

# CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK



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## 1. Welcome from the College of Natural Resources

Welcome to the College of Natural Resources! You are joining a rich and diverse group of scholars and fellow graduate students. During graduate school you will explore new ideas, expand your experiences, and broaden your perspectives. You will learn from world-class faculty and many of you will publish your own research before you graduate. We encourage you to collaborate, discuss ideas with your advisors and fellow students, engage in discussions with people outside your disciplines, and learn together. We are sure you all will have a great experience, and we are excited to have you join us!

Dr. Dennis Becker, Dean of the College of Natural Resources  
Dr. Steve Shook, Associate Dean of the College of Natural Resources  
Dr. Kerri Vierling, Director of Graduate Studies  
Dr. Leda Kobziar, Director of Master of Natural Resources  
Dr. Lee Vierling, Director of Environmental Science

### 1.1 About the College of Natural Resources

All graduate students at the University of Idaho are members of the College of Graduate Studies (COGS). However, while completing your graduate studies with faculty from the different departments and programs within the College of Natural Resources (CNR) you will likely work in college research labs, you may help teach college courses, and you will have CNR faculty members on your committee. Graduate students in the College of Natural Resources work on cutting-edge research projects with faculty that have international recognition. Many are funded through agencies like NASA, the Center for Disease Control, and the National Science Foundation. Our graduate students attend many scientific conferences, publish journal articles, and win national awards.

CNR is comprised of three academic departments (Forest, Rangeland, and Fire Sciences; Fish and Wildlife Sciences; and Natural Resources and Society) and an interdisciplinary program in Environmental Science. CNR has more than 50 faculty that administer 9 undergraduate degree programs and the Environmental Science Program has over 90 faculty interspersed across the University of Idaho. CNR was recently ranked 1<sup>st</sup> in value for Natural Resources and Conservation by USA Today and 5<sup>th</sup> for program quality. CNR offers master and doctoral degrees and supports a wide array of research laboratories, affiliated institutes, and extension programs. CNR also houses several off-campus facilities including the Hagerman Fish Culture Experiment Station, McCall Outdoor Science School, the Taylor Wilderness Research Station, and the University's Experimental Forest.

The College has a vibrant graduate student program with over 300 graduate students. Graduate students enjoy cutting edge laboratories, access to Idaho's natural landscapes, and world-renowned faculty. CNR has a diverse faculty spanning all three departments and multiple individual academic programs, including the M.N.R. Graduate Program and the university-wide Environmental Science Program. The College of Natural Resources administers two graduate certificates, four professional master's degree options (M.N.R.), two Master of Science Degrees, and two doctoral Degrees.

Although all the graduate degrees are offered and administered at the College level, each of the respective departmental faculties has developed policies and procedures to be in line with their professional and disciplinary standards, which does lead to some slight differences. Guidance and overall supervision of these procedures are provided by each department head and/or program lead.

**Graduate Degrees at a Glance**

<p>M.S. in Natural Resources</p> <ul style="list-style-type: none"> <li>• Thesis and non-thesis options available</li> <li>• 30 credits to be selected with guidance from your graduate committee</li> <li>• Some departmental course requirements</li> </ul>	<p>M.S. in Environmental Science Thesis and non-thesis options available</p> <ul style="list-style-type: none"> <li>• 30 credits to be selected with guidance from your graduate committee (thesis) or advisor (non-thesis)</li> <li>• Some departmental course requirements</li> </ul>
<p>PhD in Natural Resources</p> <ul style="list-style-type: none"> <li>• 78 credits to be selected with guidance from your graduate committee</li> <li>• Some departmental course requirements</li> </ul>	<p>PhD in Environmental Science</p> <ul style="list-style-type: none"> <li>• 78 credits to be selected with guidance from your graduate committee</li> <li>• Some departmental course requirements</li> </ul>
<p>MNR Online (three options currently available; an additional option is pending for Fall 2021)</p> <ul style="list-style-type: none"> <li>• 30 credits from topical bins</li> <li>• Final professional portfolio or project for two credits</li> </ul>	<p>MNR Residential program at McCall</p> <ul style="list-style-type: none"> <li>• 34 credits, set curriculum.</li> <li>• Integrated teaching requirements</li> <li>• Final professional portfolio</li> </ul>

*Note: under special circumstances and with approval of the Major Advisor, some residential degrees can be completed at a distance (online).*

In this handbook, sections that differ by the departments/programs are highlighted by shaded boxes. When the separate faculties change the content of these boxes, this guide is updated. This guide has been prepared by CNR to supplement general information and regulations in the University of Idaho Catalog ([Click Here](#)) and guidelines provided by COGS concerning graduate education at the University of Idaho. The focus of this guide is on information pertaining to all graduate studies associated with faculty in the Department of Fish and Wildlife Sciences (FWS); the Department of Forest, Rangeland, and Fire Sciences (FRFS); the Department of Natural Resources and Society (NRS); and the Environmental Science Program (ENVS). **In the case of any apparent conflict within this document and COGS policies, COGS policies and ultimately the UI catalog will always take precedence.**

**1.2 Departments within CNR**

This section will briefly describe the different sub-units within the college that each help deliver part of the CNR graduate experience. Many of these sub-units work with their respective faculties to arrange graduate student space (desks and offices) and organize department/program level graduate activities.

**1.2.1 The Department of Fish and Wildlife Sciences**

FWS is one of three departments in CNR. The College began offering wildlife courses in 1915 and fisheries courses in the late 1940s. In 1942, a Range-Wildlife management option was added and the first Masters Degree in Wildlife was granted in 1950. By 1952, separate wildlife and fisheries management undergraduate degrees were offered. The FWS department trains thesis-based graduate students that receive MS and PhD degrees in Natural Resources, Environmental Science, or Water Resources.

The department consists of University of Idaho faculty as well as members of the United States Geological Survey (USGS) Cooperative Fish and Wildlife Research Unit (Coop Unit) whose salaries are paid by the USGS. The Idaho Coop Unit was founded in 1947 and is one of 40 Coop Units in the country. The USGS faculty in the Coop Unit teach graduate courses, train and mentor graduate students, act as

liaisons with our state and federal natural resource agencies, and partner with UI faculty to initiate collaborative research projects that help to solve pressing management challenges of agency cooperators.

Dr. Lisette Waits is the Department Head for FWS, and more information on Dr. Waits, the staff, and faculty for this department can be found here ([Our People - Fish and Wildlife Sciences | University of Idaho \(uidaho.edu\)](#)).

### 1.2.2. The Department of Forest, Rangeland, and Fire Sciences

The Department of Forest, Rangeland, and Fire Sciences (FRFS) is the largest department within the College of Natural Resources. The FRFS department administers a graduate certificate in Fire Ecology, Management, and Technology.

The vision of the FRFS department is: *“To be regionally and globally recognized leaders in education, research, and outreach that advances understanding and management of ecosystems, with a focus on forest and rangeland processes, sustainable products and services, and communities.”*

The mission of the FRFS department is given by:

*“As Idaho’s land grant university, our mission is tri-partite:*

- **Education:** We produce outstanding graduates equipped to be successful natural resources managers and scientists in a rapidly changing world. Our graduates are distinguished by their multidisciplinary analytical skills and tools. Their training is grounded in the scientific method, and they have the ability to think broadly, creatively, and critically about diverse topics. Students learn to question assumptions as information is gathered, summarized, analyzed, and interpreted. Our degrees emphasize critical thinking through coursework and hands-on field and laboratory experiences.
- **Research:** We conduct and disseminate objective and relevant research on the bio-physical and socioeconomic aspects of ecosystems, including the people who value them, the products derived from them, the institutions affecting them, and their ecological functioning and biodiversity. Our research strengths reside in both fundamental and applied science and our students, faculty, staff, and partners benefit from an interdisciplinary, respectful, and productive environment.
- **Outreach:** Our outreach programs transfer insights and knowledge from research to help society improve everyday activities. We share our findings beyond scientific outlets to reach, engage, and expand our broad stakeholder network. We solicit information needs from our stakeholders and distinguish ourselves by leading managers and communities to incorporate new knowledge from natural resources science and management in a quest for sustainability.”

Dr. Charles Goebel is the Department Head for FRFS, and more information on Dr. Goebel, the staff, and faculty for this department can be found here [Our People - Forest, Rangeland and Fire Sciences | University of Idaho \(uidaho.edu\)](#).

### 1.2.3. The Department of Natural Resources and Society

The Department of Natural Resources and Society (NRS) is a diverse faculty with broad strengths in applied social sciences, remote sensing, and environmental and ecological sciences [Natural Resources](#)

[and Society | University of Idaho \(uidaho.edu\)](#). The department is the administrative home of the McCall Outdoor Science School (MOSS) and the Policy Analysis Group (PAG).

Dr. Lee Vierling is the Department Head for NRS, and more information on Dr. Vierling, the staff, and faculty for this department can be found here ([People - Natural Resources and Society | University of Idaho \(uidaho.edu\)](#))

### 1.3 The Environmental Science Program

The Environmental Science Program emphasizes integrated scientific approaches to studying and addressing questions regarding the environment. ENVS is administered by the UI College of Natural Resources, yet is a university-wide program with over 90 affiliated faculty representing 9 different UI colleges. This collaborative faculty network is designed to foster innovative and creative spaces for spanning traditional disciplines, providing students with comprehensive environmental science research and education opportunities.

The Environmental Science Program offers both thesis and non-thesis based Masters of Science degree (in person and online), a Ph.D degree, and a joint J.D./M.S. degree in Law/Environmental Science. The Environmental Science program additionally administers two graduate certificates.

The Director of the ENVS program is Dr. Lee Vierling.

### 1.4 The Master of Natural Resources Program

The Master of Natural Resources (MNR) is an interdisciplinary course-based graduate program designed for current and upcoming professionals who wish to enhance their educational credentials for a career in natural resources. The fundamental objective of the MNR graduate program is to integrate and scale various perspectives – ecological, the human dimension, planning, policy and law, and practical tools – into a systems view of natural resource stewardship.

These professional degrees are accessible to students of diverse academic backgrounds and will help graduates develop credentials and skills for the effective management of natural resources. Many students enter the program to change career directions, from a related or unrelated field to the management of natural resources. To serve a cross-country as well as international student population, MNR offers a complete curriculum of online courses, but can also be taken on campus or as a hybrid program. The MNR program currently offers four areas of specialization, with additional options pending.

The M.N.R. degree has four options as of spring 2021:

- Integrated Natural Resources (online or hybrid); [Integrated Natural Resources](#)
- Fire Ecology and Management (online or hybrid); [Fire and Ecology Management](#)
- Restoration Ecology and Habitat Management (online or hybrid); [Restoration Ecology & Habitat Management](#)
- Environmental Education and Science Communication (EESC; residential in McCall, Idaho); [EESC](#)
- A Fisheries and Wildlife Sciences and Management (online or hybrid) option is pending State Board approval for a Fall 2021 start.

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The purpose of the residential ESSC option is to help prepare professionals who will help to shape our future generation of citizens. These professionals may serve in the classroom, in the field, as formal educators, or as scientists. They will have the skills to effectively educate a diversity of learners through experiential methods, using the outdoors as an integrating context for learning about science, community and place.

Students work with faculty advisors from across the CNR to develop their individual curricula and Final Portfolios ([Final Portfolio link](#)). A core group of faculty from the MNR are responsible for overseeing the program and evaluating final projects.

The Director of the Master of Natural Resources is Dr. Leda Kobziar, 208-885-0118, [lkobziar@uidaho.edu](mailto:lkobziar@uidaho.edu)

## 2. CNR GRADUATE STUDIES OFFICE OVERVIEW

### 2.1 Role of the CNR Director Graduate Studies

Several years ago, the College combined all its individual graduate programs, which used to be run out of each department, into single college-wide programs. As a result, all the graduate programs are now overseen in the college by the CNR Graduate Studies Office. The Graduate Studies Office is run by the CNR Director of Graduate Studies (DGS) and staff. The CNR DGS is responsible for making graduate students aware of the College's academic expectations (including requirements for good academic standing). The DGS serves as the administrative coordinator of graduate studies within the College of Natural Resources, overseeing all graduate degrees, with input from the directors of the two college-wide programs: Environmental Science Program and the Master of Natural Resources Program, which each are administered by their own Director.

In terms of graduate studies, the DGS functions as the primary liaison among the graduate faculty within the College of Natural Resources, graduate students, and the College of Graduate Studies (COGS). COGS oversee all aspects of the graduate student experience from Graduate Admissions to Graduation. The DGS serves as the point of contact for potential graduate students, serves as an advocate for current graduate students, and is responsible for the quality and academic integrity of the College's graduate program. As such, the DGS must be aware of ongoing developments impacting the graduate faculty, be available and responsive to the graduate students, and be familiar with the processes and policies within the College of Natural Resources and the College of Graduate Studies.

Students in need of guidance on form submissions should first consult with their Major Advisor to confirm the accuracy of the forms to be submitted; these are then forwarded to the CNR Graduate Studies office for signature by the DGS. There are two exceptions to this workflow: students in the ENVS program will submit their forms directly to the Director of Environmental Science for signature and students the MNR program will submit their forms to the MNR Director for signature. Thesis and dissertation cover pages should be signed by the respective department chair or in the case of the Environmental Science Program, by their Director.

Key duties of the CNR DGS include:

- Increase quality of graduate experiences and education within the College of Natural Resources



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- Promote a safe, effective, and supportive working environment for graduate students
- Administer the CNR Graduate Studies Office
- Chair CNR Graduate Council

## 2.2 Role of the CNR Graduate Council

The College of Natural Resources Graduate Council is a standing college committee that seeks to ensure that graduate policies are clear, fair, and consistently applied across the college.

The specific responsibilities of this committee are:

- Discussing and recommending revisions to the CNR Graduate Handbook
- Discussing and recommending revisions to the CNR graduate websites and marketing materials
- Discussing and recommending research space and resource needs
- Making recommendations on awardees of the CNR graduate student fellowships
- Discussing initiatives to improve the graduate student experience
- Evaluating and reviewing assessment data

Membership of the committee includes:

- The DGS acts as chair (without vote)
- One faculty member from each of FWS, FRFS, NRS, MNR, and Environmental Science
- One graduate student (recommended by CNR GPSA)

The committee's recommendations are passed to the CNR DGS who will communicate the council's recommendations to the CNR leadership. Editorial updates are administered by the CNR Graduate Studies Office.

## 2.3 COGS, CNR, and graduate student community building

Whether you are a new student or one who has been here for a semester or two, we would like to encourage you to become regularly check the COGS website. Within the site, there is information on workshops and professional development activities ([www.uidaho.edu/COGS/pdi](http://www.uidaho.edu/COGS/pdi)), resources relating to deadlines, forms, and processes (<https://www.uidaho.edu/COGS/student-resources>), and a variety of other links to assist in your graduate study journey. [Funding opportunities](#) are also identified on the COGS website, and checking that site, as well as the CNR website at [CNR Graduate Funding Opportunities](#) can help you learn about fellowships and other funding potentials. If you are a new graduate student, there are a series of orientation events and trainings that all new graduate students are required to attend. Information on those trainings can be found at the Graduate Assistant Training link on the COGS website. ([Click Here](#))

Graduate student community building occurs across the university and within the college. All University of Idaho graduate students are eligible for membership in the Graduate and Professional Student Association (GPSA). This organization provides valuable leadership development, networking and funding opportunities (which may be restricted to active members). The CNR GPSA has an active Facebook page that can be found under the search "CNR grad life" <https://www.facebook.com/groups/630695703735393/>. Graduate students who are interested in learning more about the college's diversity and inclusion efforts are encouraged to visit CNR's Diversity, Equity and Inclusion website. ([Click Here](#))

### 3. INITIAL STEPS FOR THESIS-BASED STUDENTS

#### 3.1 MS and PhD – General overview

M.S. and Ph.D. students in the College of Natural Resources may receive their graduate degree in Natural Resources or Environmental Science. However, thesis and dissertation topics may be chosen in consultation with faculty within a college department (for Natural Resources) or across the University of Idaho (for Environmental Science). These degrees require the completion of a research project that is the result of original work carried out by the student under the supervision of the major professor and the graduate advisory committee.

Below are timelines for full-time graduate students pursuing MS and PhD programs. Some of these activities may take longer if the graduate student is a part-time student. COGS provides specific deadlines and dates on their Dates and Deadlines web page ([Click Here](#)), particularly in regards to thesis submissions and defenses.

<i>Deadline</i>	<i>Program</i>	
	<b>MS</b>	<b>PhD</b>
Submission of major professor form	During the first semester	During the first semester
Selection of committee	By the end of the 2 <sup>nd</sup> semester	By the end of the 2 <sup>nd</sup> semester
Research proposal and presentation	By the end of the 2 <sup>nd</sup> semester	By the end of the 3 <sup>rd</sup> semester
Study plan submission	By the end of the 2 <sup>nd</sup> semester	By the end of the 3 <sup>rd</sup> semester
Preliminary examination	N/A	Variable but only after completion of the majority of the courses in the study plan; please see section 7.1 for more details
Application to graduate	One semester prior to expected graduation date	One semester prior to expected graduation date
Submission of thesis to committee	Two weeks before defense	Two weeks before defense
Request to Process with Final Defense form submitted to COGS	~ two weeks before the defense	10 working days prior to defense
Final defense*	Three weeks prior to last day of last term	Three weeks prior to last day of last term

\*Please note that summer defenses are rare and are conducted only under extenuating circumstances. All committee members must agree to allow a summer defense to proceed.

The vast majority of thesis student come to UI to pursue their degrees, but some students pursue their degrees completely online. Importantly, all the degree requirements for these place-bound thesis-based students are identical to a student taking the degree on campus. Thesis based degrees are not course based degrees. Place-bound graduate research students conduct novel research within their local regions and in many cases continue to work with their current employer. These degrees are primarily aimed at people that either work with natural resource companies or within state and federal natural resources agencies. This is a non-traditional route for research-based degrees, and this approach

requires a great deal of communication and coordination between graduate students, their advisors, and committee members.

### 3.2. Selection of major professor

If not already done during your admission process, you should complete the *COGS Appointment of Major Professor and Committee* form as early as possible in the first semester. At this stage you only need to assign the Major Professor and this form can be found on the found on the Forms-College of Graduate Studies page ([Click Here](#)). Appointment of a major professor provides COGS and the CNR DGS with a single point of contact on the faculty.

### 3.3. Forming the degree committee

You must have a graduate committee comprised of members you select in consultation with your major professor. Importantly, it is a COGS requirement that the committee be ultimately selected by the graduate student and not be assigned by the major professor. The major professor can (and should) provide advice and input. It is important that you identify people who have some interests in common with you and possess skills that may be helpful to you. Presumably, these are people from whom you will take courses and seek advice. It is important to note that committee members are expected to be active contributors to your program and not merely “rubber-stamp” your coursework, proposal, thesis, project, or dissertation. Early in your program you and your committee should agree on members’ roles and how the committee will function. Each student’s experience is likely to be unique. It is your responsibility to propose the research or scholarly work you will complete for your graduate project or thesis, discuss it with your major professor, and negotiate a mutually agreed-upon proposal with your major professor and committee. COGS must ultimately approve committee members. Each of the programs has slightly different minimum policies regarding makeup of the Master and Doctoral committees.

#### **CNR Graduate Committee Requirements for thesis-based students (subject to change)**

<b>FRFS/NRS/FWS</b>	<b>Size and Composition</b>	<b>Other Considerations</b>
Master	At least 3 faculty members:	Each must hold at least a M.S. degree
	Major professor* from discipline.	Major professor must be on UI grad faculty
	A 2 <sup>nd</sup> member from discipline. A 3 <sup>rd</sup> member from outside discipline / or for FWS from a supporting field.	> half committee must be UI grad faculty
Doctoral	At least 4 faculty members:	Each must hold a Ph.D. degree
	Major professor* from discipline.	Major professor must be on UI grad faculty
	A 2 <sup>nd</sup> member from discipline. A 3 <sup>rd</sup> member from in/outside discipline. A 4 <sup>th</sup> member from outside discipline / or for FWS from a supporting field.	> half committee must be UI grad faculty

ENVS	Size and Composition	Other Considerations
Master (Thesis)	At least 3 faculty members	Faculty must cover 2 of 3 option areas Two colleges must be represented Major professor must be on UI grad faculty More than half of committee must be on UI graduate faculty
Doctoral	At least 4 faculty members	Each must hold a Ph.D. degree Faculty must cover 2 of 3 option areas (biological science, social science, or physical science) Major professor must be on UI grad faculty More than half of committee must be on UI graduate faculty Two colleges must be represented
*Affiliate and Adjunct Faculty are not eligible to serve as major professor		

Faculty members of other institutions and other professionals may serve on committees. Please note that COGS has rules regarding the proportion of UI graduate faculty you must have on your committee. Also, please be sure to avoid conflicts of interest by not assigning committee members that have a financial or political stake in your research results. **If in doubt, ask COGS.** You should have your committee selected and officially established by the middle of your second semester at UI. Once you have discussed potential committee members with your major professor and they have agreed to serve on your committee, you need to fully complete an *Appointment of Major Professor and Committee* form. At this point, you should arrange an initial committee meeting. This is usually achieved at the end of the first semester or start of the second semester and generally will enable you to present initial research ideas to your committee and discuss your study plan. Usually students are asked to provide a brief (10-15 slides) presentation to their committee members.

### 3.4 Study Plan

Your study plan is a list of courses to be taken during the graduate program. These (and only these) courses are required prior to graduation. As such, it is worth the time to work with your major professor and your graduate committee to carefully select these courses. COGS provides complete instructions on how to register for classes and how to develop and/or change their study plans. That information can be found at the Student Resources-College of Graduate Studies web page. ([Click Here](#))

The approval queue process for study plans flows from the student to the major professor to the CNR DGS. There should be a comment in the “workflow comments box” that the entire committee has seen and has agreed to the study plan. The study plan is to be *jointly* developed by the student and the major professor in consultation with the student’s graduate advisory committee. It is often necessary to take more than the minimum number of credit hours to attain educational objectives, to meet prerequisite requirements for other courses, or to satisfy deficiencies within a field of study.

## 4.0 COURSE REQUIREMENTS FOR THESIS-BASED DEGREES

### 4.1. M.S. in Natural Resources (thesis)

Details on the requirements for the M.S. in Natural Resources can be found in the course catalog [here](#) under the Student Plan Resources section. Within CNR, more specific requirements are listed below.

**FWS** requires two seminars (501 and 506) during the graduate program.  
**FRFS** requires 2 semesters of seminar with at least one from FRFS.  
**FRFS** requires at least one quantitative 400-level or above course (as determined by the graduate advisory committee).  
**ENVS** requires at least one quantitative 500-level research methods or statistics course.  
**NRS** requires all graduate students to take: 1) at least one NRS 501 Seminar (1 cr), 2) NRS 506 Fundamentals of Research (2 cr), and 3) NRS 508 Foundations of Natural Resources and Society (1 cr). Students are also expected to attend talks by external speakers that are sponsored by the department.

### 4.2. M.S. in Environmental Science - thesis

Details on the requirements for the M.S. in Environmental Science can be found in the course catalog [here](#).

### 4.3. PhD in Natural Resources

Details on curricular requirements for the PhD can be found on the COGS website ([Click Here](#)) and in the course catalog Natural Resources (Ph.D.).([Click Here](#))

**FWS** requires two seminars (501) and (506) during the graduate program.  
**FRFS** requires 3 semesters of seminar with at least one from FRFS.  
**FRFS** and **ENVS** requires at least one quantitative 400-level or above course (as determined by the graduate advisory committee)  
**NRS** requires all graduate students to take: at least one NRS 501 Seminar (1 cr), NRS 506 Fundamentals of Research (2 cr), and NRS 508 Foundations of Natural Resources and Society (1 cr). Students are also expected to attend talks by external speakers that are sponsored by the department.

The majority of students entering the doctoral program have successfully completed a M.S. degree program with thesis. Admission to the doctoral program without completing a M.S. degree is possible with the agreement by the major professor and approval by faculty who review an applicant's admission materials. A student who completes a M.S. degree within CNR or ENVS may continue into a CNR or ENVS Ph.D. program with the agreement of the proposed major professor for the dissertation. This process requires signing a change of curriculum form at COGS and does not require the student to reapply to graduate school.

### 4.4. PhD in Environmental Science

Curricular requirements for the PhD in Environmental Science can be found in the course catalog [here](#).

## 5.0 RESEARCH PROPOSAL OVERVIEW FOR MS AND PHD STUDENTS

The different departments and programs within the College of Natural Resources have developed different requirements for the research proposal.

**FWS, FRFS, NRS and ENVS** require both a written project proposal (typically evaluated at the same time as the study plan) and a public presentation, ordinarily before the end of the second semester for an M.S. degree (thesis and non-thesis) and in the case of the Ph.D. a research proposal is usually expected before the end of the third semester.

**FWS** requires a formal presentation for the M.S. or PhD during the departmental seminar course (FISH/WLF 501).

A research proposal describes the thesis research or non-thesis project that will be undertaken for the graduate study. In the case of a thesis, the research proposal must provide appropriate literature review, describe the question(s) to be addressed, postulate the hypotheses to be tested, and outline the data to be collected and analyzed to test the hypothesis and allow appropriate conclusions to be drawn. In the case of a non-thesis project, the proposal must describe the project to be undertaken and its desired outcome in sufficient detail to serve as a guiding document or project plan.

When a research proposal or project plan is required, it should be completed by each student in consultation with the major professor and graduate advisory committee as soon as possible after beginning the program. In the case of a formal written research proposal, you should give your committee members a period of at least two weeks to review and return the draft proposal before scheduling the proposal presentation. After your committee approves your proposal, you are required to make an oral presentation of the proposed work. The date must be scheduled at least two weeks in advance, but after your committee has officially approved your proposal. The presentation must be attended by all your graduate advisory committee members and may at the committees' discretion be open to other individuals<sup>1</sup>. Following the open portion of the proposal presentation, the committee should exclude all other persons and continue to evaluate the candidate's knowledge of his or her field.

**Timeframe:** Proposal presentations are typically between 20 and 30 minutes with time for questions, answers, and discussion. Often there is a closed session after the presentation for the graduate student and their committee.

**Scheduling:** Although it is the student's responsibility to set a date for the proposal presentation, scheduling and advertising can be achieved via the departmental/program staff. Proposal presentations should be made only during the academic year (fall or spring semester). The majority of the faculty are on 9-month appointments and not generally employed by the UI during the summer session, so this time should be avoided.

### Suggested Format:

- i. General background and introduction
- ii. Statement of problem
- iii. Purpose of project (research)

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<sup>1</sup> Policy note: Proposal presentations and final defenses do not qualify as public presentations and therefore inclusion of persons outside of the student's committee are optional.

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- iv. Relevant literature, materials, research and/or theory
- v. Design and methodology – describe hypotheses
- vi. Describe the proposed experimental design and methodology, including methods to be used to analysis of data
- vii. Implications of proposed work for management, development, education, planning, future research, etc.
- viii. Timeline for competition of your research

### Outcomes:

**FRFS:** The graduate advisory committee provides feedback to the student.

**FWS:** The graduate advisory committee provides feedback to the student.

**NRS and ENVS:** Following the presentation, non-faculty will be excused and the committee and other faculty members present (at the discretion of the committee) will discuss the research plan with the student. The committee will discuss with the student proposed modifications in the data collection and analysis procedures.

## 6.0 M.S. THESIS AND DEFENSE OVERVIEW

The College of Graduate Studies has a Graduate Handbook for Preparing and Submitting Theses and Dissertations, which can be found by clicking [here](#).

This section contains the program specific requirements that are in addition to the COGS general guidelines.

### 6.1 Preparation of the M.S. Thesis

In general, a thesis is a scholarly report, typically one describing the development and testing of a hypothesis by the scientific method, and demonstrating originality and creativity by the student. A student in the thesis option must submit a thesis or publishable manuscript(s) *at the discretion of the candidate's graduate advisory committee*. If the thesis research is to be prepared and presented as a publication, the report submitted to the department and to the College of Graduate Studies prior to graduation must still be formatted according to the *Thesis and Dissertation Handbook*. In some cases, separate publishable papers are presented as chapters within the thesis format.

Although the size of a M.S. thesis can vary widely, they typically range between 40 and 70 pages (1.5 spacing, single sided, 1" margins). The traditional format is a single report of research including an introduction, literature review, methods, results, and discussion, usually in separate chapters. The manuscript format is based on the style required by a publisher of a scientific journal. Usually the manuscript format includes an overall introduction, a chapter(s) that appears as an individual manuscript(s), then, an overall conclusion chapter (especially if several manuscripts are submitted). The format of theses (either traditional or manuscript) is at the discretion of the major professor and graduate advisory committee. Regardless of the format selected, the thesis must be submitted to COGS according to the *Thesis and Dissertation Handbook*.

The student is the sole author of the thesis or dissertation, but authorship of publications from these subsequent publications are typically multiple. The credit for authorship of publications, i.e., first, second, or third, etc., should be clearly defined between the student and the major professor. The person(s) actively involved in proposal preparation, research design, implementation, and manuscript writing should be included as authors, with the order of authorship determined by the degree of involvement. Important factors to be considered when determining authorship include whose original idea initiated the project, who sought out and procured the funding, who had primary administrative and advisory responsibility for the project, who carried it through, and who continued to provide ideas and leadership in the project. In general, if a service is provided to a student (i.e., where funds have been expended to perform tests, conduct analysis, or develop materials) this does not qualify the person receiving the funds for automatic authorship (as they have already been paid in-kind). Such services, however, could be identified within the acknowledgements of such works.

### 6.2. M.S. Defense Overview

The deadlines associated with defenses are generally outlined in Section 3.1. Specific dates for any specific semester can be found here [Dates and Deadlines-College of Graduate Studies-University of Idaho \(uidaho.edu\)](#), and this site also outlines the appropriate forms necessary for the defense to proceed.

Additionally, the student must file an application to graduate one semester prior to the expected graduation date, not including summer. This form is completed via *VandalWeb*.

A final thesis defense is required for Natural Resources and ENVS thesis options and is administered by the student's graduate advisory committee. The student must be registered for at least one credit to complete the defense.

### 6.3. Format and Participants

Thesis defenses typically begin with a 30-45 minute formal presentation of research findings and are followed by up to two hours of questioning (the actual examination). All of the student's advisory committee members must be present or in phone or video conference for the exam. If any member is unable to attend, special rules apply (check with COGS). It is expected that this defense is open to all interested persons including faculty, other students, and community members. Scheduling this seminar is at the discretion of the candidate's department but should allow sufficient time for a committee examination to fully evaluate the candidate. The candidate is required to defend her or his work and show a satisfactory knowledge of the program and supporting field. As time allows, persons not on the student's committee are encouraged to pose questions to the candidate.

After the open portion of the exam, the examining committee should exclude all other persons and continue to evaluate the candidate's knowledge of his or her field. After the oral defense and closed-door session, the candidate's committee should confer and vote to pass or fail. A majority vote is required for a candidate to pass the defense. If the defense is failed, please see the "Final Defense" section of the catalog [College of Graduate Studies < CourseLeaf \(uidaho.edu\)](#) for details on next steps.



## 7.0 Ph.D. EXAMINATIONS, DISSERTATION AND DEFENSE

### 7.1 Preliminary examination

Given the disciplinary nature of PhD preliminary examinations and the diversity in the College of Natural Resources, each department and program has evolved slightly different requirements. The preliminary examination should be scheduled only after the student has completed the majority of the courses on his or her study plan. COGS requires that the student be registered during the semester the preliminary examination is taken. The student's committee certifies to COGS the results of the preliminary examination and if passed, the student is advanced to candidacy. Graduation must occur no later than **five** years after the date on which the candidate passed his or her examination. If the preliminary examination is failed, it may be repeated only once; the repeat examination must be taken within a period of not less than three months or more than one year following the first attempt. If a student fails the preliminary examination a second time, or the program does not allow the student to repeat the examination after the first failure or the student does not retake the examination within one year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

The exam shall ordinarily contain both a written and oral portion. The written exam will not normally exceed five total days in length. The format of the written exam is agreed upon by the student and the graduate advisory committee and generally is made up of questions prepared by the members of the graduate advisory committee, but could include questions from faculty other than those on the graduate advisory committee. The exam may be open or closed book depending on the choice of the committee. The oral exam may be separated in time from the written exam by no more than one month. This exam is administered by the graduate advisory committee, all members of which must be present at the oral portion of the exam. Other interested departmental faculty may attend the oral exam at the discretion of the graduate committee (as per policy on page 13 footnote).

Once a doctoral student passes the preliminary exam, the major professor certifies that all requirements for the advancement to candidacy have been met and submits the "Report of Preliminary Examination" form to COGS. The student is then considered a "candidate" for the Ph.D. (that is, the student has "advanced to candidacy").

**FRFS:**

- Recommended that the exam occurs within the first 36 months. Students can petition to the FRFS faculty for an extension in the time needed before taking the preliminary exam without re-applying.
- Each subset of written questions from committee members and others may take up to a day to complete.
- Evaluation of the written examination by the committee is completed prior to the oral exam. Performance on the written exam may be discussed with the student before the oral exam, but the student's performance in *both* written and oral parts of the exam is the basis for evaluating overall performance (passing/failing) on the preliminary examination.
- In the event a student is not ready to receive a pass, the faculty may in lieu of failing the student issue a continuance and thereby allow the student to retake part or all the examination at a later date once deficiencies have been rectified.
- If an exam is failed, both written and oral portions must be retaken. The exam may be retaken only once.

**FWS:**

- The exam must be taken at least two full semesters prior to the defense.
- The student's committee will review response to each written question and provide feedback to the student before the oral exam. Committee will vote to determine if written exam responses were sufficient to proceed to oral exam. After the oral exam, the committee will make the final determination on passage or failure of the exam by majority vote.

**NRS and ENVS:**

- It is recommended that the exam occur during the first 36 months of the student graduate program. Students can petition the NRS faculty for an extension in the time needed before taking the preliminary exam without reapplying.
- It is suggested that the written exam follow the standard question format described in the main text of this document. However, the written exam content and format is at the discretion of the committee and can be tailored to student career goals.
- Committee will vote to determine if written exam was sufficient to proceed to oral exam. After oral exam, the committee will make the final determination on passage or failure of the exam by majority vote.

## 7.2 Ph.D. Dissertation

COGS has extensive materials developed to assist students in the dissertation process. We encourage students to review the Dates and Deadlines link [Dates and Deadlines-College of Graduate Studies-University of Idaho \(uidaho.edu\)](https://www.uidaho.edu/graduate-studies/dates-and-deadlines) to plan appropriately. Additionally, COGS has multiple thesis and dissertation resources ([Thesis and Dissertations-College of Graduate Studies-University of Idaho \(uidaho.edu\)](https://www.uidaho.edu/graduate-studies/thesis-and-dissertations)) that are critical for writing and submitting theses and dissertations. Any forms that are denoted within these links can be found at [www.uidaho.edu/COGS/forms](https://www.uidaho.edu/COGS/forms).

A dissertation is required of all doctoral students in CNR. A significant level of originality and creativity must be displayed by the student in developing, carrying out, and writing the dissertation research project. The dissertation may be written as a paper, or papers, for submission to refereed journal(s), but the report submitted to COGS and the department must be formatted according to the *Thesis and Dissertation Handbook*. The number of manuscripts prepared will depend upon the breadth of the

dissertation research: all significant research completed should be reported. The student is expected to submit these manuscripts for publication (manuscripts may be submitted either before or after the degree is granted). The student will ordinarily be the senior author in dissertation manuscripts submitted for publication or in the case of group research the student would ordinarily be listed as a joint first author. Students must also prepare timely progress and completion reports on their research findings as required by the funding agency.

### 7.3 PhD Defense – general COGS guidelines

The final examination is administered by the student’s graduate advisory committee. The student must be registered for at least one credit of Research and Dissertation, e.g. FOR/FWS/NRS/ENVS 600 to take the examination. The final exam should not be scheduled until the major professor and the graduate advisory committee members have provided input and approved a complete (but not necessarily final) draft of the dissertation conforming to university format guidelines. Please see the Thesis and Dissertation Resource information provided by COGS ([click here](#)) for all relevant formatting and deadline information.

The defense is usually oral but may include a written examination. It is expected that the oral defense be open to all interested persons including faculty, other students, and community members. The candidate is required to defend her or his work and show a satisfactory knowledge of the program and supporting field. As time allows, persons not on the student’s committee are encouraged to pose questions to the candidate.

After the open portion of the exam, the examining committee should exclude all other persons and continue to evaluate the candidate’s knowledge of his or her field. Scheduling this seminar is at the discretion of the candidate’s department but should allow sufficient time for a committee examination to fully evaluate the candidate.

After the oral defense and closed-door session, the candidate’s committee should confer and vote to pass or fail. A majority vote is required for a candidate to pass the defense. If the examination is failed, please see the “Final Defense” section of the catalog ([College of Graduate Studies < CourseLeaf \(uidaho.edu\)](#)). The final oral defense must be taken within five years after completing and passing the preliminary examination. If more than five years elapse, the candidate will be required to take another preliminary examination or petition to have an extension.

### 7.4. CNR/ENVS Defense format

The format of the final exam is agreed upon by the student and the graduate advisory committee. The final exam is oral and typically begins with a 30 to 45-minute formal presentation of the research findings, followed by up to two hours of questioning (the actual examination). Other topics may be included if the committee desires. All members of the graduate advisory committee must be present or in phone or video conference for the exam. If any member is unable to attend, special rules apply and you should contact COGS.

### 7.5. Completion of Graduate Degree Requirements

There is a difference between passing the final defense of a thesis and submitting signed, acceptable, final copies to COGS. *Both* are required to complete degree requirements. The final defense is an important step in the process of completing a thesis but passing the final defense does *not* mean that

the thesis is completed and that no more revising is necessary. Additional work remaining on the thesis (from small editorial corrections to more substantive revisions) is typically discussed during the defense. A majority vote of the committee is required to pass the defense and to enable the student to move on to make revisions required by the committee. Within six months of passing the defense, the student must have made the changes in a manner satisfactory to all members of the committee, as indicated by committee signatures on the Authorization to Submit page in the thesis or dissertation.

Graduate students typically give a copy of their thesis to their major professor, graduate advisory committee and others who substantially contributed to the project's success. Check with these people to see if they want a copy and in what form (e.g., hard-bound, spiral-bound, unbound, or electronic). Non-thesis students must submit a copy of their professional paper or project report to the department as the UI Library does not keep copies of non-thesis reports. Based on considerable experience, the faculty discourages students from leaving campus and/or taking a full-time position before their theses are completed. Under such circumstances, finishing the work is often countered by job demands or family responsibilities and the likelihood of finishing the degree is substantially reduced. Refer to the *University of Idaho Catalog* for maximum time limits for completion.

## 8. ACADEMIC PERFORMANCE AND ANNUAL REVIEW

### 8.1. Academic Requirements

In some cases, units within CNR may elect to admit a student on provisional basis. In these cases, the departments require that the student attain grades of "B" or higher and that no grades of "Incomplete" are attained during the first semester.

All graduate students at the UI are required to complete an annual evaluation at the end of each calendar year. It is the responsibility of the student (and not the Major Professor) to complete these evaluations and to hand them into COGS. These evaluations provide formal opportunities for students to evaluate goals and progress with their major professor.

COGS has a policy requiring graduate students to be continuously enrolled during the academic year. This means you need to be enrolled for at least one credit each semester or you will be dropped from the program. COGS has created two courses that are administered through COGS (not CNR) which will be helpful for students who might require extra time to satisfy their degree requirements but may have different challenges that prohibit registration for a credit. The GRAD 710 and GRAD 720 courses are continuous enrollment courses that are designed to help students meet the continuous enrollment requirements, and these courses are "zero" credit courses. There is a reduced cost associated with the GRAD 710/720 courses. More information can be found at GRAD 710 and GRAD 720 description ([Click Here](#)), and within the "Continuous Registration" section in the catalog in the COGS general graduate regulation link. Students interested in this option should contact the instructor of record for these courses (Dr. Jerry McMurtry, Dean of COGS). In addition, the College of Natural Resources requires that all students who are on a 20 hour per week RA or TA position to be enrolled for at least 9 credits. These 9 credits do not include audited courses.

## 8.2 Procedures for Review of Progress and/or Dismissal

In the event that the student is perceived by their advisor to not be making satisfactory progress in their graduate program, the University of Idaho has a series of procedures that should be followed. The end point of these procedures can include reaffirming satisfactory performance, reappointment of a Major Professor, or dismissal from the College of Graduate Studies.

**Note:** Continuation of the assistantship after the first semester is contingent upon satisfactory performance, progress toward your degree, and abiding by the program and University's policies and procedures.

When graduate students are provided an offer letter with stipend, fees, and other financial agreements (e.g., as is standard practice for international students), this is broadly considered a contract that can only be voided with due cause.

Due cause can include not receiving a grade of 3.0 or greater in courses as outlined in Regulation L – Academic Standing, Probation, Disqualification, and Reinstatement [Click Here](#) (shown below). Other adequate cause criteria can include specific program requirements or those usually associated with the Graduate Student Responsibilities outlined in this handbook, the UI Student Code of Conduct, and conditions of employment governing University personnel [FSH 2300 and FSH 3910 A-1].

**Annual Evaluation Form.** COGS has an annual evaluation form to be used across its academic units. This annual assessment form is used for constructive feedback and suggestions. The completed forms will be included in the student's file that is kept within the CNR Graduate Studies office.

**Insufficient Funds.** Continuation of funding should follow the terms of the RA/TA offer letters. When offer letters contain clauses regarding salary and fees being "contingent on continuation of funds" and the monies are not continued by the source funding agency, this will not impact the standing of the graduate student.

**Satisfactory Academic Progress and Performance.** Enrollment in the College of Graduate Studies allows students to continue graduate study and research through the University of Idaho only as long as they maintain satisfactory academic standing and are maintaining satisfactory progress and performance toward completion of their graduate degree program. Satisfactory academic standing is defined under the rules of probation and disqualification and provisional admission and may or may not have an effect on the use of this policy.

In the event the student has received a GPA 3.0 or better, but the major professor still feels that progress towards their research is unsatisfactory, the following guidelines should be followed:

- A) **Annual Review.** Typically, the annual review process is initiated by the student and completed by the major professor using the Annual Evaluation and Performance Report provided by COGS. ([Click Here](#))

**However, this process can be initiated at any time by the Major Professor or CNR DGS.**

If a major professor has not been appointed, the program's administrator (e.g., department chair) or CNR DGS will conduct the review. The review will include a meeting with the student, where the

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goal is to fill out the “COGS Annual Report of Progress and Performance” form for M.S. or Ph.D. students.

When completed, the reviewer will recommend that the student continue in the program, receive a warning, or be dismissed from the program.

- B) **Warning.** Should a warning be given, the student must be informed in writing of the concern, the current program policy (if any), the length of the warning period, and expectations that must be met to be removed from a warning status.

In CNR, these expectations are discussed and agreed upon in consultation with the DGS to ensure that they are not perceived as punitive. Following the length of the warning period, the DGS, faculty member, and student will meet to assess whether outcomes and expectations have been met. In cases where outcomes equal or exceed expectations the recommendation will be to reaffirm satisfactory progress. In all other cases, the recommendation will be dismissal unless there are extenuating circumstances such as medical or other personal reasons.

The Dean of COGS will be notified of this action. An appeal of a recommendation for a warning may be made to the Dean of COGS.

- C) **Dismissal.** If Dismissal is recommended it may or may not be preceded by a warning period. If dismissal is recommended, the program's administrator or DGS forwards the recommendation and documentation to the Dean of COGS. The Dean of COGS will review the recommendation for dismissal and, if appropriate, will convene a committee of graduate faculty to review the dismissal recommendation. The student, the major professor, and the program's administrator will be allowed to appear before the committee. The committee will make a recommendation for action to the Dean of COGS who will make the final decision. Dismissal is from the student's degree, program, and from COGS.

- D) **Appeals.** Students may appeal the Dean's decision directly to the Graduate Council. No action will appear on the transcript unless recommended by Graduate Council.

### Regulation L – Academic Standing, Probation, Disqualification, and Reinstatement

**L-8. Academic Standing for Graduate Students.** Graduate students are considered to be in good standing when they have a semester and cumulative grade-point average of 3.00 or higher.

**L-9. Academic Probation for Graduate Students.**

**L-9-a.** A graduate student is placed on academic probation after any semester or summer session in which a GPA of less than 3.00 is earned in courses placed on the graduate transcript, regardless of the student's cumulative GPA.

**L-9-b.** Graduate students on academic probation who attain a semester and cumulative grade-point average of 3.0 or higher are automatically removed from academic probation.

**L-9-c.** Graduate students on academic probation who attain a semester GPA of 3.00 or higher during the next or subsequent semester or summer session after being placed on probation, but whose cumulative GPA is still below a 3.00, will remain on academic probation.

**L-10. Academic Disqualification for Graduate Students.** A graduate student will be disqualified if a semester GPA of less than 3.00 (regardless of cumulative GPA) is earned on courses placed on the graduate transcript during the second, consecutive semester or summer session

## **L-11 Academic Reinstatement for Graduate Students**

**L-11-a.** A graduate student may be reinstated after disqualification under the following conditions: the student may not enroll as a graduate student for at least one semester (fall or spring), must get the positive recommendation of his or her program's administrator, and must gain approval from the College of Graduate Studies.

**L-11-b.** Reinstatement is granted for a specific semester only and the student must enroll in that semester.

**L-11-c.** The student must receive a term GPA of at least 3.0 the first semester back in the College of Graduate Studies.

**L-11-d.** A reinstated student will be placed on probation if their cumulative GPA is below a 3.00.

**L-11-e.** A reinstated student will be disqualified after the second consecutive term where a 3.0 GPA was not achieved (see L-10).

**L-12.** Regulation L does not apply to law students. See the College of Law Announcement for information for law students.

## **9.0. PROGRAM REQUIREMENTS FOR NON-THESIS STUDENTS**

Non-thesis programs differ in several ways from thesis programs in multiple ways. Below are summaries of some of those differences from thesis-based processes.

**MNR** - The curricular requirements for the MNR program can be found at MNR course requirements. ([Click Here](#)) The MNR online program does not require a study plan unless students are transferring credits. The students have a single advisor, and no committee is required. The MNR requires a final portfolio, and the final portfolios are not submitted to COGS. Examples of final portfolios can be found here ([Final Portfolio link](#)). A core group of faculty from the MNR are responsible for overseeing the program and evaluating final projects. All academic forms are signed by the MNR Director.

**ENVS** – The curricular requirements for the non-thesis ENVS degree can be found [here](#). The students have a single advisor, and no committee is required. They must submit a study plan, and there is a final project associated with the degree. Final projects are not submitted to COGS, but must meet the guidelines set forth by the program which can be [Final Project | M.S. Environmental Science \(uidaho.edu\)](#). All academic forms are signed by the Environmental Science Director.

### **M.S. Non-Thesis in Natural Resources**

General information on curricular requirements can be found at [here](#) under the Student Plan Resources section. The completion of an agreed-upon project and/or professional paper is required for the non-thesis option. The project could include (but is not limited to) management plans, contributions to a larger synthesis, poster presentations, reports, or conference papers. The study plan is to be *jointly* developed by the student and the major professor. It may be necessary to take more than the minimum number of credit hours to attain educational objectives, to meet prerequisite requirements for other courses, or to satisfy deficiencies within a field of study. Final projects are not submitted to COGS.

## Switching between programs

If a student would like to switch from thesis to non-thesis (or vice versa), he/she should discuss this process with their major advisor and/or the CNR Graduate Studies office. Switching from a non-thesis to a thesis would require approval from a faculty member willing to become your major professor.

## 10.0 CERTIFICATES AND NON-DEGREE SEEKING STUDENTS

Individuals that seek to take graduate courses for professional development and do not want to complete a M.S. or PhD degree, have the opportunity to take courses towards a graduate certificate or pursue their studies as non-degree seeking students (Certificate Programs and information for non-degree seeking students [Click Here](#)). Students can also add a certificate to their degree program. In each case, applications for graduate certificates are made through Graduate Admissions [Click Here](#).

Within CNR, there are two certificate programs. They include the graduate certificates in Environmental Education and Science Communication (EESC) and in Fire Ecology, Management, and Technology. The 14-credit graduate certificate in EESC is available only for graduate students who are resident at the McCall Campus. The requirements for the degree can be found in the UI Course Catalog under Natural Resources (M.N.R.)\_EESC certificate [Click Here](#). The 15-credit graduate certificate in Fire Ecology, Management and Technology is available via either online delivery or for on-campus students. Curriculum requirements can be found at Fire Ecology, Management and Technology Graduate Academic Certificate. [Click Here](#)

## 11. ADDITIONAL IMPORTANT CONSIDERATIONS FOR GRADUATE STUDENTS

### 11.1 Safety

The CNR Graduate Studies Office is always willing to help you get the support you need. We listen, provide advice, and help resolve some advisor-student conflicts. We keep conversations private, but are required to report some details to the relevant agencies within and external to the University.

**Harassment:** Graduate students are expected to treat their students, peers, professors, and other colleagues in the university workplace respectfully at all times. By the same token, you are also entitled to respectful behavior on the part of your coworkers. “Harassment” in the workplace is often defined in sexual terms. However, harassment in a broader sense can also take the form of teasing, insults and other hostile or harsh speech, crude gestures, or otherwise acting toward another person in an extremely objectionable or humiliating manner, even when that behavior lacks a sexual context.

Prohibited harassment includes not only sexual harassment but also harassment based on race, color, national origin, religion, age, disability, or status as a war veteran. The University of Idaho Faculty and Staff Handbook Policy 3220 defines sexual harassment as “unwelcome sexual advances, requests for sexual behaviors, or other verbal or physical conduct of a sexual nature.” Such conduct is deemed especially deplorable when it occurs in a relationship where there is a significant power differential, such as harassment of a student by an instructor, “...creating an intimidating, hostile, or offensive learning environment,” or interfering with a student’s education. Under no circumstances should a graduate student engage in behavior that might be construed as harassment, sexual or otherwise.



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If you feel you have been harassed or are aware of a possible violation of the University's harassment policy, you are required to make a report to The Office of Civil Rights and Investigations (OCRI) [Click Here](#). If a student is involved you are required to make a report to the Office of the Dean of Students [click here](#).

To report any concerns of public safety and security contact the Office of Public Safety and Security [click here](#)

**In case of an emergency, call 911.**

### Other available Resources:

OCRI/Title IX Coord 208-885-4285

Dean of Students 208-885-6757

Women's Center\*\* 208-885-2777

Student Health\* 208-885-6693

ASUI Representative 208-885-6583

Safe Walk 208-874-7550

Counseling Center\* 208-885-6716

Gritman Medical Ctr.\* 208-882-4511

Ombuds\* 208-885-7668

Moscow Police 208-882-2677

Latah County Sheriff 208-882-2216

Legal Aid Clinic\* 208-885-6541

ATVP\*208-883-4357

\* Confidential Resource: Confidential reporting locations do not disclose the information shared to the university, the police or anyone else without permission or as required by law (e.g., child abuse, imminent threat of harm).

Please note: Gritman Medical Center will contact police and ATVP but it is your decision if you want to speak with an agency representative.

\*\* Semi-Confidential Resource: Does not disclose information that does not amount to a "Clery Crime" and did not occur on campus. Identifying information and specific disclosure is not reported, only the crime and where it occurred.

## **11.2 Laboratory Safety and Responsible Conduct of Research**

Please see the CNR lab guideline website [here](#) for information on laboratory safety and responsible code of conduct. This site provides information and links that are relevant to workplace safety, general laboratory safety, general chemical safety, waste management, and access. Additionally, this site provides an overview of the Office of Research Assurances (ORA) and provides links for the Institutional Review Board (IRB), Animal Care and Use (IACUC), Biosafety, Unmanned Aircraft systems, responsible conduct of research, and export controls. Additional information can be found at: [Responsible Conduct of Research \(uidaho.edu\)](#)

## 11.3 Professional Conduct and Ethics, and the Student Code of Conduct

This section on Professional Conduct and Ethics, Academic Honesty, and Harassment are adapted from the UI Biological Sciences Department Graduate Student Handbook ([www.uidaho.edu/sci/biology/academics/grad](http://www.uidaho.edu/sci/biology/academics/grad)).

As graduate students and professional scholars-in-training, you are expected to exercise high standards of ethical and professional behavior toward your peers and your professors. Science as a whole can only make progress if individual scientists are truthful and trustworthy. As academic professionals and members of the larger community of scientists, graduate students should practice intellectual honesty at all times. You should exercise scholarly discipline and good critical skills, while engaging in civil, collegial discussion of scientific and professional matters. Ideally, scientific professionals should strive to be objective and fair in their criticism and discussion of colleagues' work.

Graduate students must adhere to the University of Idaho Student Code of Conduct: <http://www.webpages.uidaho.edu/fsh/2300.html>. The Code of Conduct does not interfere with any of your constitutional rights. In particular, freedom of speech and expression are encouraged. However, all graduate students must ensure that any statements they make regarding their research or other research conducted at the University is truthful, accurate, and that appropriate credit is given. Deliberately making false statements will lead to disciplinary action by your department chair and potential referral to the Dean of Students. Graduate students must never engage in, permit or otherwise support professional misconduct, including plagiarism, falsification of information, or deception of any kind. Each of us is obligated to report any professional misconduct of a student to the Dean of Students.

**Academic Honesty:** As stated above, graduate students are expected to uphold high standards of intellectual and academic honesty at all times, and to enforce university and departmental standards for academic honesty. This is true particularly when it comes to your own academic and scientific work and the work of your students. The University Faculty and Staff Handbook states that "cheating on classroom or outside assignments, examinations or tests is a violation of [the academic honesty] code. Plagiarism, falsification of academic records, and the acquisition or use of test materials without faculty authorization are considered forms of academic dishonesty..." Should you encounter academic dishonesty on the part of one of your students, you should immediately bring it to the attention of your teaching supervisor. Other instances should be discussed with your major professor or the Department Chair.

## 11.4 Conflict Resolution

The CNR Office of Graduate Studies provides assistance for the resolution of conflicts between a graduate student and his/her faculty advisor or guidance committee.

Although each case is unique, the most common type of conflict is a student-advisor relationship breakdown. In many cases there are amicable separations, while in some cases direct action is required.

If a student has a concern, they are encouraged to contact the DGS, who will then begin actions to help address and/or reduce the conflicts. Those actions may include referrals to other university offices as appropriate. If the student's major professor is the CNR DGS, the CNR Associate Dean of Academic and Faculty Affairs should be contacted. If you wish to discuss concerns prior to meeting with the CNR Graduate Studies Office, we encourage you to reach out to the University Ombuds Office: <https://www.uidaho.edu/faculty-staff/ombuds>.

Ombuds provide confidential, impartial and informal assistance to individuals and groups to help prevent problems from arising and to facilitate fair and respectful resolution of problems that do arise. Ombuds do not advocate on behalf of specific individuals or their concerns and they cannot change or reverse decisions; however, they do advocate for respectful, fair and equitable treatment. Ombuds serve as information and referral resources, facilitate communication between individuals and among groups. They offer conflict coaching aimed at helping individuals to better manage their own disputes and provide dispute resolution services, such as mediation. The Ombuds Office also recommends constructive changes to university policies and procedures by providing anonymous feedback on systemic issues that promote clarity and fairness.

Additional information can be found at Information can be found in the “Removal of Faculty from a committee” section of the catalog ([click here](#)). If it is determined that a separation should occur, it is important for students to know that not all faculty at the University of Idaho are eligible to serve as a major professor. The guidelines for faculty eligibility to serve as major professors are described in detail in the Faculty Staff Handbook section 1700:

<http://www.webpages.uidaho.edu/fsh/1700.html>

### 11.5 Conflict of Interest and Conflict of Commitment

A conflict of interest refers to an individual’s involvement in activities in which financial or other personal considerations may directly and significantly affect an employee’s professional judgement in exercising any university duty or responsibility. FSH 6240 is the policy that governs conflicts of interest or commitment for official university purposes. The full text for FSH 6240 can be accessed at:

<http://www.webpages.uidaho.edu/fsh/6240.html>

If during the course of a graduate program the major professor/committee member and/or graduate student relationship changes to that considered a conflict of interest (such as, becoming an in-law, business partner, team coach, financial advisor, etc.) then the major professor/committee member should remove themselves from the graduate students’ committee.

It is University of Idaho policy **that no employee shall enter into or continue a romantic or sexual relationship with a student or employee over whom she or he exercises academic, administrative, supervisory, evaluative, counseling or other authority.**

The full policy can be read at: <http://www.webpages.uidaho.edu/fsh/3205.htm>

In the event an apparent conflict of interest or commitment between a graduate student and his or her major professor and/or graduate student committee is brought to the attention of the CNR Graduate Studies Office, the case will be directly referred to OCRI, Dean of Students, Dean of COGS, CNR Associate Dean of Academic and Faculty Affairs, etc., as appropriate.

### 11.6. Publication, Copyright, and Ownership of Data

Students are expected to actively participate in the dissemination of research results via publications and/or presentations of papers at professional meetings. Some major professors require this of their graduate students. Generally, UI faculty, staff, and students shall retain all rights to copyright and publish works produced by them. Section 5300 of the *University of Idaho Faculty-Staff Handbook* states the policy in detail. All records from research funded by the university and funded by external grants

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

through the university (reports, photographs, data, etc.) are the property of the University of Idaho and cooperating research sponsors. This information must remain with the university. Students are permitted access to and may have copies of this information. Additional information can be found on the Office of Technology Transfer website. [Click Here](#)

11.7. Graduate student employee policies The teaching and research of the College is accomplished through the efforts of the faculty and graduate assistants. Graduate students are often compensated for teaching or conducting research through “assistantships.” Teaching and research assistantships are often awarded on a competitive basis. If a student begins a program of study for the M.S. or Ph.D. without funding, the student is expected, with assistance from the major professor, to seek funds for research projects.

Information on graduate assistant employment can be found in the catalog in the “Assistantships and Research Fellowships” section ([College of Graduate Studies < CourseLeaf \(uidaho.edu\)](#)) and on the COGS website [Graduate Assistants-College of Graduate Studies-University of Idaho \(uidaho.edu\)](#). Graduate students at the University of Idaho are considered employees and thus should refer to the Faculty Staff Handbook (<http://www.webpages.uidaho.edu/fsh/>) and other sections of this handbook. Currently the College of Natural Resources has no specific policies relating to graduate assistant personal leave, leave to attend professional meetings, use of unit resources such as computers, offices, copy-machines, office supplies, mailboxes and telephones. In each of these instances, we defer to the discretion of the project Principal Investigator/Department Chair and/or the Faculty Staff Handbook (<http://www.webpages.uidaho.edu/fsh/>), as appropriate.

### 12. FREQUENTLY ASKED QUESTIONS

Check out our online College FAQ page:

<https://www.uidaho.edu/cnr/natural-resources-online/online-faqs>