Dear Graduate Student,

Welcome to the Plant and Wildlife Sciences Graduate Program. We are pleased you have chosen Brigham Young University as the place to pursue your graduate education. Over the next few years, I look forward to working closely with you toward the successful completion of your academic program.

The PWS Department is committed to providing you with the best graduate education possible. However, the success of your graduate program ultimately rests with you. Graduate school is not a job, but you are subsidized to complete a degree. As a result, the department’s contribution to your education is significant and our expectations are high and require a serious commitment.

The graduate student who only approaches their responsibilities as they would full-time employment will misunderstand the effort and time commitment needed for success. Graduate students typically must expend far more effort and time to further their education as they would a full-time job. These efforts will include coursework, research, and if you have a teaching assistantship, you will need to make time for those responsibilities as well. All of this may often require arriving early and working late, and frequently coming back in the evenings and on Saturdays.

We have compiled this handbook, which is an outline of policies and procedures to assist you through your program. The ultimate responsibility for complying with all Department and University requirements rests with you. In addition to this handbook, you should refer to the online BYU Graduate Catalog, which provides you with substantially more information about the university calendar, policies governing academic programs, including graduation requirements, degree requirements, and support services available to graduate students including library services.

The rewards that come with the completion of a graduate degree are great and far-reaching and we wish you success and good fortune in meeting this goal. Your life and the lives of others will certainly be blessed for years to come.

Sincerely,

Jana Featherstone  
Graduate Program Manager  
Department of Plant and Wildlife Sciences
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Education: PhD, Soils and Biogeochemistry, University of California Davis, 2006.
Research Interests: 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.
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**Research Interests:** Endophytes in plants, Seed germination and survival of native Utah plants, Potato disease control, Quinoa disease control

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2019 PWS DEPARTMENT PHOTO
REQUIREMENTS FOR MS DEGREE

• Elective coursework requirements are determined by Advisory Committee
• *Alternatives may be available for this requirement through petition to the Department Graduate Coordinator when unusual circumstances apply

Program Requirements for Wildlife and Wildlands Conservation, Environmental Science, and Genetics and Biotechnology

30 credit hours

1. 24 coursework or seminar
   • PWS 694R (Seminar) 2 semesters
   • No more than 9 hrs. of senior credits can be applied toward the MS degree
   • No Independent Study classes may be applied toward the MS degree

2. 6 thesis hours, PWS 699R Only
   □ Selection of Advisory Committee & Program of Study
   □ Prospectus
   □ Biannual progress evaluations with Advisory Committee
   □ At least one manuscript from thesis prepared for publication
   □ Final oral examination and defense of thesis
   □ Department exit interview
   □ Two bound copies of thesis sent to PWS Department

Additional Requirements for Environmental Science MS

□ STAT 511

Additional Requirements for Genetics and Biotechnology MS

□ PWS 586 (Plant Cell Biology)
□ PWS 694R (Seminar) 2 semesters*
□ PWS 672 (Comparative Genomics)
□ PWS 673R (Cytogenetics)
□ PWS 670 (Analysis of Complex Genomes)

More information is available on the Graduate Progress System
https://gradprogress.sim.byu.edu/
**MS PROGRAM DEADLINES**

- Biannual Progress Evaluations are due the last day of classes in Fall & Winter semesters
- Students must take 6.0 credits per academic year (August to August)
- Students must be enrolled in 2.0 credits the semester they graduate
- See College and University deadlines for more graduation information

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**1st Progress Review** (Due at the end of 1st semester)
- Biannual Progress Review (Department Form 1)
- Selection of Advisory Committee & Program of Study
- Note: The semester you start classes is considered your first semester.

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**2nd Progress Review** (Due at the end of 2nd semester)
- Biannual Progress Review (Department Form 1)
- Approval of Prospectus & Prospectus Presentation to Committee

---

**Subsequent Progress Reviews until Graduation**
- Biannual Progress Review (Department Form 1)
- EVERY Fall & Winter semesters until you graduate

---

**MS GRADUATION REQUIREMENTS & DEADLINES**

- At least one manuscript from thesis prepared for publication
- Apply for graduation *(first month of final semester)*
- Get draft of thesis to your Advisory Committee for approval *(at least two weeks prior to scheduling defense)*
- Schedule thesis defense *(schedule at least one week before you want to hold it)*
- Hold & pass defense
- Format your thesis to the PWS Department formatting standards
- Submit your formatted thesis in the Graduate Progress System. *(Dean’s Office must receive your thesis no later than two weeks before the Grad Studies deadline.)*
- Department exit interview
- Two bound copies of thesis sent to PWS Department
WILDLIFE AND WILDLANDS CONSERVATION PHD
PROGRAM REQUIREMENTS

- Elective coursework requirement are determined by Advisory Committee
- *Alternatives may be available for this requirement through petition to the Department Graduate Committee when unusual circumstances apply

54 credit hours

1. 36 coursework or seminar
   - PWS 694R (Seminar) 4 semesters
   - May not include undergraduate courses (100 to 400 level)
   - Students who have earned an MS degree may use 18 course credits from their MS towards their doctoral coursework, with approval from graduate advisory committee

2. 18 doctoral dissertation hours, PWS 799R Only
   - Selection of Advisory Committee & Program of Study
   - Prospectus
   - Two consecutive six-hour semesters on BYU campus to fulfill the doctoral residency requirement.
   - Comprehensive oral and written exam
   - At least two manuscripts from dissertation prepared for publication
   - Biannual progress evaluations with Advisory Committee
   - Final oral examination and defense of dissertation
   - Department exit interview
   - Two bound copies of dissertation sent to PWS Department

More information is available on the Graduate Progress System

https://gradprogress.sim.byu.edu/
WILDLIFE AND WILDLANDS CONSERVATION PHD
PROGRAM REQUIREMENTS & DEADLINES

- Biannual Progress Evaluations are due the last day of classes in Fall & Winter semesters
- Students must take 6.0 credits per academic year (August to August)
- Students must be enrolled in 2.0 credits the semester they graduate

1st Progress Review (Due at the end of 1st semester)
- Biannual Progress Review 1 (Department Form 1)
  *Note: The semester you start classes is considered your first semester.*

2nd Progress Review (Due at the end of 2nd semester)
- Biannual Progress Review 2 (Department Form 1)
- Selection of Advisory Committee & Program of Study

3rd Progress Review (Due at the end of 4th semester)
- Biannual Progress Review 3 (Department Form 1)
- Approval of Prospectus & Prospectus Presentation to Committee
  *Note: Spring/Summer is calculated as a semester. For example, if you start in Fall semester of 2020, your Prospectus would be due Fall semester 2021.*

4th Progress Review (Due at the end of 7th semester)
- Biannual Progress Review 4 (Department Form 1)
- Doctoral Comprehensive Exam (Department Form 2)
  *Note: It is recommended that Ph.D. students take their Graduate Comprehensive Exam at the end of their second year (sixth semester). However, the exam is not officially due until the end of the 7th semester. For example, if you start classes in Fall semester 2020, the last possible day to complete your exam would be the last day of classes Fall semester 2022.*

Subsequent Progress Reviews Until Graduation
- Biannual Progress Review (Department Form 1)
  EVERY Fall & Winter semesters until you graduate
At least two manuscripts from dissertation prepared for publication
Apply for graduation (first month of final semester)
Get draft of thesis to your Advisory Committee for approval
(At least two weeks prior to scheduling defense)
Schedule thesis defense
(Schedule at least one week before you want to hold it)
Hold & pass defense
Format your dissertation to the PWS Department formatting standards
Submit your formatted dissertation in the Graduate Progress System.
(Dean’s Office must receive your thesis no later than two weeks before the Grad Studies deadline)
Department exit interview,
University doctoral survey
Two bound copies of thesis sent to PWS Department
ADVISORY COMMITTEE

Advisory Committee
The department uses a committee system to advise and evaluate students in its graduate programs. Each student is appointed a graduate advisor upon admission. The role of the advisor/Advisory Committee is to both guide and evaluate students in their coursework, research, professional development, and overall performance.

Selection of Advisory Committee
Log in to https://gradprogress.sim.byu.edu/ and select the ‘Committee’ milestone in the ‘My Academic Journey’ section. Click on the blue button that says “edit committee members.” Using the drop down menu select your Advisory Committee. After you submit your Advisory Committee in the system, the blue “send invite” button will appear. By clicking this button, the system will send an email to your Graduate Advisory Committee asking them to serve on your committee. By clicking accept in this email, the professor indicates that they agree to serve as a member of the graduate student’s Advisory Committee. A green check mark will appear in the Committee milestone once all Advisory Committee members have been approved. In cooperation with his/her Graduate Advisor, the student should select committee members who will be of assistance to him/her during the graduate program.

Note: the system will not officially let you select your Advisory Committee until the semester you start classes begins. If you would like to select your Advisory Committee members prior to the start of the semester you start classes, contact the Graduate Program Manager.

MS Programs Advisory Committee Members
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 Advisory Committee Members
The University requirement is four members for an Advisory Committee, including the Committee Chair. Three 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 the Graduate Program Manager. Each member should be contacted individually and asked to be on an Advisory Committee. After the committee is established, the student should schedule a committee meeting to discuss a Program of Study. All members of the Advisory Committee
and the Graduate Program Manager must approve the Program of Study Online Form in the Graduate Progress System.

**Advisory Committee Members from Other Universities or Organizations**

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 (OGS Form 2). This form can be found on the Graduate Progress website [https://gradprogress.sim.byu.edu/resources](https://gradprogress.sim.byu.edu/resources).

**Petition for Exception Requirements:**

1. State the reason(s) for having the individual included on the Committee and what they provide that is not currently available at BYU. Graduate Studies requires that you be very specific with your reasons.
2. This outside member is required to send a curriculum vita to the Graduate Program Manager.
3. The Petition for Exception must be approved by the Graduate Coordinator, Department Chair and Dean of the College of Life Sciences before being sent to the Graduate Studies Office for final approval.
4. The Graduate Program Manager will notify the graduate student when the petition has been approved or denied.

**The Roles of the Graduate Student and the Graduate Advisor**

In most instances, graduate students (with assistance from the 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 Roles of Advisory Committee Members**

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.**

**PROGRAM OF STUDY**

**Program of Study**

The Program of Study is an online form that students fill out in order to plan all of the courses they will take to fulfill their degree requirements. The Program of Study constitutes a contract
between the students and the university. It is a necessary step on the path toward graduation. This online form is available at https://gradprogress.sim.byu.edu/. Instructional videos can be viewed at pws.byu.edu/graduate-student-resources.

**How to fill out a Program of Study**

Log in to https://gradprogress.sim.byu.edu/, and click on the ‘Program of Study’ milestone in the ‘My Academic Journey’ section. The core course requirements (required courses for your major) and your thesis/dissertation courses will automatically appear in the Program Requirements section. You will select your elective classes (classes you select based on your research and career goals) by selecting the green “add new course” button at the bottom of the page.

On your Program of Study, list all classes that you plan on taking in your graduate program at BYU. After you decide on your classes, review them with your advisor, Advisory Committee and obtain the necessary approvals in the online system. All Advisory Committee members and the Graduate Program Manager must approve the Program of Study in the online system. A green checkmark will appear in the Program of Study milestone when it is completed and approved.

A document with the list of the graduate courses offered by the PWS Department as well as commonly taken classes in other departments can be obtained on the PWS Department website in the Graduate Admissions section under the Courses Offered tab.

*Note: You must have your Advisory Committee established before the system will allow you to send your Program of Study for approval.*

**Program of Study Requirements**

1. Elective coursework requirements are determined by your Advisory Committee
2. Must include 30 hours (24 coursework and 6 thesis) for MS students
3. Must include 54 hours (36 coursework and 18 dissertation hours) for PhD students with no MS degree.
4. PhD students with an MS degree: (18 coursework & seminar and 18 dissertation hours)
5. Must include specific course requirements outlined by each major

**Due Date for Program of Study**

Master’s degree students- the last day of classes your first semester
Doctoral degree students- the last day of classes your second semester

**How to Change the Program of Study**

You can make changes to your program if they are authorized by your Advisory Committee. To make changes to your Program of Study, log into the Graduate Progress System, delete the course you would like to change, add the new course and resend your Program of Study to your Advisory Committee for approval.
**Relationship Between your Program of Study and your Progress Report**

Your progress report compares your individual study list with the courses you have actually taken. It summarizes your progress in your program: classes completed, current registration, classes still needed, and current grade point average. In addition, the progress report alerts you and your advisors to possible problems with academic status, GPA, prerequisites needed, minimum registration requirements, time limits, and so forth. Your progress report is available on AIM through My BYU.

**Classes that can be Funded by Department Scholarships**

Any department scholarship funding you receive will cover tuition only for program prerequisites and classes on your approved Program of Study form. Tuition for any additional courses (not on your approved Program of Study) must be funded from other sources.

**Credit-Hour Requirements**

You are required to take two credits during the semester you graduate (defend your thesis). You are required to complete a minimum of six credits per academic year (Fall semester through the next Summer term) otherwise, you will be dropped from the graduate program by the university. • International Students must register for nine credit hours for both Fall and Winter Semesters.

**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 2020 through Summer 2021).

- 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 (this can take place at any time during the students’ doctoral experience).

- Registration of two credit hours’ minimum 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).

PROSPECTUS OF RESEARCH

What is a Prospectus?
The prospectus is a written proposal of planned research. A prospectus is intended to be a proposal to the student’s graduate Advisory Committee and to the department of the research that will be undertaken for a master’s thesis or doctoral dissertation. It is to explain the proposed research, the significance of that research and the resources needed to successfully accomplish the research. A good prospectus will include a well-defined research problem and a reasonable research methodology. It should persuade the graduate Advisory Committee that the proposed work is both feasible and appropriate in significance, approach, and scope to qualify as master’s / doctoral level work.

What Should I Include in my Prospectus?
Your prospectus should be typed using the department prospectus template that is available on our website and must include a table of contents that is generated using the headings settings in MS Word. Specific content in your prospectus will be determined by your graduate advisor/Advisory Committee. 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)

How do I Submit my Prospectus?
Log in to the Graduate Progress System and select the ‘Prospectus’ milestone in the ‘My Academic Journey’: section. Type the title of your prospectus in the ‘Dissertation Title’ box and click save. Upload a PDF copy of your prospectus by clicking on the blue ‘Upload Prospectus’ box at the bottom of the page. A blue button will then appear under the ‘Prospectus Approvals’ section that states, “send request to members who have not certified.” By clicking that button, an email will be sent to your Advisory Committee informing them that your prospectus has been
uploaded and is ready for review. A green checkmark will appear when all Advisory Committee Members have approved the prospectus.

Your prospectus must be submitted and approved in a meeting with your Advisory Committee before the end of your second semester for MS students and by the end of the fourth semester for PhD students.

What if my Research Changes?
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 PWS Department as soon as possible and no later than one semester before graduation.

EVALUATIONS

Informal Evaluations
Towards the beginning of a graduate student’s time, they should expect to meet frequently with their advisor, at least weekly and perhaps more often. Over time, meetings may become less frequent as the student becomes more capable and comfortable with research. Such meetings will constitute information evaluations of a student’s work and progress.

Formal Evaluations: Biannual 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 and evaluations should be turned in no later than the last day of classes in the Fall and Winter semesters.

Scheduling Biannual Evaluations
It is the graduate student’s responsibility to schedule and ensure that evaluations take place.

When do I Schedule my Biannual Evaluation?
Students must be evaluated twice a year and submit their biannual evaluation by the last day of classes in Fall and Winter Semesters. The University will terminate any student who does not complete (2) evaluations per school year.

How do I Submit my Biannual Evaluation?
Department Form # 1 should be filled out by the student and their graduate committee. The form can be found on the PWS website under the Graduate Student Resources section. https://pws.byu.edu/graduate-student-resources
How will I be Evaluated?
Each student is rated as making satisfactory, marginal, or unsatisfactory progress. Performance may be evaluated in the following areas:

- Course work on schedule
- Course work grades
- Program of study approved
- Prospectus approved
- Research progress
- Graduate comprehensive exam completion
- TA evaluation
- Thesis/Dissertation preparation

What is the Criteria for a Marginal or Unsatisfactory Biannual Review?

**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 either a marginal or an unsatisfactory rating, the student's funding may be suspended. If a student receives two marginal or unsatisfactory ratings in succession (or a combination thereof) the department will:

1. Terminate the student's program at the conclusion of the semester OR
2. The student will be temporarily suspended from departmental TA/RA funding until any missing requirements are met.
3. Submit a petition to Graduate Studies making a convincing case that the student be given another semester to demonstrate satisfactory progress.

**COMPREHENSIVE EXAMINATION (PHD)**

**What is the Doctoral Comprehensive Exam?**
The purpose of the Doctoral Comprehensive Exam is to determine if the student has the base knowledge, intellectual capacity, and critical thinking skills to be a doctor of philosophy. Ph.D. students do not become a Ph.D. candidate until they have successfully passed their Graduate Comprehensive Exam.

**Degree Status**
The PWS Department will grant doctoral students Ph.D. candidacy status after successful completion of two years of coursework (with no grades below a B-) and passing the Graduate Comprehensive Exam.

**When is the Doctoral Comprehensive Exam Taken?**
It is recommended for students to take the exam by the end of their sixth semester but it is required by the end of the seventh semester. For example, if a student starts in Fall semester of 2020, they would be required to complete their Doctoral Comprehensive Exam no later than the last day of classes in Fall semester 2022. Students who pass with qualifications will have a year from the date the exam is taken to successfully complete all qualifications. Failure to complete qualifications before the deadline will result in termination from the graduate program. No student will be allowed to continue as a graduate student without successful completion of their Graduate Comprehensive Exam.

**How Do I Schedule my Comprehensive Exam?**
Each student must make arrangements with his/her Advisory Committee to schedule his/her comprehensive examination.

*Note: It is the graduate student's responsibility to schedule the oral portion of the exam with his/her Advisory Committee upon completion of the written exams. The senior committee member, who is coordinating the exam, will distribute the completed written exam to all Advisory Committee and will be the one to officially administer the oral examination.*
**Procedure**
The senior member of the student’s advisory committee (i.e. longest in the PWS Department) who is not the advisor will conduct the exam.

**Can the Graduate Comprehensive Exam be Taken Remotely?**
No, all graduate students must be physically present at their Graduate Comprehensive Exam

**What does the Comprehensive Exams Consist of?**
The comprehensive exam has two components
- 1) Writing assignment
- 2) Oral examination

**How is Student Performance on the Exam Measured?**
The committee may vote to “pass,” “pass with qualification,” “recess,” or “fail” the student.
- **Pass** (score of 4 or 5)
- **Pass with Qualifications** (score of 3): 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
- **Recess:** It is possible to “stop” the exam at any point if two or more examiners vote to recess. This permits the candidate to reschedule the exam a second time but the recessed exam must be completed before the end of the seventh semester. If the student does not pass the exam the second attempt, the student will be terminated from the program.
- **Fail** (score of 2 or 1) If two or more examiners vote to fail, the examination is failed and the student is terminated.

Note: Any issue(s) may be revisited at the Advisory Committee's discretion. See University guidelines for more specifics.

**PART 1: WRITING ASSIGNMENT**

**What will the Written Exam Consist of?**
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 the 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 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.

*Note: The written portion of the exam must be the student’s own independent writing.*

**PART 2: ORAL EXAM**

**What will the Oral Exam Consist of?**
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.

**What if I Fail a Portion of the Exam?**
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
• Be terminated as a PhD student in the Department of Plant and Wildlife Sciences

Note: Any issue(s) may be revisited at the Advisory Committee’s discretion. See University guidelines for more specifics.

Exam Submission
Upon satisfactory completion of the oral examination, the Committee should submit the Doctoral Comprehensive Examination Evaluation form (Department Form # 2) to the Department Graduate Program Manager.

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 Program Manager’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 PWS Department guidelines.

• 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 is 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.

ORAL DEFENSE OF THESIS/DISSERTATION RESEARCH

Each student must defend his/her thesis/dissertation 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.

Oral Defense Part One
The first part of the examination will be a presentation of research and will be open to all interested individuals.

Oral Defense Part Two
The second part will be an examination of research and the thesis/dissertation by the Advisory Committee.

How do I get my Advisory Committee to Approve my Thesis/Dissertation so I can hold my Final Defense?

A blue button will then appear asking you to send your dissertation to your Advisory Committee to certify that you are ready to defend. By clicking that button, your Advisory Committee will receive an email notification that your thesis/dissertation is ready to be reviewed. Once all Advisory Committee members have approved of your thesis/dissertation, a green checkmark will appear in the ‘Ready for Defense’ milestone. The system will not allow you to schedule your defense until the green checkmark appears in the ‘Ready for Defense’ milestone.

Note: University policy states that you must give your Advisory Committee at least two weeks to approve your thesis prior to scheduling your defense.

How do I Schedule my Final Defense
Go to https://gradprogress.sim.byu.edu/ and click on the ‘Defense’ milestone. Write in the date, time, and location of your defense before scheduling an appointment with the Graduate Program Manager. Your final defense will not officially be approved until the Graduate Program Manager approves your final defense. The scheduling option will not appear in the Graduate Progress System until the final thesis/dissertation has been approved by your Advisory Committee.
Note: Department policy states that you must schedule your defense at least one week prior to holding your defense. It is the graduate student’s responsibility to find the date and time that their entire Advisory Committee are available to hold the final defense.

DEFENSE FLOW CHART

Start of Final Semester

- **Apply for Graduation** (see deadlines on page 29)

3 Weeks Before Defense

- **Upload Thesis/Dissertation & Request Advisory Committee Approval to Defend** (approval procedure listed on page 26)
  - Graduate Students are required to give Advisory Committee Members a minimum of two weeks to read over and give final approval to defend their thesis/dissertation.
  - See PWS Department deadlines on page 30

1 Week Before Defense

- **Schedule Final Defense in system & meet with Graduate Program Manager** (scheduling procedures listed on page 26)
- During the week 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.
- See PWS Department deadlines on page 30.

Defense is Held

Where will the Results of my Defense be Listed?
Any qualifications from your defense will be listed under the Defense milestone in the Graduate Progress System. A green checkmark will appear in the Defense milestone of the Graduate Progress System when the defense has been passed.
FORMATTING AND SUBMISSION OF FINAL ETD

Formatting Thesis/Dissertation for Submission
Students must submit their formatted thesis/dissertation electronically in the Graduate Progress system. The ETD Website, https://gradprogress.sim.byu.edu/resources has information on the electronic submission requirements and formatting guidelines. A template with the required PWS Department formatting guidelines as well as comprehensive tutorials to help prepare the electronic document are provided on the PWS Department website under the Graduate Student Resources section.

The final responsibility for compliance with all Departmental, College, and University regulations for thesis/dissertation preparation rests solely with the graduate student.

Thesis/Dissertation Template
The Plant and Wildlife Sciences Department has a formatted thesis/dissertation template that is available on the department website or from the Graduate Program Manager. All graduate students must use the PWS Department template to submit their thesis/dissertation to the university.

ETD Classes
ETD Classes are available in the Harold B. Lee Library. For more detailed information on the classes, visit their website: https://lib.byu.edu/services/software-training/ (Electronic Theses and Dissertation is the course name).

How do I Submit my Thesis/Dissertation for Final Submission
Go to the ‘ETD milestone’ in the Graduate Progress system. Type in your thesis/dissertation title in the thesis/dissertation title box and click save. Fill out the online form that is under the ‘Publication Details’ section of the page. After the online form is complete, click on the ‘Document’ tab next to the ‘Publication Details page’. Upload your formatted PDF document in the box provided.

After you upload your PDF document, the system will automatically notify Graduate Studies that your thesis/dissertation is in the queue for approval. Graduate Studies will look at the first four pages to make sure they comply with the university standards. If approved, the system will automatically send an e-mail to the PWS Department Graduate Program Manager and subsequently the College of Life Sciences asking them to approve your thesis/dissertation in the system. Once it is approved by both the PWS Department and the College of Life Sciences, a more thorough review will be done at the Graduate Studies level.
**What Release Availability Should I Select?**
Unless all of the chapters in the thesis/dissertation have already been published in a scholarly journal, it is recommended that you select the “Delay the release of the entire work for one year, for publication purposes.”

**What is the Orcid ID and how do I get one?**
An Orcid ID is a digital identifier that is assigned to a researcher to distinguish them from other researchers. Visit orcid.org for more information about obtaining an Orcid ID.

**How will I know when my Thesis/Dissertation has been Approved?**
In the ETD milestone of the Graduate Progress System, there is a box labeled Publishing Approvals that will give you the status of your thesis/dissertation. Your thesis/dissertation will need to be approved by Graduate Studies, the PWS Department, as well as the College of Life Sciences. A green checkmark will appear in the ETD milestone when this is complete.

### ADDITIONAL GRADUATION REQUIREMENTS

**Binding your Thesis/Dissertation**
You must upload your PDF to [https://gradworksonline.com](https://gradworksonline.com) and give proof to the department that two bound copies of your thesis/dissertation have been ordered. The department binding color is blue with silver font. Please send your copies to the Plant and Wildlife Sciences, our mailing address is:

Department of Plant and Wildlife Sciences  
LSB 4105  
Attn: Graduate Program Manager

**Department Exit Survey**
All graduate students are required to submit an online department Exit Survey that is available on our website, [https://pws.byu.edu/Graduate/Graduate-Student-Forms/Exit-Form-MS-PhD](https://pws.byu.edu/Graduate/Graduate-Student-Forms/Exit-Form-MS-PhD).

**Additional Requirements for Wildlife and Wildlands Conservation PhD Students**

**ProQuest Submission**
The Graduate Progress online system will automatically submit your dissertation to ProQuest based on the release option selected in the ETD milestone. This puts your work into a national database of dissertations, of which BYU has been a long time participant.
Survey of Earned Doctorates (SED)
This survey is required of all BYU doctoral students before graduation. The Survey of Earned Doctorates is completed online. Additional information about completing this requirement can be found at: http://gradstudies.byu.edu/file/adv-form-14

GRADUATION CHECKLIST

_____ Get a green check mark in the ‘Defense’ milestone of the Grad Progress system

_____ Use the PWS Department thesis/dissertation template and format your thesis/dissertation to the department standards.

_____ Schedule an appointment with the Graduate Program Manager for a final formatting review prior to final submission.

_____ Fill out the online form and upload the PDF copy of your thesis/dissertation in the ETD milestone of the Graduate Progress system. A green checkmark in the ETD milestone will appear when this is complete.

_____ Upload thesis/dissertation to gradworksonline.com for printing. You are required to order two copies (one copy for the department and one copy for your advisor). This is required for graduation clearance with the department.

_____ Email or show receipt of purchasing bound thesis/dissertation to Graduate Program Manager for graduation clearance.

_____ Complete exit interview online. https://pws.byu.edu/Graduate/Graduate-Student-Forms/Exit-Form-MS-PhD. This is required for graduation clearance with the department.)

_____ Complete Doctoral Survey (PhD students only)
https://gradstudies.byu.edu/file/adv-form-14
## GRADUATION DEADLINES 2020 – 2021

### PWS Graduate Student Graduation Deadlines

#### 2020-2021 Academic Year

<table>
<thead>
<tr>
<th>Fall 2020 Dec Graduation</th>
<th>Winter 2021 April Graduation</th>
<th>Spring 2021 June Graduation</th>
<th>Summer 2021 Aug Graduation</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 16</td>
<td>Jan 22</td>
<td>Mar 12*</td>
<td>Mar 12*</td>
<td>Last day for graduate students to apply for graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*This date applies to all students who plan to graduate in June or August but who want to walk in the April graduation ceremonies.</td>
</tr>
<tr>
<td>Oct 9</td>
<td>Jan 29</td>
<td>April 13</td>
<td>May 26</td>
<td>Last day to submit thesis for final approval to Graduate Advisory Committee (Three weeks prior to defense) *Graduate students are required to give their Graduate Advisory Committee a minimum of two weeks to read and approve the thesis/dissertation for final defense.</td>
</tr>
<tr>
<td>Oct 23</td>
<td>Feb 19</td>
<td>April 27</td>
<td>June 16</td>
<td>Last day to schedule a defense (minimum of one week prior to defense)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>** Last day for students to apply for graduation online for June or August and receive a diploma but not walk in the April graduation ceremonies.</td>
</tr>
<tr>
<td>Oct 30</td>
<td>Feb 26</td>
<td>May 7**</td>
<td>June 23</td>
<td>Last day to hold a defense *If student passes with qualifications, this gives them 2-1/2 weeks to make the necessary adjustments to their thesis/dissertation</td>
</tr>
<tr>
<td>Nov 17</td>
<td>March 16</td>
<td>May 25</td>
<td>July 13</td>
<td>Last day to submit final thesis for approval to committee *Gives committee members a week to review thesis/dissertation and give final approval</td>
</tr>
<tr>
<td>Nov 24</td>
<td>March 23</td>
<td>June 1</td>
<td>July 20</td>
<td>Last day to Submit final formatted thesis to Graduate Program Manager for review and approval</td>
</tr>
<tr>
<td>Nov 27</td>
<td>March 26</td>
<td>June 3</td>
<td>July 23</td>
<td>Final thesis due to the College of Life Sciences Dean for approval (Two weeks prior to the Graduate Studies deadline)</td>
</tr>
<tr>
<td>Dec 11</td>
<td>April 9</td>
<td>June 17</td>
<td>Aug 6</td>
<td>Final Submission deadline to BYU Graduate Studies Office Exit Interview, Doctoral Survey, and paid for bound copies of thesis/dissertation are all due.</td>
</tr>
</tbody>
</table>

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*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 all available to attend.*
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) https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/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 Program Manager or online at 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 (3) 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

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 the following 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.

Outside Employment

The department expectation for a full-time, degree seeking-graduate student is that the pursuit of such a degree should be the primary objective of that student. The department in turn makes a considerable investment in each student and their success. Hence, the department strongly discourages students from seeking or obtaining outside employment as a full-time student.

Working outside the department can jeopardize department support in the form of teaching or research assistantships. While there may be circumstances that necessitate employment outside the department, ongoing TA or RA support will require clearance from your graduate advisor.

Student Loans

The university makes short-term loans available and has information about government-approved loans. No loans are available through the department. Information about student loans can be found by contacting BYU Financial Aid located in D-155 ASB.

To defer loan payments, students will need proof of full-time student status from BYU Graduate Studies. To qualify, students who have completed their coursework will need to be registered for a minimum of two credit hours and working on research full time. Students must fill out and return ADV Form 2a, “Request for Graduate Full-time Status,” to BYU Graduate Studies. This form can be found at the Graduate Studies webpage [https://gradstudies.byu.edu/page/form-list](https://gradstudies.byu.edu/page/form-list).
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. Teaching Assistantships (TA) or Research Assistantships (RA) positions are determined by a students’ advisor and/or Advisory Committee. Guidelines for assigning Plant and Wildlife Sciences graduate student TA’s and RA’s are as follows:

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

- There is an expectation that graduate teaching assistants will put in 20-hours per-week helping the professor with just the course you are assigned to as a TA. Research hours do not count towards the 20 TA hours per-week.

- If for any reason a contract assistantship is submitted late to the Employment Office in a given semester (at the fault of the student), the student will be fined $100. That rate may change if the Employment Office increases fines for late contracts and late I-9’s.

GRADUATE STUDENT SCHOLARSHIPS

Tuition Only Scholarship
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 two years of a Master’s, and five years for a PhD candidate (Fall and Winter semesters only), and are dependent on satisfactory academic progress.
PWS Department Graduate Student Exception Scholarship
Graduate students are eligible for academic scholarships through the Department of Plant and Wildlife Sciences only. Please submit your completed application no later than March 1 by 11:59 pm. By submitting this single scholarship application, graduate students will be considered for all scholarships that they are eligible for. Students must be a graduate student in the PWS Department and be in good standing in order to be eligible for scholarships. Students who apply for the PWS Graduate Exception Scholarship but are not in good standing with the department will have their scholarship application withdrawn.

*Note: Graduate students are not eligible for scholarships in the university online system.

UNIVERSITY SPONSORED AWARDS

Graduate Research Presentation Awards
Graduate students presenting original research at conferences or performing are eligible to receive a Research Presentation Award (RPA) of $400 from Graduate Studies. RPAs are awarded two times each year and are distributed within two months after the application deadline. The application deadline is in the middle of an award period which allows students to apply who have either already presented their research or who are planning to within the specified time period. Approximately one-third of the applicants receive an award. Visit https://gradstudies.byu.edu/page/research-presentation-award for more information about applying for an RPA.

Graduate Mentoring Assistantship
This assistantship is a faculty-originated funding mechanism which gives graduate students an opportunity to mentor undergraduate students. Funding is limited to a maximum of $15,000, depending on the resource needs of the proposed project, and must be restricted to direct support of the proposed project. More information about deadlines and applying for the Graduate Mentoring Assistantship can be obtained at the Graduate Studies webpage https://gradstudies.byu.edu/page/costs-financial-aid.

HIDRA
The High Impact Doctoral Research Assistantship (HIDRA) award program is designed for faculty to recruit non-BYU originating PhD graduate students, and is therefore restricted to applicants whose undergraduate and master’s education was obtained at other institutions (current BYU students are ineligible for this award). The applicant must agree to be supervised by a faculty member who has an active research program. Faculty members are encouraged to use the HIDRA program to recruit high-quality applicants.

Three Minute Thesis
The Three Minute Thesis Competition (3MT) is an international research competition. The Department of Plant and Wildlife Sciences holds an initial competition in January, with the top
two winners advancing to the college level. The winner of the college level will advance to the university level with awards ranging from $1,000 to $5,000.

OPTIONAL GRADUATE STUDENT CLUBS

BYU Graduate Student Society (GGS)
GSS hosts several events throughout the year, including barbeques, workshops, the Faith and Scholarship Symposium, the Grad Expo and the Three Minute Thesis Competition (3MT). More information can be found at gss.byu.edu or facebook.com/byugss.

BYU Life Sciences Graduate Student Club (LSGSC)
A club of graduate students by graduate students. Goals are to supplement existing graduate programs with activities that encourage career networking/job skills, inter-departmental collaborations, and increase graduate student social opportunities. Meetings are held monthly and include career panels, resume/LinkedIn tutorials, mental health advice and science writing journal clubs. Additional information about the LSGSC is found on their Facebook page facebook.com/byulsgsc.

GRADUATE STUDENT RESEARCH CONCLAVE

The Plant and Wildlife Sciences Department sponsor a graduate research conclave every November that is open to all graduate students in the PWS Department. The conclave is broken up into two sessions’, the poster presentation session and the oral presentation session. Participants may only compete in one of the two sessions.

Graduate students are judged by the PWS faculty members and will receive written feedback from each judge. Cash prizes are awarded to each participant and vary depending on the award received. Graduate students are encouraged to participate in order to practice and improve their research presentation skills.

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 the Travel Pre-Approval. Forms can be obtained from 4105 LSB (black box).

• The "Travel Pre-Approval" Form must be submitted 10 days before departure (for International travel 30 days). This is an estimated budget and must be signed by the traveler, the Financial Assistant and the Department Chair. The form must be filled out for insurance coverage.

• To receive reimbursement, students must also turn in a “Travel Expense Report” form with all receipts within 15 days of arrival home.

NOTE: $900 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.

GRADUATE STUDENT ACADEMIC GRIEVENCE POLICY

Please see the Graduate Student Academic Grievance Procedure on the Graduate Studies webpage under the Policies and Procedures Section (under Graduate Student Academic Grievance Policy) [https://gradstudies.byu.edu/page/policies-and-procedures-e](https://gradstudies.byu.edu/page/policies-and-procedures-e).

OFFICE ALLOCATION

The Department has limited office space. The University-defined priorities for assigning office space are: First—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.
# MS Graduate Candidate Checklist

**Name:** ___________________________            **Committee Chair:** ______________________

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DEADLINE</th>
<th>FORM*</th>
<th>COMPLETION DATE</th>
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<tbody>
<tr>
<td>Selection of Advisory Committee and Program of Study</td>
<td>End of 1st Semester</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 2nd Semester</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>End of Fall &amp; Winter Semesters</td>
<td>D - 1</td>
<td></td>
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<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td>Prior to Graduation Approval</td>
<td></td>
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<tr>
<td>Application of Graduation</td>
<td>1st month of final semester</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Scheduling of Thesis Defense</td>
<td>At least 1 week before defense</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>See Department deadlines</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Submit ETD</td>
<td>See College &amp; University deadlines</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Department Exit Survey</td>
<td>See University deadlines</td>
<td>See page 28</td>
<td></td>
</tr>
<tr>
<td>Two bound copies sent to Graduate Program Manager</td>
<td>See University deadlines</td>
<td>See page 29</td>
<td></td>
</tr>
</tbody>
</table>

Graduate Studies online system available at gradprogress.sim.byu.edu
D= Department Forms-forms located at https://pws.byu.edu/graduate-student-resources

**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.
### PHD GRADUATE CANDIDATE CHECKLIST

Name: ____________________________   Committee Chair: _____________________

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DEADLINE</th>
<th>FORM*</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Study and Selection</td>
<td>End of 2nd semester</td>
<td>Online system</td>
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<tr>
<td>of Advisory Committee</td>
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<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 4th semester</td>
<td>Online system</td>
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<tr>
<td>Biannual Progress Evaluations</td>
<td>End of Fall and Winter</td>
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<td>Semesters</td>
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<td></td>
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<tr>
<td>Comprehensive Examination</td>
<td>End of 7th semester</td>
<td>D - 2</td>
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<tr>
<td>At least two manuscripts prepared for</td>
<td>Prior to Graduation approval</td>
<td></td>
<td></td>
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<tr>
<td>publication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>First month of final</td>
<td>Online system</td>
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</tr>
<tr>
<td>semester</td>
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<tr>
<td>Scheduling of Defense</td>
<td>At least 1 week before</td>
<td>Online system</td>
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</tr>
<tr>
<td>defense</td>
<td></td>
<td></td>
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<td>Dissertation Defense</td>
<td>See Department Deadlines</td>
<td>Online system</td>
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<tr>
<td>Submit Final Formatted Dissertation</td>
<td>See College &amp; University</td>
<td>Online system</td>
<td></td>
</tr>
<tr>
<td>Denotations</td>
<td>Deadlines</td>
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</tr>
<tr>
<td>Doctoral Survey to Office of Graduate Studies</td>
<td>one week after final</td>
<td>ADV Form 14</td>
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<tr>
<td></td>
<td>submission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Exit Survey</td>
<td>See University Deadlines</td>
<td>See page 28</td>
<td></td>
</tr>
<tr>
<td>Bound Copies of Dissertation Sent to Graduate</td>
<td>See University Deadlines</td>
<td>See page 29</td>
<td></td>
</tr>
<tr>
<td>Program Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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GRADUATE STUDIES PETITION FOR EXCEPTION

After a decision has been made, Graduate Studies will mail a copy of the form to the department for student notification.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Current Mailing Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exception Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>State the exception the department is requesting on the student’s behalf and the justification. If additional space is needed attach a letter and any supporting documents. Petitions dealing with time-limit issues must include an in-depth timeline and contract to completion detailing the remaining graduation requirements. It must include all committee signatures along with the student's signature. Attach it to this Petition for Exception.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommendation of Department and College</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approve ☐ Deny Comments:</td>
</tr>
<tr>
<td>Original Signature of Graduate Committee Chair Date</td>
</tr>
<tr>
<td>☐ Approve ☐ Deny Comments:</td>
</tr>
<tr>
<td>Original Signature of Graduate Coordinator Date</td>
</tr>
<tr>
<td>☐ Approve ☐ Deny Comments:</td>
</tr>
<tr>
<td>Original Signature of Department Chair Date</td>
</tr>
<tr>
<td>☐ Approve ☐ Deny Comments:</td>
</tr>
<tr>
<td>Original Signature of College Dean Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action of Graduate Studies Exceptions Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Approved ☐ Denied Comments:</td>
</tr>
<tr>
<td>Initials Date</td>
</tr>
</tbody>
</table>

Office Use Only:

<table>
<thead>
<tr>
<th>GS 09</th>
<th>GS 10</th>
<th>ADV 06</th>
<th>GS 02</th>
<th>GS 03</th>
<th>ADV 01</th>
<th>ADV 08</th>
<th>ADV 13</th>
</tr>
</thead>
</table>

Form can be found at [http://gradstudies.byu.edu/page/form-list](http://gradstudies.byu.edu/page/form-list)
Name of Student: ___________________________

Proposed Date of Graduation: _________________

Review Date: _______________                      Semester /year review attributed ______________

Comments:

Specific goals to be accomplished before next review:

Committee Chair, signature______________________________________________________
Committee Member 1, signature__________________________________________________
Committee Member 2, signature__________________________________________________
Committee Member 3, signature__________________________________________________
Committee Member 4, signature__________________________________________________
Student signature______________________________________________________________
DOCTORAL COMPREHENSIVE EXAM SENIOR COMMITTEE MEMBER FORM

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></td>
<td>3. Retake a Portion</td>
<td>1. Poor</td>
</tr>
</tbody>
</table>

I note the following strengths and weaknesses:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________

Signature of the Senior Committee Member                            Date

(Please print name)

☐ Final approval that all qualifications have been completed.

Signature of the Senior Committee Member                            Date

Signature of Graduate Coordinator                            Date
DOCTORAL COMPREHENSIVE EXAM COMMITTEE MEMBER FORM

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.)

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_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_________________________________________                 ____________________________
Signature of the Committee Member                                         Date

(Please print name)
APPENDIX

GUIDELINES FOR DEPARTMENTAL USE OF 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.

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 throughout 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.

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 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 POLICY).

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

1. Use of the greenhouse and supplies under the jurisdiction of the Department must be cleared with our Greenhouse Coordinator, or the person to whom he/she has delegated management responsibilities. Greenhouse Coordinator: 801-422-6209.

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 GREENHOUSE 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 INSTRUCTION.**

FACILITIES AVAILABLE

LABORATORIES AND EQUIPMENT IN THE DEPARTMENT

Laboratories and associated equipment are available within the Department. Although they are usually 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

Dr. Tom Smith chairs the Departmental Safety Committee. Questions about safety and appropriate laboratory procedures should be directed to your Committee Chair, or to Dr. Tom Smith, 5050 LSB, 801-422-2151. A notebook containing the Materials Safety Data Sheets (MSDS) is located in the Environmental Analysis Laboratory and the Genetics Laboratory. 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. 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.

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 Environmental Analysis Laboratory. Permission and instruction to use equipment and supplies in these two labs should be through Dr. Bryan Hopkins (5117 LSB).

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.

All experiments conducted in the greenhouse need to be reviewed by the Greenhouse Committee. The Greenhouse Coordinator 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!

To schedule research conducted in the environmental growth chambers please contact Dr. Bryan Hopkins.