailed to the office at: School of Forest Resources, Box 352100, University of Washington, Seattle, WA 98195-2100,.

PLEASE CHECK ONE BOX

- I am requesting a Program Requirement Change/Substitution for the following course:_____.
- I am currently coded as a (circle one) MS MS/MPA MFR MEH PhD student and I am requesting to be recoded as a (circle one) MS MS/MPA MFR MEH PhD student.

Student Name: _____ Student Number: _____

Student Signature: _____ Date: _____

Current Degree Sought (circle one) MS MS/MPA MFR MEH PhD

Anticipated Quarter and Year of Degree Completion: _____

Research Interest Area: _____

Name of Committee Chair: _____

Names of Committee Members: _____

Program of Study ("Green Sheet") Filed? Yes No

PLEASE ATTACH a statement explaining the reason(s) for the request and support from the Supervisory Committee Chair (and committee members if requesting recoding).

Below is reserved for SFR Graduate Program Coordinator Action.

ACTION: Approved Not Approved

Graduate Program Coordinator Signature: _____ Date: _____

Explanation:

Student Notified on: _____ by: _____.

Note: If the petition is approved, the "green sheet" must be updated to reflect any approved changes.

PhD Qualifying Examination Form

School of Forest Resources

Student Name: _____ Student Number: _____

Date of exam, time, and room: _____

Student Signature: _____ Date: _____

IMPORTANT NOTES

The student's Supervisory Committee will serve as the Qualifying Examination Committee. The Committee will select the Qualifying Examination Committee Chair, who will not be the student's Supervisory Committee Chair. The student's Supervisory Committee Chair participates in the examination, but does not decide on the results (pass/fail). The Graduate School Representative (GSR) is encouraged but not required to attend the exam.

The committee will discuss the results of the exam and the student will receive an oral report of the examination outcome at the end of committee deliberations on the same day as the exam, along with a signed copy of this form. The student's Supervisory Committee Chair will not be present at these deliberations. A minimum of 3 faculty must participate in the deliberations. If this minimum cannot be satisfied with faculty from the student's committee, the student, in consultation with the Supervisory Committee Chair, may select an alternative faculty representative. The student and Supervisory Committee Chair will receive a one-page written report of the outcome within 5 working days, which will be attached to this form and placed in the student's file.

EXAMINATION REPORT

The undersigned members of the Qualifying Examination Committee have examined the above-named student and recommend that:

- The student is allowed to continue in the program and take the Graduate School General Examination.
- The candidate be re-examined after further study. Only one re-examination is allowed.
- The candidate is not recommended for further work towards the doctoral degree after failing the re-examination.

Print Name

Signature

Qualifying Exam Chair: _____

GSR (not required): _____

PhD Supervisory Committee Chair/Advisor: _____

Committee Member 2: _____

Committee Member 3: _____

MINORITY REPORT

As committee member(s) present at the Qualifying Examination, I (we) wish to dissent from the committee recommendation and I (we) attach a minority report.

Signature(s): _____

PLEASE ATTACH A ONE PAGE WRITTEN EXAMINATION REPORT

Modified 10/06/09