INTRODUCTION

This Handbook for Graduate Studies in Plant and Wildlife Sciences is an outline of policies and procedures that apply to graduate faculty and graduate students in the Department of Plant and Wildlife Sciences at Brigham Young University. The general procedures of the Graduate School as outlined in the Brigham Young University Graduate Catalog are interpreted specifically for Plant and Wildlife Sciences and are integrated with other policies the Department has adopted. General administrative procedures of the Department relating to graduate study are also outlined. The University Catalog may change some of the requirements without notice. For the latest information see the Graduate Studies website:

http://graduatestudies.byu.edu/.
CONTENTS

INTRODUCTION .............................................................................................................. 2

ORGANIZATION OF DEPARTMENT ............................................................................. 4

RESEARCH FACULTY - DEPARTMENT OF PLANT AND WILDLIFE SCIENCES .......... 4

GRADUATE PROGRAM .................................................................................................... 7

GENERAL INFORMATION ............................................................................................... 7

APPLICATION AND ADMISSION .................................................................................... 7

  PWS Acceptance Flowchart ....................................................................................... 7

  Acceptance Criteria and Minimum Standards for Admission .................................... 10

  Application Deadline .................................................................................................. 11

  Students from Foreign Countries .............................................................................. 11

CREDIT POLICIES .......................................................................................................... 12

  Graduate Courses ....................................................................................................... 12

  Appropriate Credit Enrollment .................................................................................. 12

RESTRICTIONS ON CREDITS THAT MAY APPLY TOWARD A GRADUATE DEGREE .................................................. 12

  Post-Baccalaureate Studies Credit ............................................................................. 12

  Senior Credit .............................................................................................................. 13

  Transfer Credit .......................................................................................................... 13

  Other BYU Credit ..................................................................................................... 13

REQUIREMENTS FOR DEGREES .................................................................................. 13

  Environmental Science MS Program .......................................................................... 13

  Genetics and Biotechnology MS Program ................................................................. 13

  Wildlife and Wildlands Conservation MS Program ................................................... 14

  Wildlife and Wildlands Conservation PhD Program .................................................. 14

PROGRAM REQUIREMENTS ......................................................................................... 15

ADVISORY COMMITTEE AND PROGRAM OF STUDY ............................................... 16

  MS Programs ............................................................................................................ 17

  PhD Program ............................................................................................................ 17

  Procedure ................................................................................................................ 17

BIANNUAL PROGRESS EVALUATIONS ...................................................................... 17

RESEARCH .................................................................................................................... 18

PROSPECTUS OF RESEARCH ...................................................................................... 18

COMPREHENSIVE EXAMINATION (PhD) ...................................................................... 19

  PART 1: WRITING ASSIGNMENT ........................................................................... 19

  PART 2: ORAL EXAM ............................................................................................. 20

MINIMUM REGISTRATION ............................................................................................. 20

THESIS/DISSERTATION PREPARATION ....................................................................... 22

  Thesis/Dissertation Requirement Options ................................................................. 22

  Preparing Thesis/Dissertation Copies for Binding .................................................... 23

  Creating an ETD (Electronic Thesis or Dissertation) .............................................. 23

  Thesis/Dissertation/ETD Checklist ......................................................................... 25

INTERRUPTED GRADUATE PROGRAM ......................................................................... 26

ON-CAMPUS EMPLOYMENT ......................................................................................... 27

TA/RA POSITIONS ......................................................................................................... 27

GRADUATE FINANCIAL AWARDS .............................................................................. 27

GRADUATE STUDENT TRAVEL FUNDS ....................................................................... 29

GRADUATE STUDENT ACADEMIC .............................................................................. 30

GRIEVANCE POLICY ..................................................................................................... 30

OFFICE ALLOCATION ................................................................................................. 30
ORGANIZATION OF DEPARTMENT

The Department of Plant and Wildlife Sciences is one of seven departments in the College of Life Sciences. Within the Department there are approximately 25 full-time faculty members. Graduate degrees at the MS-level are offered in Environmental Science, Genetics and Biotechnology, and Wildlife and Wildlands Conservation. A Ph.D. is offered in Wildlife and Wildlands Conservation. Faculty members are listed below:

RESEARCH FACULTY - DEPARTMENT OF PLANT AND WILDLIFE SCIENCES

Zachary T. Aanderud. PhD, Soils and Biogeochemistry, University of California Davis, 2006. Impacts of environmental and resource variability on ecosystem services, consequences of disturbance (e.g. fire and exotic invasion) on plant-soil-microbial interactions, applications of phyto- and bioremediation. 489 WIDB. 422-4220. zachary_aanderud@byu.edu.


Gary M. Booth. PhD, Entomology, University of California Riverside, 1969. Mode of action, toxicity and environmental behavior of pesticides with emphasis on the fate and metabolism of xenobiotics in living organisms. Isolation and identification of secondary plant metabolites that are beneficial to man; Pollination biology with specific interest in tropical and subtropical plants. 697 WIDB. 422-2458. gary_booth@byu.edu.

Craig E. Coleman. PhD, Molecular and Cell Biology, Pennsylvania State University, 1992. Plant molecular genetics and biotechnology. 291 WIDB. 422-5145. craig_coleman@byu.edu.

Brad D. Geary. PhD, Plant Pathology, Washington State University, 1999. Endophytes in plants, Seed germination and survival of native Utah plants, Potato disease control, Quinoa disease control. 263 WIDB. 422-2369. brad_geary@byu.edu.


Eric N. Jellen. PhD, Plant Breeding, University of Minnesota, 1992. Genome ancestry of Quinoa (Chenopodium quinoa), polyploid cytogenetics, crop genetic resource conservation, Cytogenetics of oat (Avena sativa) and related species. 289 WIDB. 422-7279. eric_jellen@byu.edu.


Randy T. Larsen. PhD, Wildlife Biology, Utah State University, 2008. Avian biology, avian ecology, wildlife habitat relationships, biostatistics. 407 WIDB. 422-2322. randy_larsen@byu.edu.

Peter J. Maughan. PhD, Molecular Genetics, Virginia Polytechnic Institute and State University, 1996. Plant genetics, Genetic marker analysis, Transgenic plants and gene expression. 285 WIDB. 422-8698. jeff_maughan@byu.edu.


Steven L. Petersen. PhD, Rangeland resources (Rangeland ecology and management), Oregon State University, 2004. Landscape Ecology. 435 WIDB. 422-4885. steven_petersen@byu.edu.


Sam St. Clair. PhD, Ecological and Molecular Plant Physiology, Penn State University, 2004. Plant physiological ecology. 293 WIDB. 422-5725. stclair@byu.edu.

Mikel R. Stevens. PhD, University of Arkansas, 1993. Tomato and quinoa disease resistance genetics research, Quinoa molecular genetic studies, Wild indigenous species genetic research, Invasive species control studies, Molecular techniques in plant breeding research, Molecular techniques in plant diversity studies. 287 WIDB. 422-4032. mikel_stevens@byu.edu.

Richard E. Terry. PhD, Soil Biochemistry, Purdue University, 1976. Soil microbiology and biochemistry, Biogeochemical cycles, Soil chemistry and isotopes in ancient human activities. 259 WIDB. 422-2283. richard_terry@byu.edu.

Joshua A. Udall. PhD, Plant Genetics and Plant Breeding, University of Wisconsin, 2003. Plant genetics, Genomics and gene expression, Genome evolution in plants. 295 WIDB. 422-9307. joshua_udall@byu.edu.
GRADUATE PROGRAM

General Information
These guidelines have been prepared for the graduate student in Plant and Wildlife Sciences and must be used in conjunction with those contained in the BYU Catalog (http://graduatestudies.byu.edu/images/catalogs/current_grad_catalog.pdf). The graduate student must keep current on changes made each year in the graduate program at both the Department and the University level. The ultimate responsibility for complying with all Department and University requirements rests with the student.

Application and Admission
Acceptance criteria for graduate students coincides with those published in the BYU Graduate Catalog, with those established by the College of Life Sciences, and with those described in the Graduate Council’s Principles and Characteristics of Graduate Education.

PWS Acceptance Flowchart
(See next page)
- Begin courses
- Submit course forms to the Graduate Secretary's Office
- Graduate Committee approves these forms and submits them to the Department Chair for signatures, then to the Advisory Committee for approval.
- Must be registered for 2 credits in first semester.
- Finalies and proposals approved by the Graduate Committee and Advisory Committee.
- Must be registered for 2 credits in first semester.
- Graduate School must have at least 1 member to serve.
- Must have at least 2 members.
- GRE required.
- Transcript and Undergraduate GPA must be at least 3.0.
- PWS must be at least 3, not from PWS.
- Doctor of Philosophy minimum of 5 committee members (at least 2 from Graduate School).
Students are required to submit a copy of their thesis to the department. Copies of the thesis must be signed by the Graduate Reader Secretary. If the Graduation Petition for Graduation is not signed by the Graduate Reader Secretary, the thesis will be returned to the student. If the thesis is not signed, it will be returned to the student.

1. Submit your thesis to the Graduate Reader Secretary.
2. The Graduate Reader Secretary will review the thesis and sign it.
3. Submit the signed thesis to the department.
4. The department will review the thesis and sign it.
5. Submit the signed thesis to the College of Graduate Studies.
6. The College of Graduate Studies will review the thesis and sign it.
7. Submit the signed thesis to the University of Calgary Office for Graduates.
8. The University of Calgary Office for Graduates will review the thesis and sign it.
9. Submit the signed thesis to the University of Calgary Office for Graduates for approval.
10. The University of Calgary Office for Graduates will review the thesis and sign it.
Acceptance Criteria and Minimum Standards for Admission

Acceptance should be based on a balanced consideration of several areas of information, with strong support in one area offsetting weaker support in other areas. Faculty are encouraged to review the files of potential graduate students and to communicate directly with candidates regarding research opportunities. Faculty should feel their opinions regarding a student’s candidacy will be welcomed by the Department’s Graduate Committee. Acceptance Criteria and Standards include the following:

- Submit a complete application prior to the application deadline of February 1. An application is not considered complete until the Application for Graduate Admission, fees, all official transcripts, Honor Code Commitment (Form B), and Ecclesiastical Endorsement (Form E) have been received. International students must also submit official transcripts, diplomas, and mark sheets to a credential evaluation agency for a comprehensive course-by-course evaluation and calculation of a grade point average (GPA). See: http://graduatestudies.byu.edu/admissions/requirements.php?

- Receive at least a baccalaureate degree from an accredited US university or the equivalent from a university outside the U.S. (a four- or five-year program) before beginning graduate study at BYU. The Office of Graduate Studies must receive an official transcript showing that the degree has been conferred. Without such verification, registration will not be permitted beyond the first semester.

- GPA, 3.2 or higher (last 60 hours) for all completed university courses.*

- GRE combined minimum score of 300 with a minimum score of 4.0 on the analytical writing portion is required.*

- Three letters of recommendation from people with some understanding of the applicant’s abilities in relationship to the requirements of a graduate program.

- It is highly recommended that students have professional experience in work, internships, or undergraduate research that is complementary to the graduate program to which the applicant is applying. This experience could include special projects that resulted in publications and/or presentations at professional meetings.

- No graduate candidate will be accepted unless he or she has a departmental faculty member willing to serve as Major Advisor on a funded project. We encourage prospective students to contact faculty who might serve as potential advisors. Contact the department at (801) 422-2760 or visit the website at http://pws.byu.edu/home for a list of faculty.

* Rare exceptions may be made by petition through the Dean’s office in the College of Life Sciences for students whose scores are below the minimum requirements.
Application Deadline

Graduate student applications will be evaluated annually with a single application deadline of February 1. Evaluations will continue through mid-February and acceptance decisions will be made by the Graduate Committee in late February or early March. However, the Graduate Committee will consider exceptions to this timeline when coupled with funding not based on Departmental support and guaranteed for the duration of the proposed graduate program on an ad hoc basis. Faculty are strongly encouraged to communicate in writing their desires to members of the Graduate Committee to facilitate the inclusion of these desires in the reviews of applicants. Faculty should convey their desires in terms of rankings of multiple students applying to single labs, or in terms of individual candidates.

Students from Foreign Countries

In addition to academic qualifications, the following requirements apply to students from foreign countries:

- All applicants whose native language is not English and who have not received a four-year bachelor’s degree from an accredited university in the U.S.—or the equivalent from a recognized university in an English-speaking country (see Guide for Applying to Graduate Study for more information)—must fulfill at least one of the following qualifications:
  - Total IELTS band score of 7.0 with at least a 6.0 in each module
  - TOEFL score of at least 237 on the computer-based test
  - TOEFL score of at least 580 on the paper-based test
  - TOEFL iBT of at least 85, with minimum scores of 22 in the Speaking section and 21 in Listening, Reading, and Writing

- An applicant whose degree is awarded outside of the United States must submit all official transcripts, diplomas, and mark sheets to one of the following agencies for a credential evaluation, which must include a comprehensive course-by-course evaluation and calculation of grade point average (GPA):
  - International Education Research Foundation, Inc. (IERF)
    P.O. Box 3665
    Culver City, CA 90231-3665
    http://www.ierf.org
  - World Education Services (WES)
    P.O. Box 5087
    Bowling Green Station
    New York, NY 10274-5087
    http://www.wes.org

- International students are required to have an Ecclesiastical Endorsement. If the applicant needs to make special arrangements to complete this requirement, email INTL@BYU.EDU.

- Register for a minimum of 9 credit hours for both Fall and Winter semesters.
International students should keep in close contact with International Services, 1351 WSC, intloff@byu.edu, or 801-422-2695 while on campus.

Credit Policies

Graduate Courses

Seniors with exceptional ability may, on occasion, register for courses numbered in the 500 series but should be aware that such courses are taught at a graduate level and expectations may exceed the undergraduate's preparation.

All 600-level courses and above are reserved for graduate students. In exceptional circumstances selected post-baccalaureate students and undergraduate students may register for a 600-level course with permission from the instructor.

Appropriate Credit Enrollment

Because graduate study is more rigorous than undergraduate study, a student should not register for more than 12 hours in a semester or 6 hours in a term. In many programs, even that may be too much. Furthermore, registration for thesis/dissertation credit and work on the thesis/dissertation should be concurrent and reasonable. It would be inappropriate, for example, for a student to register for all 18 dissertation credit hours in one semester or term. Students should consult with their committee chair in determining an appropriate and reasonable credit enrollment.

Restrictions on Credits That May Apply Toward a Graduate Degree

Post-Baccalaureate Studies (PBS), Senior, and Transfer Credit

With department approval, transfer, senior, and post-baccalaureate studies credit may be applied toward the degree according to the individual criteria listed below. The maximum number of transfer credit hours should constitute no more than 25 percent of the total hours required for the program, not to exceed 15 credit hours in any program. Contact Graduate Studies if you have any questions.

Post-Baccalaureate Studies Credit. Credit taken after the baccalaureate degree has been received, but before the semester of formal admission to a graduate program, is defined as PBS credit. Such credit can be considered as part of a graduate degree program only with department approval. PBS and senior credit combined cannot exceed 10 semester hours of a graduate program.
Senior Credit. In some restricted instances students seeking a master's degree may apply credit taken during the senior year at BYU toward that degree, but in no instances can this credit apply to both a baccalaureate and a graduate degree. Senior and PBS credit combined cannot exceed 10 semester hours of a graduate program.

Transfer Credit. With Department approval, credit from other universities may be applied toward a graduate degree under the following conditions.

- Graduate numbers or equivalent
- B grades or better
- No more than 10 hours
- No international credit without certification by examination
- No undergraduate credit
- No extension credit
- No "P" (pass) credit
- Credit has not already been applied to another degree

Other BYU Credit

Lower-division courses (100- and 200-level courses), Independent Study (correspondence) courses, 300- and 400-level religion courses, and education courses numbered 514R may not apply toward a graduate degree.

Upper division courses (300- and 400 level courses, non-religion) may apply toward a graduate degree, but may not exceed 9 credit hours.

No undergraduate courses may apply toward a doctoral degree (except those already applied to a master's degree).

Requirements for Degrees

Environmental Science MS Program

- 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)
- No more than 10 hours of senior and transfer credit can be applied toward the MS degree
- No Independent Study (except prerequisites) can be applied toward the MS degree.
- PWS 694R (Seminar) 2 semesters*
- STAT 511
- Biannual progress evaluations with advisory committee
- Final oral examination and defense of thesis
- At least one manuscript from thesis prepared for publication

Genetics and Biotechnology MS Program

- 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)No more than 10 hours of senior and transfer credit can be applied toward the MS degree
- No Independent Study (except prerequisites) can be applied toward the MS degree.
- PWS 586 (Plant Cell Biology)
- PWS 694R (Seminar) 2 semesters*
- PWS 673R (Cytogenetics)
- PWS 670 (Analysis of Complex Genomes)
- Biannual progress evaluations with advisory committee
• Final oral examination and defense of thesis
• At least one manuscript from thesis prepared for publication

Wildlife and Wildlands Conservation MS Program
• 30 hours (24 coursework or seminar and 6 thesis hours, PWS 699R)
• No more than 10 hours of senior and transfer credit can be applied toward the MS degree
• No Independent Study (except prerequisites) can be applied toward the MS degree.
• PWS 694R (Seminar) 2 semesters*
• Biannual progress evaluations with advisory committee
• Final oral examination and defense of thesis
• At least one manuscript from thesis prepared for publication

Wildlife and Wildlands Conservation PhD Program
• The minimum requirement for students with no master's degree is 54 semester hours beyond the baccalaureate degree; the 54 hours may not include undergraduate (100- to 400-level) or more than 18 hours of dissertation credit. Students who have earned a master's degree must complete at least 36 semester hours of additional graduate work at BYU beyond the master's degree (18 dissertation credits, 18 coursework credits). Note: Students with a MS degree are more competitive for admission.
• Two consecutive six-hour semesters on BYU campus to fulfill the doctoral residency requirement.
• PWS 694R (seminar) 4 semesters*
• Biannual progress evaluations with advisory committee
• Comprehensive oral and written exam
• Final oral defense of dissertation
• At least two manuscripts from dissertation prepared for publication

*Alternatives may be available for this requirement through petition to the Department Graduate Committee when unusual circumstances apply.
### STUDENT PROGRESS

The following requirements and deadlines for MS and PhD degrees are guidelines for assessing graduate student progress in the Department of Plant and Wildlife Sciences. Requirements will be reevaluated biannually by the Graduate Committee. Requirements should be completed sequentially.

#### Program Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Program of Study and Advisory Committee¹</td>
<td>End of 1st semester</td>
</tr>
<tr>
<td>Prospectus²</td>
<td>End of 2nd semester</td>
</tr>
<tr>
<td>Biannual Progress Evaluations³</td>
<td>Every Fall and Winter Semesters, with Advisory Committee.</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>1st month of final semester (must be done prior to scheduling defense)</td>
</tr>
<tr>
<td></td>
<td>(See <a href="#">Graduation Deadlines</a>)</td>
</tr>
<tr>
<td>Scheduling of Thesis Defense and actual Thesis Defense⁴</td>
<td>Defense must be scheduled 2 weeks before Oral Thesis Defense (See <a href="#">Graduation Deadlines</a>)</td>
</tr>
<tr>
<td></td>
<td>Same time the defense is scheduled</td>
</tr>
<tr>
<td>Hard copies of thesis submitted to Graduate Secretary to be distributed to</td>
<td>Following thesis defense, must have Dept. and Dean’s signatures (See <a href="#">Graduation Deadlines</a>)</td>
</tr>
<tr>
<td>Dean and Committee with Thesis Completion Form</td>
<td>Prior to graduation approval</td>
</tr>
<tr>
<td>ETD Submitted to Graduate Studies for printing</td>
<td></td>
</tr>
<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td></td>
</tr>
<tr>
<td><strong>PhD Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Program of Study and Advisory Committee¹</td>
<td>End of 1st year</td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee²</td>
<td>End of 3rd semester</td>
</tr>
<tr>
<td>Biannual Progress Evaluations³</td>
<td>Every Fall and Winter Semesters, with Advisory Committee.</td>
</tr>
<tr>
<td>Comprehensive Examination⁵</td>
<td>Completion of coursework/End of 3rd year (must be done prior to scheduling defense)</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>Defense must be scheduled 2 weeks before Oral Dissertation Defense (See <a href="#">Graduation Deadlines</a>)</td>
</tr>
<tr>
<td>Scheduling of Dissertation Defense and actual Oral Dissertation Defense⁴</td>
<td>Same time the defense is scheduled</td>
</tr>
<tr>
<td>Hard copies of dissertation submitted to Graduate Secretary to be distributed to Dean and Advisory Committee with Dissertation Completion Form</td>
<td>Following dissertation defense, must have Dept. and Dean’s signatures (See <a href="#">Graduation Deadlines</a>)</td>
</tr>
<tr>
<td>ETD Submitted to Graduate Studies for printing</td>
<td>Prior to graduation approval</td>
</tr>
<tr>
<td>At least two manuscripts from dissertation prepared for publication</td>
<td>Within one week after final submission to Graduate Studies</td>
</tr>
<tr>
<td>Doctoral Survey to Office of Graduate Studies</td>
<td></td>
</tr>
</tbody>
</table>
Coursework requirements: Specifics are determined by Advisory Committee but must include at least 30 semester hours (24 coursework or seminar and 6 thesis hours) for MS students, and at least 54 semester hours (36 coursework or seminar and 18 dissertation hours) for PhD students with no MS degree and 36 hours (18 coursework or seminar and 18 dissertation hours) for PhD students with MS degrees. (University Form ADV #3 http://graduatstudies.byu.edu/images/forms/ADV_Form_3.pdf)

Prospectus of research: Written proposal of planned research. Must be submitted to Advisory Committee and approved after a formal oral presentation of the prospectus is given to the Advisory Committee. (Department Form 1)

Biannual Progress Evaluations: Students will be evaluated twice an academic year (Fall to Summer), no later than the end of Fall and Winter Semesters, by their advisory committees. Performance may be evaluated in the following areas: course work on schedule, course work grades, proposal approved, program of study approved, research progress, TA evaluation, Thesis preparation. Department Form #2

Defense of thesis/dissertation: Two weeks after a copy of the thesis/dissertation has been turned in to the Committee, a draft submitted to the Dean, and the thesis/dissertation defense scheduled with the Graduate Secretary (University Form ADV 8c http://graduatstudies.byu.edu/images/forms/ADV_Form_8c.pdf), the student will formally present the thesis/dissertation to his/her Advisory Committee. The presentation of the thesis/dissertation will be open to the Department and general public, but only the Advisory Committee will vote on the student’s performance.

Comprehensive examination: (For PhD students): To be taken after the majority of coursework is completed and at least one year prior to the defense of dissertation. This exam includes both a written and an oral component. The exam is designed to measure the breadth of the student's knowledge in his/her program area and identify those areas in which that knowledge is weak. The written portion of the examination is an extensive writing assignment determined by the student’s Advisory Committee. The writing assignment should be mentally challenging and probe the student’s ability to think deeply and write about complex topics. The writing assignment may be a concept paper, a formal literature review, and/or a written response to questions obtained from the Advisory Committee. Upon completion and submission of the written exam, the graduate student will undergo an oral examination. The oral examination will provide an opportunity for the Advisory Committee to probe in greater depth any issues or topics covered in the written exam or topics they deem relevant to the student’s research project. The comprehensive exam must be completed and passed before the student is considered a candidate for a PhD in the Department of Plant and Wildlife Sciences. http://pws.byu.edu/Portals/12/docs/Doctoral Comp Exam Eval__Form_4.pdf

Advisory Committee and Program of Study

The same form (University Form ADV #3 http://graduatstudies.byu.edu/images/forms/ADV_Form_3.pdf) is used to establish an Advisory Committee and the official Program of Study. In cooperation with his/her Committee Chair, the student should select Committee members who will be of assistance to him/her during the graduate program.
MS Programs

The University requirement is three members for an Advisory Committee, including the Committee Chair. A minimum of two Graduate Faculty members should be from the Department. One may be from outside the Department. Additional appointments may be made to suit the needs of the program.

PhD Program

The University requirement is 5 members for an Advisory Committee, including the Committee Chair. Three or four Graduate Faculty members from the Department, including the Committee Chair; and one or two Graduate Faculty members from outside the Department constitute the Advisory Committee.

Procedure

Potential Advisory Committee members must be cleared with the Graduate Advisor and Department Graduate Coordinator. Each member should be contacted individually and asked to be on an Advisory Committee. If the student has declared a minor, one Committee member must be from that department. If the student has asked a Graduate Faculty member from another university or organization to be on his/her Committee, he/she must fill out a Petition for Exception (University Form OGS 2): http://graduatestudies.byu.edu/images/forms/OGS_Form_2.pdf stating the reason(s) for having the individual included on the Committee. This outside member is required to send a curriculum vita to the Graduate Secretary. After the Committee is established, the student should schedule a Committee meeting to discuss a Program of Study. The form (University Form ADV 3, Program of Study) is available from the Graduate Secretary or online: http://graduatestudies.byu.edu/forms/forms.php?s=advforms. All members of the Advisory Committee and the Graduate Coordinator must sign the form. It should be returned to the Department Graduate Secretary.

Biannual Progress Evaluations

Students are encouraged to complete their degree programs in a timely fashion. Toward this end, the Plant and Wildlife Sciences department will formally monitor each graduate student's progress twice during the calendar year. Department Form #2 Graduate Student Biannual Progress Evaluation Form.docx should be filled out by the student and their graduate committee. The form can also be obtained from the Graduate Secretary. The following criteria will apply:

The Student will be evaluated by their advisory committee, no later than the end of Fall and Winter semesters (Students must be evaluated twice a year. If a student is NOT evaluated, the University may terminate their graduate status).

Each student is rated as making satisfactory, marginal, or unsatisfactory progress.

Marginal or Unsatisfactory Progress may include the following:

* Failure to submit program of study form
* Failure to establish a graduate committee
* Registering for thesis hours when little or no work has been done
* Failure to submit an approved thesis/dissertation prospectus
* Minimal contact with chair or advisory committee members
* Prospectus or thesis/dissertation draft not approved
- Limited progress toward courses and requirements on Program of Study
- Poor performance in clinical/externship/applied experience
- Poor performance in research

**Unsatisfactory progress** may include the following:
- Grade in a course falling below B-
- Failure to complete program of study form
- Failure to establish a graduate committee
- Failing a course
- Registering for thesis hours when little or no work has been done
- Failure to submit an approved thesis/dissertation prospectus
- Failure of comprehensive exams
- Minimal or no contact with chair or advisory committee members
- Prospectus or thesis/dissertation draft not approved
- Lacking progress toward courses and requirements on study list
- Poor performance in clinical/externship/applied experience
- Rated as marginal in previous review and has not remediated weak areas
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.
- Concerns about ethical or professional behavior
- Poor performance in research

If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession the department will:
1. Terminate the student's program at the conclusion of the semester  **OR**
2. Submit a petition to Graduate Studies making a convincing case that the student be given another semester to demonstrate satisfactory progress.
3. The student will be temporarily suspended from Departmental TA/RA funding until any missing requirements are met.

**Research**

In most instances, graduate students, with assistance from Graduate Advisor, are expected to originate and plan their own research projects that will be acceptable to their Advisory Committees. Students should periodically discuss their research with their Advisory Committees; however, most detailed problems should be worked out with their Graduate Advisors in advance. The Graduate Advisor will serve as the graduate student’s mentor for research. Therefore, the Graduate Advisor is expected to work closely with the graduate students in all aspects of the proposed research and in the writing of the thesis or dissertation. Students should be respectful of their Graduate Advisors and appreciative of the opportunity to gain graduate research experience in a mentored environment. The Advisory Committees are typically chosen for their expertise in particular areas. Members of Advisory Committees are expected to provide technical advice and expertise to support the students’ research. **Students should not ask for technical help from faculty members not on their Advisory Committees unless they first obtain permission from their Graduate Advisor.**

**Prospectus of Research**

The prospectus is to be submitted to and approved in a meeting of the Advisory Committee before the end of the second semester of resident study for MS students and by the end of the third semester for PhD students.
If the research emphasis changes more than in a minor way after a prospectus is approved, the student must submit a new approved prospectus to the Department as soon as possible and no later than one semester before graduation.

Generally, the main sections of the prospectus will include:

- **TITLE** (must contain good "retrieval" words--key words used in any journal database searches)
- **INTRODUCTION** (must include justification and objectives)
- **HYPOTHESIS** (unless inappropriate for descriptive or natural history studies)
- **METHODS** (must include experimental design, description of study site, etc.)
- **PERTINENT LITERATURE** (must include sufficient references to assure Advisory Committee members that student is familiar with the proposed research area)
- **ANTICIPATED COSTS** (must include information which will alert the Advisory Committee members if any expensive equipment or supplies will be needed that are not already available and how such expenditures are to be met)

Students should give one copy of the prospectus to each member of his/her Committee and one copy with Department Form #1, Approval of Prospectus, [http://pws.byu.edu/Portals/12/docs/Approval_of_Prospectus__Form_1.pdf](http://pws.byu.edu/Portals/12/docs/Approval_of_Prospectus__Form_1.pdf) attached, to the Department Graduate Secretary.

**Comprehensive Examination (PhD)**

The comprehensive exam is usually given after completion of coursework and a minimum of one year prior to the defense of dissertation. Each student must make arrangements with his/her Advisory Committee to begin the comprehensive examination. The comprehensive exam must be completed and passed before a student may be considered a candidate for a PhD in the Department of Plant and Wildlife Sciences. The comprehensive exam has two components 1) a writing assignment and 2) an oral examination.

**PART 1: WRITING ASSIGNMENT**

When the student is ready to take the comprehensive exam, the student’s advisory committee will determine the content of the written examination, and will also determine a specified time period (time period could be one to six weeks) for the student to complete written portion of the comprehensive exam. Advisory committees may also determine the degree of outside help a student may have to complete the written assignment (i.e. whether the writing assignment is open or closed book, whether they may consult with other faculty members or students, etc.).

The writing assignment is determined by the student’s Advisory Committee. The writing assignment could include any of the following:

- **concept paper**
  - An in-depth discussion paper of a pertinent concept(s) that the Advisory committee may deem as relevant to the student’s education.
- **formal literature review**
  - A thorough review of literature of the major theme(s) of the student's dissertation research in which the student has the flexibility to more fully develop ideas and to consider alternative or controversial points-of-view. This assignment permits the student to demonstrate an in-depth mastery and synthesis of the relevant literature.

- **proposal for an additional study**
  - The advisory committee may have the student design a study and write a formal proposal for that study.

- **written response to a group of comprehensive questions**
  - obtained from the Advisory Committee.
  - these may be a list of specific questions from coursework. Advisory committees, however, may wish to ask questions that have no right or wrong answers, but probe the student’s ability to think deeply about complex topics/issues.

The Graduate Advisor will distribute the completed written exam to all Advisory Committee members. At this point, the student will schedule the oral phase of the exam with his/her Advisory Committee.

### PART 2: ORAL EXAM

The oral examination will provide an opportunity for the Advisory Committee to probe in greater depth any issues they deem relevant for an assessment of the student's academic potential for a PhD. This oral exam may include coverage of previous coursework. The oral exam may also include discussion of weaknesses observed in the writing assignment. It should assess the students’ background and breadth of knowledge in his/her field of study. The exam should also test the graduate student’s ability to critically think about complex topics and ideas.

Observed weaknesses in a student’s academic preparation, writing abilities, or critical thinking may result in an advisory committee’s recommendation for the student to: complete additional coursework, complete additional readings in a topic area, provide further writing exercises, or be terminated as a PhD student in the Department of Plant and Wildlife Sciences. Any issue(s) may be revisited at the Advisory Committee's discretion.

Upon satisfactory completion of the oral examination, the Committee should submit the "Doctoral Comprehensive Examination Evaluation” form (Dept. form #3) [http://pws.byu.edu/Portals/12/docs/Doctoral_Comp_Exam_Eval__Form_4.pdf](http://pws.byu.edu/Portals/12/docs/Doctoral_Comp_Exam_Eval__Form_4.pdf) to the Department Graduate Secretary.

### Minimum Registration

- To retain active status and to qualify for subsequent registration, graduate students must register for a least **six semester hours** each academic calendar year (i.e. Fall 2013 through Summer 2014).

- Minimum registration for at least two credit hours during any semester (If a student has already completed 6 hours during fall and winter semesters, registration during spring/summer terms will be optional).

- International Students must register for nine credit hours for both Fall and Winter Semesters.
Doctoral students must satisfy a residency requirement of two consecutive semesters of at least six credit hours each.

Two credit hours minimum registration is required of all students during the semester in which the student begins and finishes his/her graduate program.

To qualify for work on campus the student must be registered for at least 2 credits in the semester they receive a Teaching or Research Assistantship. (See Financial Assistance section for more information.)

Oral Defense of Thesis/Dissertation

Each student must defend his/her thesis before the Advisory Committee in a public seminar. Although the presentation of Thesis is open to the public, only members of the Advisory Committee may vote on the student's performance.

- The first part of the examination will be a presentation of research and will be open to all interested individuals.
- The second part will be an examination of research and the thesis/dissertation by the advisory committee.

First, apply for Graduation through MyBYU

University Form ADV 8c ("Departmental Scheduling of Final Oral Examination") http://graduatestudies.byu.edu/images/forms/ADV_Form_8c.pdf must be completed a minimum of 2 weeks prior to the presentation of Thesis--No Exceptions! This form should be turned in to the Graduate Secretary who will schedule the Defense (See University Deadlines http://graduatestudies.byu.edu/images/forms/ADV_Form_8_1011.pdf)

The student will submit to the Graduate Secretary hard copies of the thesis/dissertation which have been read and approved by the students’ Graduate Advisor. These copies must be accompanied with the Thesis Completion Form (Thesis Completion Form) before or at the same time the defense is scheduled with Form ADV 8c ("Departmental Scheduling of Final Oral Examination"). Hard copies will be distributed by the Graduate Secretary to the Dean’s office, Graduate Committee (2-4 copies depending on the size of the committee) and Graduate Coordinator.

During the two weeks prior to the examination, it is expected that the Advisory Committee will be actively involved in reviewing the thesis/dissertation and will be prepared to provide feedback to the student before and/or during the Oral Defense of Thesis/Dissertation.

When the student has successfully passed the examination, the Committee Chair will submit University Forms #9 ("Committee Member Evaluation of Final Oral Examination") and #10 ("Report of Committee Action for Final Oral Examination") to the Department Graduate Secretary.

The instructions for formatting, preparing copies, and submitting the forms, fees, and copies for binding are included in the "Minimum Standards for Submitting Dissertations, Theses, or Projects". This form may be downloaded at: http://graduatestudies.byu.edu/images/forms/ADV_Form_11.pdf
**Thesis/Dissertation Preparation**

The final responsibility for compliance with all Departmental, College, and University regulations for thesis/dissertation preparation rests solely with the graduate student. For style, formatting, and other requirements, see the following Graduate Studies links: [http://graduatestudies.byu.edu/forms/forms.php?s=advforms](http://graduatestudies.byu.edu/forms/forms.php?s=advforms):

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<thead>
<tr>
<th>ADV Form 11</th>
<th>Minimum Standards for Submitting Dissertations, Theses, or Selected Projects</th>
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<tbody>
<tr>
<td>ADV Form 11a</td>
<td>Sample Minimum Standards for Submitting Dissertations, Theses, or Selected Projects</td>
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<tr>
<td>ADV Form 11b</td>
<td>Preliminary Pages Template-Thesis</td>
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<tr>
<td>ADV Form 11d</td>
<td>Preliminary Pages Template-Dissertation</td>
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<tr>
<td>ADV Form 12a</td>
<td>Student Thesis Submission Checklist</td>
</tr>
<tr>
<td>ADV Form 12b</td>
<td>Student Dissertation Submission Checklist</td>
</tr>
</tbody>
</table>

The responsibility for knowing how to format an ETD rests with the graduate student. Many helpful tutorials can be found at [http://train.byu.edu/?q=views&tid=40](http://train.byu.edu/?q=views&tid=40)

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<thead>
<tr>
<th>Video Title</th>
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<tr>
<td>ETD – Converting Word to PDF Alternate Method</td>
<td>Electronic Theses and Dissertations</td>
<td>01/2013</td>
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<td>ETD – Converting Word to PDF Mainstream Method</td>
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<td>ETD – Generating an Automatic Table of Contents</td>
<td>Electronic Theses and Dissertations</td>
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<td>Electronic Theses and Dissertations</td>
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<td>ETD – Using Word Styles</td>
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</table>

**Thesis/Dissertation Requirement Options**

All theses, dissertations, and special projects will be submitted as ETDs to the library. However, the Department requires two *bound* copies (one for the Advisor and one to be filed in the Graduate Secretary’s office).

Graduate students in Plant and Wildlife Sciences may fulfill the thesis/dissertation requirement by completing one of the following options:

- A regular thesis/dissertation written in strict compliance with the guidelines found in University Form ADV 11.

- Published article(s) in lieu of a regular thesis or dissertation. A minimum of one published article in lieu of a thesis and a minimum of three published articles in lieu of a dissertation are required.
• In cases of co-authorship, the student's name must appear as senior author on at least one major paper in either degree level, and the work submitted must be recognized as a "full-length journal article" rather than a communication, preliminary note, abstract, or letter to the editor. The journal selected must be one in which the major works of the respective field are regularly published and must be refereed.
• The work undertaken and the length of time required to complete the study should not be less than that ordinarily expected for a thesis or dissertation.

• An appropriate number of manuscripts accepted for publication, submitted for publication, or prepared for submission to such a journal as described above. All manuscripts must be written in the EXACT format of the journal to which they have been or will be submitted.
• Any combination of requirements listed above that is acceptable to all members of the Advisory Committee and the Department Chair.

Preparing Thesis/Dissertation Copies for Binding

Students must submit their dissertation, thesis, or selected project electronically (in addition to submitting two paper copies for the department beforehand). The ETD Web site, http://etd.lib.byu.edu, has detailed information on the electronic submission requirements and formatting guidelines. It also has a comprehensive tutorial to help prepare the electronic document. https://byugle.lib.byu.edu/byugle/error.php?err=107 See also: University Forms (ADV Form 11, ADV Form 11a, ADV Form 12a, and ADV Form 12b) at: http://graduatestudies.byu.edu/forms/forms.php?s=advforms.

Creating an ETD (Electronic Thesis or Dissertation)

Begin by going to the ETD Website: http://etd.lib.byu.edu/

ETD Classes are taught in the Harold B. Lee Library. These classes are 20 minutes and have valuable information about the ETD creation process. For information and to register go to their website: http://net.lib.byu.edu/courses/index.html (Courses/Microsoft Word-Electronic Thesis Creation)

A helpful video tutorial can be found at https://byugle.lib.byu.edu/byugle/error.php?err=107 (you can also access it through the ETD submission page)

For style, formatting, and other requirements, see the following Graduate Studies links: http://graduatestudies.byu.edu/forms/forms.php?s=advforms:

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Thesis/Dissertation/ETD Checklist

____ Obtain Committee, Dept. Chair/Graduate Committee Chair & Deans signatures on Form 8d.

____ Follow Minimum Standards for Submitting Dissertations, Theses, or Selected Projects (Form 11) and Sample Minimum Standards for Submitting Dissertations, Theses (Form 11a).

____ Visit the ETD Site http://etd.lib.byu.edu/. Read the information under Prepare ETD Tab.

____ Title must match exactly title submitted when thesis was scheduled and title on form 8d.

____ Date on Title page is NOT the month defended, but the month when the Dean signs your Form 8d (usually the same month you’re submitting your ETD).

____ Paragraphs in Abstract should be separated by a double space.

____ Key Words should be entered as a line of text with key words or phrases separated by commas. They should also be in lowercase except for proper nouns (i.e. name of a place, titles, etc) and acronyms.

____ Bookmarks should open automatically on the left side of the page when the document is opened. To set this using Adobe Acrobat go to File, Properties, then in the Initial View tab set the Navigation pane option to be “Bookmarks Panel and Page”.

____ Bookmarks should begin with the Title Page and include all preliminary pages (Title page, abstract, table of contents, list of tables and list of figures). Bookmark chapter sections and subsections and nest them (indent) properly. They should mirror Table of Contents page without the page numbers. Every single section heading and subheading should have a bookmark and be in the Table of Contents.

____ Table of Contents page should include all preliminary pages (Title page, abstract, table of contents, list of tables and list of figures) chapter sections and subsections. Create your Table of Contents using the automatic features in Microsoft Word styles.

____ Landscape pages in PDF documents should be viewed as landscape (don’t rotate them to align with all the other portrait pages).

____ Contains NO links to outside websites (these change over time).

____ Convert to PDF. Visit the Information Commons on level 4 of the Library (422-2911) for help.

____ Submit ETD on ETD website. (http://etd.lib.byu.edu/)

____ Take the following to Graduate Studies at the Former Presidents’ Home (FPH 105) Form 8d (signed and completed, including BYU Student ID # & signature)

   **Master’s students:** Make an additional copy of the title page for Graduate Studies.

   **Doctoral students:** Make two additional copies of the title page, one set for Graduate Studies and the other for Dissertation Abstracts International.

____ Upload thesis/dissertation to gradworksonline.com for printing. You are required to order one copy for the department. Your advisor & committee may also require bound copies. (Multiple copies may be mailed to multiple addresses.)
Email or show receipt of purchasing bound thesis/dissertation to Graduate Secretary for graduation clearance.

Complete exit interview online. (Go to [www.pws.byu.edu](http://www.pws.byu.edu), select the Students tab and then select Exit Interview – MS/PhD. Fill out the form and the Graduate Coordinator will contact you for an in-person interview. This is required for graduation clearance with the department.)

**Interrupted Graduate Program**

For students who are **admitted and enrolled** for at least one semester who wish to interrupt their graduate programs at BYU and not maintain six credit hours a year continuous registration, the following stipulations apply:

- If on LDS mission: Prior to leaving, complete University Form ADV #5 (Leave of Absence) [http://graduatestudies.byu.edu/images/forms/ADV_Form_5.pdf](http://graduatestudies.byu.edu/images/forms/ADV_Form_5.pdf). Guaranteed reentry immediately after mission release if student has been registered for at least 1 semester of graduate school at BYU before leaving on mission. For those who are NOT admitted and enrolled for at least one semester, they will need to apply for graduate school after their mission is completed (There is no deferment of admission for graduate students).

- If not on LDS mission: If for some reason students need to leave BYU for an indefinite time period during the course of their graduate program and do not anticipate needing the services of the University or their Advisory Committees during that period of time, they must be terminated as a student with Form ADV7 Departmental Request to Expire (Terminate) Graduate Status. Upon return, a student must complete University GS Form #6 (Application to Resume Graduate Study) and GS Form #6a (Reapplication Honor Code Commitment and Ecclesiastical Endorsement) which are available from the Department Graduate Secretary or online at [http://graduatestudies.byu.edu/forms/forms.php](http://graduatestudies.byu.edu/forms/forms.php). A fee of $600.00 is required with the application.

- Students are ineligible for readmission when more than three years have passed since their last semester of graduate registration. In such cases, students must complete a new application and be considered for admission with a new applicant pool.

- Readmission does not extend the time limit for completion of the degree (five years from the first admittance to a master’s program, eight years from the first admittance to a doctoral program).

- The student may continue on the same research project (provided that project is still available) and with the support of the same Committee Chair and the same Advisory Committee (provided those individuals are still at the University and are willing to continue with the student).

- Irrespective of the circumstances involved, only one such form (Application to Resume Graduate Study) will be approved for any one graduate student during his/her graduate program time at BYU.

Note: No financial support is guaranteed for graduate students returning under this option unless the Department so specifies. Additional stipulations may be imposed on the student when he/she returns; however, these stipulations will be clearly specified in writing at the time the form is evaluated by the Department.
Financial assistance for all graduate students is contingent upon satisfactory progress as evaluated by the Graduate Committee.

**On-campus employment**

- Graduate students are required to take a minimum of two credit hours during Fall and Winter semesters in order to be employed by BYU (this includes both TA and RA contracts). International students must take nine credit hours during Fall and Winter to be employed.

- Students who are enrolled for Winter semester and who will also be enrolled for Fall semester are eligible to work on campus during Spring and Summer terms without taking classes during either term. However, any student employee who is not enrolled in at least one credit hour during Spring term and during Summer term must pay the FICA tax during that term. International students are exempt from the FICA tax.

**TA/RA Positions**

The graduate program in the Department of Plant and Wildlife Sciences is a research-oriented degree program. As such, it strives to provide graduate students with the greatest possibility for productive, publishable research. Guidelines for assigning Plant and Wildlife Sciences graduate student Teaching Assistantships (TAs), and Research Assistantships (RAs) are as follows:

- MS students: 20-hour per-week assistantships are offered for three semesters per year, for a three-year period. These assistantships are contingent on positive evaluations in teaching and research responsibilities.

- PhD students: 20-hour per week assistantships are offered for three semesters per year, for a five-year period. These assistantships are contingent on positive evaluation in teaching and research responsibilities.

**Graduate Financial Awards**

Partial tuition assistance from the department is available to all graduate students. Students do not need to fill out an application to receive this assistance. Qualifications are as follows:

- Tuition awards are predicated on acceptable student progress as defined in the Graduate Student Handbook.

- Tuition Award candidates should have and maintain a minimum 3.0 GPA.

- Tuition awards are guaranteed for only the first three years of a Master’s and five years for a PhD candidate.

University scholarships, other scholarships, fellowships, and grants can be applied for at: [http://www.byu.edu/gradstudies](http://www.byu.edu/gradstudies) under the financial tab. College of Life Sciences and Plant and Wildlife Sciences Scholarships can also be applied for at: [http://lifesciencescholarships.byu.edu/](http://lifesciencescholarships.byu.edu/). The following PWS scholarships are available:
FARNSWORTH SCHOLARSHIP

Two semesters, quarter or half-tuition; one or two available for graduate students in Genetics or undergraduates in Environmental Soil Science, Biotechnology, or Plant Biology.

INTERNATIONAL AGRICULTURE IMPROVEMENT FUND

One or two semesters, quarter or half-tuition or help for travel or related expense of international internship for majors in the Department of Plant and Wildlife Science. International students encouraged to apply. One or two available.

HOWARD C. AND MILDRED R. STUTZ RESEARCH

$1,000 for graduates involved in wildland shrubs research.

WILLIAM N. AND BETH BROTHERSON NATURAL RESOURCE MANAGEMENT SCHOLARSHIP

$1,000 for juniors, seniors, or graduate students involved in management aspects of botany, range science, and natural resource management.

GARY M. AND SHARRA L. BOOTH SCHOLARSHIP

$1,000 for undergraduate or graduate students working in some area of entomology.

CLARENCE C. COTTAM SCHOLARSHIP

$1,000 for graduate students working in natural history and conservation biology.

JOSEPH R. AND SHAUNA LARSEN SCHOLARSHIP

$1,000 for undergraduate or graduate students working in any area of biological science.

VERNON J. TIPTON FAMILY SCHOLARSHIP

$1,000 for graduate students working in natural history with emphasis in entomology.

Applications for these awards are available online at: http://lifesciencesscholarships.byu.edu/. Application deadline is February 1.
**Graduate Student Travel Funds**

In order to qualify for consideration of funding, students must:

- Be current on academic progress (see "Requirements for Degrees", and "Student Progress") and working toward timely completion of their degrees as assessed by the Graduate Committee.

- Give a talk or present a poster at the meeting (title and abstract must accompany travel funds request).

- Submit a budget to the Department including transportation, registration, housing, and other expenses.

- Students must submit a “Graduate Student Application for Funding to Present at a Professional Meeting” form with an abstract attached. This must be signed by the student, the Committee Chair, and the Department Chair (or the Graduate Coordinator). This can be submitted with (or before) the Travel Plan Application. Forms can be obtained from the Accounting Specialist, Kerly Barben, 273 WIDB, 801-422-1467.

- The "Travel Plan Application" Form must be submitted 10 days before departure (for International travel 60 days). This is an estimated budget and must be signed by the traveler, the Financial Assistant, the Department Chair, and the Dean. The form must be filled out for insurance coverage.

- Students who are traveling internationally, must contact the Kennedy Center for International Studies and register on the BYU International Travel Registry [https://kennedy.byu.edu/itr/](https://kennedy.byu.edu/itr/).

- To receive reimbursement, students must also turn in a “Travel Reimbursement” form with all receipts within 10 days of arrival home. A short summary of their experience also needs to be turned in at least 10 days after arrival in order to qualify for future funding.

- Cash advances for meals and transportation can be requested from the department accounting specialist, Kerly Barben, 273 WIDB, 801-422-1467.

*Note: $800 of department funds are available to each student per calendar year for travel related expenses. These funds are designated for graduate student travel to scientific meetings where the student is giving a scientific presentation.

Research Presentation Awards are also available. These RPAs are intended to enable graduate students to travel to important conferences within their discipline in order to present their scholarly and creative work. Awards average $400. Go to [http://www.byu.edu/gss/research-presentation-awards/](http://www.byu.edu/gss/research-presentation-awards/) for more information.
GRADUATE STUDENT ACADEMIC GRIEVANCE POLICY

Please see the Graduate Student Academic Grievance Policy in the Graduate Studies Policies and Procedures Handbook about procedures to resolve grievances between students and faculty. See p. 33: http://graduatesudies.byu.edu/images/policies/b_section_ppm.pdf

OFFICE ALLOCATION

The Department has limited office space. The University-defined priorities for assigning office space are: First—full time faculty and staff; Second—visiting faculty, post docs, research associates, and part-time faculty; and Third—graduate students. The Department has dedicated a limited amount of department office space for category 2 and 3 individuals (available office space clearly falls short of the need). Assignment of office space to visiting faculty, post docs, research associates, part-time faculty, and graduate students is administered exclusively through the Department Chair. Individual faculty members do not control dedicated Department office space; therefore, all transactions regarding this space must be directed through the Department Chair's office. However, the Department Graduate Committee will work closely with the Department Chair to accommodate the office space needs of all graduate students. If a graduate student needs office space that cannot be accommodated by his/her Graduate Committee Chair, he/she should see the Department Coordinator.
Graduation Deadlines for Graduate Students 2013-2014

Students applying for graduation after these deadlines will not be considered for graduation until the following semester. All graduation applications are submitted online.

Note: Figure out when you want to hold your defense and work backwards from there to learn when you need to see the Graduate Secretary to schedule your defense, and how soon you need to begin working on forms and signatures. The day you schedule must always be two weeks from the defense date, and forms must be completed by the scheduling date.

Students who miss any of these deadlines will have to again register for 2 credits in their final semester.

<table>
<thead>
<tr>
<th>Dec 2013</th>
<th>Apr 2014</th>
<th>June 2014</th>
<th>Aug 2014</th>
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<td>May 2</td>
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<td>Feb 14</td>
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<td>June 6</td>
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<td>Oct 25</td>
<td>Mar 21</td>
<td>June 19</td>
<td>July 11</td>
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Last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.

Last day for departments to accept a student’s graduation application in AIM (GRADQ and ADV01).

Last day to schedule a final oral examination (defense of dissertation or thesis) with department using the Department Scheduling of Final Oral Examination form (ADV Form 8c), and submit copies of your document to your graduate committee.

Last day to have a final oral examination. Note: Ample time should be allowed to make corrections in dissertations or theses after the final oral examination and before the deadline for submitting the ETD.

Last day to submit dissertation or thesis with the Approval for Submission of Dissertation or Thesis form (ADV Form 8d) to the college dean for signature.

Upon receipt of the signed ADV Form 8d, the ETD must be submitted for electronic format approvals through the ETD submission website (http://etd.byu.edu/). After the department has approved the ETD, the dean’s office will review and approve the ETD.

This is the last day the student may take the ADV Form 8d to Graduate Studies (105 FPH) once the ETD status shows ‘Grad Office Review.’

Also the last day to complete any remaining requirements for a degree including payment of fees, submitting grade changes (for I’s, T’s, etc.), prerequisite independent study courses, and for departments to enter examination results (oral or written) in AIM (ADV08).

Graduation — University Commencement

Graduation — College Convocations

All students in dissertation, thesis, or selected project programs must use ADV Form 8c to schedule the final oral examination at least two weeks before the exam. Final examinations may not be held during the “interim period” between semesters or terms.

December graduates are invited to participate in April graduation exercises.
DEPARTMENT FORMS
## M.S. Graduate Candidate Checklist

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Form*</th>
<th>Projected Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Study and Advisory Committee</td>
<td>End of 1st semester</td>
<td>U.ADV3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>Every Fall and Winter Semesters</td>
<td>D.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 2nd semester</td>
<td>D.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td>Prior to graduation approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>During first month of final semester</td>
<td>U.ADV8a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Thesis Draft to Advisor. Graduate theses typically require several drafts.</td>
<td>See Advisor for draft submission deadlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling of Final Defense and Submission of Thesis to Department</td>
<td>At least 2 weeks before defense</td>
<td>U.ADV8c</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Thesis hard copies and Thesis Completion Form to Graduate Secretary for Dean, Committee and Graduate Coordinator</td>
<td>At least 2 weeks before defense</td>
<td>D.4</td>
<td></td>
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<tr>
<td>Thesis Defense</td>
<td>See University</td>
<td>U.ADV9</td>
<td></td>
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<tr>
<td>Submit ETD and form 8d to Dean for signature</td>
<td>See University</td>
<td>U.ADV8d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETD &amp; Payment Submitted to Print&amp;Mail; ADV 8d Form Submitted to Graduate Studies</td>
<td>See University</td>
<td>U.ADV8d</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*U = University Form—forms located at [http://graduatestudies.byu.edu/forms/forms.php](http://graduatestudies.byu.edu/forms/forms.php)

Note: Check University Guidelines [http://graduatestudies.byu.edu/images/forms/ADV_Form_8_1011.pdf](http://graduatestudies.byu.edu/images/forms/ADV_Form_8_1011.pdf) for Deadlines

D = Department Form—forms located at [http://pws.byu.edu/AcademicPrograms/GraduatePrograms/Forms.aspx](http://pws.byu.edu/AcademicPrograms/GraduatePrograms/Forms.aspx)
**Note:** Plan to finish each step before the absolute deadline. Do not plan to hold any committee meeting or any examination at any time when school is not in session. If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
# Ph.D. Graduate Candidate Checklist

Name ___________________________ Committee Chair ____________________

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
<th>Form*</th>
<th>Projected Date</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>Program of Study and Advisory Committee</td>
<td>End of 2(^{nd}) semester</td>
<td><strong>U.ADV3</strong></td>
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<tr>
<td>Biannual Progress Evaluations</td>
<td>Every Fall and Winter Semesters</td>
<td><strong>D.2</strong></td>
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<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 3(^{rd}) semester</td>
<td><strong>D.1</strong></td>
<td></td>
<td></td>
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<tr>
<td>Comprehensive Examination</td>
<td>End of coursework</td>
<td><strong>D.3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>During first month of final semester</td>
<td><strong>U.ADV8a</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Dissertation Draft to Advisor. Dissertations typically require several drafts.</td>
<td>See Advisor for draft submission deadlines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling of Final Defense and Submission of Dissertation to Department</td>
<td>At least 2 weeks before defense. See Deadlines</td>
<td><strong>U.ADV8c</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Dissertation hard copies and Dissertation Completion Form to Graduate Secretary for Dean, Committee and Graduate Coordinator</td>
<td>When defense is scheduled</td>
<td><strong>D.4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertations Defense</td>
<td>See University Deadlines</td>
<td><strong>U.ADV9doc</strong> and <strong>U.ADV10</strong></td>
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</tr>
<tr>
<td>Submit ETD and form 8d to Dean for signature</td>
<td>See University Deadlines</td>
<td><strong>U.ADV8d</strong></td>
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</tr>
<tr>
<td>At least two manuscripts from dissertation prepared for publication</td>
<td>Prior to graduation approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Survey to Office of Graduate Studies</td>
<td>At least one week after final submission to library</td>
<td></td>
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</tbody>
</table>

* U = University Form—forms located at [Graduate Studies](#)
D = Department Form—forms located at http://pws.byu.edu/AcademicPrograms/GraduatePrograms/Forms.aspx

________________________

**Note:** Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
BRIGHAM YOUNG UNIVERSITY
DEPARTMENT OF PLANT AND WILDLIFE SCIENCES

Approval of Prospectus

Student: ___________________________       Date Approved: ______________________

Comments:

_________________________________________                   ____________________
Signature of Committee Chair

_________________________________________                   ____________________
Committee Member

_________________________________________                   ____________________
Committee Member

_________________________________________                   ____________________
Committee Member

_________________________________________                   ____________________
Committee Member

_________________________________________                   ____________________
Committee Member

_________________________________________                   ____________________
Graduate Coordinator
Graduate Student Biannual Progress Evaluation
(to be conducted no later than the end of Fall and Winter Semesters)

Review
Date:__________________

Name of Student: _____________________________________

Graduate Degree Program: ________________________________________________

Proposed Date of Graduation: _____________________________________________

Committee Chair: _______________________________________________________

Advisory Committee Signatures: ___________________________________________

___________________________________________
___________________________________________
___________________________________________
___________________________________________
___________________________________________
_______________________________________

Student Performance

<table>
<thead>
<tr>
<th></th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td>Course Work on Schedule</td>
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<td>Course Work Grades</td>
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<tr>
<td>Proposal Approved</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Program of Study Approved</td>
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<tr>
<td>Research Progress</td>
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<tr>
<td>TA Evaluation</td>
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<td></td>
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<tr>
<td>Thesis Preparation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>OVERALL EVALUATION SCORE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Specific goals to be accomplished before next review:
**Doctoral Comprehensive Examination Evaluation**

Student:___________________________         Date of Examination:________________

I certify that the above-named student has performed in the following category in this examination: (Specify 1, 2, 3, or 4. Decimals may be used, e.g., 3.5.)

<table>
<thead>
<tr>
<th>Pass</th>
<th>Pass with Qualifications</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Retake a Portion</td>
<td></td>
<td>1. Poor</td>
</tr>
</tbody>
</table>

I note the following strengths and weaknesses:

_________________________________________  __________________

Signature of Committee Chair                                                             Date

_________________________________________

(please print name)

☐ Final approval that all qualifications have been completed

_________________________________________  __________________

Signature of Committee Chair                                                             Date

_________________________________________

Signature of Graduate Coordinator                                                      Date
Thesis/Dissertation Completion Form
Department Form 4

Note: This form must be submitted with hard copies (for the Dean, each Committee Member, and the Graduate Coordinator) of the thesis/dissertation a minimum of 2 weeks prior to the defense along with ADV form 8c (Departmental Scheduling of Final Oral Examination). All forms and thesis/dissertation copies should be turned in to the Graduate Secretary. The Graduate Secretary will distribute the hard copies to the appropriate people.

Student Name:___________________________

Committee Chair:_________________________

Graduate Degree Program: ____________________

Title of Thesis/Dissertation:_______________________________________________
_____________________________________________________________________________

Date of Scheduled Defense:___________________________________________

Preferred Room and Time: ________________________________________________

As Committee Chair of ________________________________, I acknowledge that I have read the attached thesis/dissertation and find it ready to be reviewed by the student’s Graduate Committee and the Dean of the College’s office prior to the final defense.

___________________________________________________
Committee Chair Signature                                                                      Date
GUIDELINES FOR USE OF DEPARTMENTAL RESEARCH FACILITIES

Laboratory, greenhouse, environmental chambers, field research, and computer facilities are provided by the University to the Department to achieve teaching and research objectives as approved by the College of Life Sciences. Equipment and supplies are purchased from either University and/or private grants, and the Department is accountable to these agencies for prudent and efficient use of these facilities. Therefore, it seems appropriate to establish guidelines for users of these facilities.

The primary guideline for use of departmental equipment and facilities is application of the "GOLDEN RULE", i.e. “Do unto others as you would have them do unto you.”

LABORATORIES

1. Use of laboratory space, supplies, and equipment is under the direction of a faculty supervisor or your Committee Chair.

2. Laboratory facilities are for Department-approved projects and not for personal use.

3. DO NOT BORROW ANYTHING without permission from the person responsible.

4. IF YOU GET IT DIRTY, CLEAN IT UP. Each person is responsible for cleaning up during the course of and after an experiment is completed.

5. IF YOU GET IT OUT, PUT IT BACK.

6. IF YOU BREAK IT, GET IT FIXED. Do not leave it for the next person.

7. OBTAIN PROPER TRAINING BEFORE USING EQUIPMENT. To help prevent breakage of expensive equipment you MUST know how to run it before you start. Random experimentation may be costly.

8. LEARN AND PRACTICE LABORATORY SAFETY PROCEDURES.

9. USE PROPER MAINTENANCE PROCEDURES AND TECHNIQUES ON ALL EQUIPMENT. This will help avoid much frustration on your part as well as the part of the faculty member who is in charge.

10. DO NOT LOAN EQUIPMENT THAT IS NOT UNDER YOUR SUPERVISION.

11. LOCK ALL DOORS AND TURN OFF LIGHTS WHEN YOU LEAVE THE LABORATORY!!! Be cautious with items that have a high theft risk.

12. PROTECTIVE GOGGLES OR GLASSES MUST BE WORN IN LABORATORIES WHERE CHEMICALS ARE USED.

13. EATING AND CHILDREN ARE NOT PERMITTED IN LABORATORIES. (THIS IS A UNIVERSITY RULE!).

14. HELP THOSE AROUND YOU TO ALSO FOLLOW THESE GUIDELINES.
GREENHOUSE

1. Use of all greenhouses and supplies under the jurisdiction of the Department must be cleared with our Greenhouse Coordinator, or the person to whom he has delegated greenhouse management responsibilities. At present Earl Hansen, A206C CLFH, 801-422-6209, is the Greenhouse Coordinator.

2. **PLACE EQUIPMENT BACK IN THEIR PROPER STORAGE AREAS** after you have completed an experiment.

3. **CLEAN UP THE AREA YOU HAVE USED!!!** This cleanup should be done during the course of the experiment, as well as after it is completed. Good housekeeping is a must in successful research work.

4. **ADVISE THE GREENHOUSE MANAGER IN WRITING** if watering is to be handled by the greenhouse staff.

5. **ADVISE THE MANAGER OF HOW LONG YOU WILL BE USING THE AREA.**

COMPUTER FACILITIES

1. It is the responsibility of each student to learn how to operate the computers and auxiliary equipment provided in the computer labs. **THIS MEANS THAT YOU MUST TAKE TIME TO READ THE INSTRUCTION MANUALS, OR RECEIVE ADEQUATE INSTRUCTIONS!!!**

2. Access to these facilities will be limited as follows:

   Obtain the combination to the lock on Room 471 WIDB and a password from the Department Chair. Be sure to clean up after use and be very careful with the equipment.

FACILITIES AVAILABLE

LABORATORIES AND EQUIPMENT IN THE DEPARTMENT

Laboratories and associated equipment are available within the Department. Although they are set up for use in the research program of a specific professor, they may be available for general use through consultation with faculty or staff members in charge of each unit.

In addition, arrangements may be made with other departments on campus for special studies that require equipment unavailable within our department. Arrangement for use of these facilities will be coordinated through the student’s Committee Chair.
GREENHOUSE AND FARM FACILITIES

Greenhouse facilities, environmental chambers, and horticultural gardens are also available for graduate research programs. The BYU Spanish Fork Agriculture Station is available for field-oriented research programs. Research conducted off campus on personal or corporate farms, USDA-ARS, or USDA-Forest Service is also possible under special circumstances. Clearance from responsible faculty or administrators for use of these facilities will be arranged in advance in consultation with the student’s Committee Chair.

LABORATORY SAFETY AND ETIQUETTE

Bruce Webb chairs the Departmental Safety Committee. Questions about safety and appropriate laboratory procedures should be directed to your Committee Chair, or to Bruce Webb, 255 WIDB, 801-422-2147. A notebook containing the Materials Safety Data Sheets (MSDS) is located in the Soil and Plant Analysis Laboratory (244 WIDB) and the Genetics Laboratory (280 WIDB). Be sure you are familiar with the location of these notebooks. Students who work in laboratories are required to attend both Departmental and University safety meetings. The University HAZCOM program provides instructions in safe laboratory procedures.

Food and drink may not be stored or consumed in laboratories. A refrigerator, as well as a microwave oven, is available in 269 WIDB. Please eat in either 268 or 230 WIDB. Food waste and wrappers disposed of in lab waste containers are considered evidence of food consumption in the laboratory. Infants and young children are not allowed to enter laboratories. Such family get-togethers should take place outside of the laboratory. Graduate students are guests in the laboratories maintained by their Committee Chairs.

Chemicals, glassware, and equipment used in graduate research are to be provided by the Committee Chair. Do not use laboratory supplies or equipment located in other laboratories without permission. Do not disturb chemicals or glassware on bench tops that may be in current use by others. These policies also apply to the use of materials and equipment in the Soil and Plant Analysis Laboratory (244 and 245 WIDB). Permission and instruction to use equipment and supplies in these two labs should be through Bruce Webb (255 WIDB).

All faculty, undergraduate, and graduate students are required to maintain clean work spaces on bench tops, in the greenhouse, in the growth chambers and on the farms. When experiments are completed, clean up the area. Do not leave pots or plant materials in the growth chambers or greenhouse when experiments are completed. Glassware must be washed, dried and stored promptly. Clean up!!!

All experiments conducted in the greenhouse need to be reviewed by the Greenhouse Committee. Earl Hansen and the students maintaining the greenhouse need to know to whom the experiment belongs, if watering is required, and when the experiment will be completed. Pots and plant material left unattended will be thrown out!

Research conducted in the environmental growth chambers (182, 183 and 184) should be cleared through Von Jolley (259 WIDB) or Brad Geary (263 WIDB). The growth chamber in the greenhouse facility may be cleared through Bruce Roundy, 275 WIDB, 801-422-8137 (two available).