



Version 2.1

**NOTE: HIGHLIGHTED AREAS ARE NOT ADOPTED**

2020 Edition

# CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

## Version History

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Most recent M.N.R. content adopted by M.N.R. faculty in 2018

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## Contents

1. Introduction	3
2. Program Overview	18
3. Program Component and Degree Requirements	31
4. Selection of Major Professor	46
5. Forming the Degree Committee	51
6. Thesis/Dissertation, Defense, and Other Examinations	52
7. Academic Performance and Annual Review	59
8. Safety and Integrity in Research and Creative Activities	62
9. Student Conduct and Conflict Resolution	70
10. Graduate Assistant Employment Policies	72
11. University/College Resources and Opportunities	76
12. Frequently Asked Questions	81
Appendix	85-112

## 1. INTRODUCTION

### **Welcome from the Dean, College of Natural Resources**

Welcome to the University of Idaho's College of Natural Resources.

We share your passion for the outdoors, the natural world and our nation's precious ecosystems.

Our graduates are tomorrow's leaders and our reputation as an outstanding place to study natural resources has been earned over the past 100 years. Our students and faculty research and learn together, in programs that reach across the country and around the world.

Our faculty are deeply engaged, using science to inform decisions about the challenges in our natural world, and are recognized nationally and internationally for both teaching and research. Our alumni are accomplished, finding success in the natural resource professions with international conservation prizes, holding leadership roles with federal and state agencies, and making groundbreaking discoveries while developing new approaches to managing ecosystems. I invite you to join our team of dedicated and talented faculty, accomplished alumni and outstanding students. Together we will create the future of learning, research and doing.

When you come to the College of Natural Resources, you will find a focus on place-based science education. Moscow is conveniently located near Idaho's mountains, rivers and rangelands, and we immerse students in experiential learning. We boast remote facilities like a research center in the largest wilderness in the lower 48 states and offsite field campuses, in addition to our 10,000-acre experimental forest within 30 minutes of the main campus in Moscow. We train our students to understand the complex relationship of natural resource demands and human dimensions.

When our students graduate, they go to work. They find jobs in their field of study and are backed by science-based degrees. Come join us.

Sincerely,



Dennis Becker  
Dean  
College of Natural Resources

**Welcome from the College of Natural Resources Graduate Studies Office**

Welcome to the College of Natural Resources! You are joining a rich and diverse group of researchers 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. If at any time you have questions regarding your graduate studies, please do not hesitate to contact us.

<p>Director of Graduate Studies College of Natural Resources <a href="mailto:cnr-drgs@uidaho.edu">cnr-drgs@uidaho.edu</a></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>- MS/PhD Natural Resources</li> <li>- MS/PhD Environmental Science</li> <li>- FBRI Fellowship</li> </ul>	<p>Graduate Student Coordinator College of Natural Resources <a href="mailto:cnr-drgs@uidaho.edu">cnr-drgs@uidaho.edu</a></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>- MS/PhD Natural Resources</li> <li>- MS/PhD Environmental Science</li> <li>- Other general enquiries</li> </ul>	 <p>Leda Kobziar Director, Master of Natural Resources Email: <a href="mailto:lkobziar@uidaho.edu">lkobziar@uidaho.edu</a> Phone: 208-885-0118</p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>- MNR Fire Option</li> <li>- MNR Integrated Option</li> </ul>
 <p>Rance Larsen Online Graduate Programs Coordinator <a href="mailto:rancel@uidaho.edu">rancel@uidaho.edu</a> Phone: 208-885-0165</p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>- CNR graduate recruitment</li> <li>- Advising for MNR and online MS in Environmental Science</li> </ul>	<p>-</p>	 <p>Leslie Dorsey Program Assistant, McCall Outdoor Science School <a href="mailto:ldorsey@uidaho.edu">ldorsey@uidaho.edu</a> Phone: 208-310-7087</p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>- MNR ESSC Option</li> <li>- MOSS Graduate Enquiries</li> </ul>

# CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

## 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 Aquaculture Research Institute, McCall Outdoor Science School, the Taylor Wilderness Research Station, and the University’s Experimental Forest.

CNR has a diverse faculty spanning all three departments and multiple individual academic programs, including the cross-university Environmental Science Program and the Graduate Program at the McCall Outdoor Science School. The College of Natural Resources administers two graduate certificates, three 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.

### *Residential Degrees at a Glance*

<b>M.S. in Natural Resources</b> <ul style="list-style-type: none"><li>• No GRE Required.</li><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>	<b>M.S. in Environmental Science</b> <ul style="list-style-type: none"><li>• No GRE Required.</li><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>
<b>PhD. in Natural Resources</b> <ul style="list-style-type: none"><li>• No GRE Required.</li><li>• 78 credits to be selected with guidance from your graduate committee</li><li>• Some departmental course requirements.</li></ul>	<b>PhD. in Environmental Science</b> <ul style="list-style-type: none"><li>• No GRE Required.</li><li>• 78 credits to be selected with guidance from your graduate committee</li><li>• Some departmental course requirements.</li></ul>

The College has a vibrant graduate student program with nearly 300 graduate students. Graduate students enjoy cutting edge laboratories, access to Idaho’s natural landscapes, and world-renowned faculty. The majority of graduate students at the Moscow campus are pursuing thesis-based Master of Science and Doctorate degrees, although the other programs outlined in this prospectus are also available. Nowhere else in the United States are you an hour’s drive from agriculture, mountains, forests, rangelands, deserts, rivers, and lakes. Of all the states in the United States, Idaho has the highest % of National Forest. Over 60% of the land in Idaho is public land, with 40% in National Forests and 4% in wilderness.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

The City of Moscow, Idaho, is home to 23,000 residents and is located in an area of exceptional natural beauty. The city was settled in 1871 in the heartland of the Palouse and is located in the foothills of the Rocky Mountains. The region is characterized by snow-capped mountains, rivers and lakes, mixed conifer forests, and rangelands. Moscow is a safe and friendly community, where crime is low, cars will give way to pedestrians, and cycling is widespread.

The city has numerous restaurants and coffee shops as well as a growing brewery district. Each Saturday morning from May to October, the main street is home to the local Farmers Market. In February, the University of Idaho's School of Music hosts the Lionel Hampton International Jazz Festival. Other annual events include Art walk, Hempfest, Palouse Fondo, Renaissance Fair, and Rendezvous in the Park.

Within 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* 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 with the policies of COGS, COGS policies and ultimately the UI catalog will always take precedence.**

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 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 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 has 19 faculty including 12 full professors, 2 associate professors, 4 assistant professors, and 1 clinical faculty. These include members of the United States Geological Survey (USGS) Cooperative Fish and Wildlife Research Unit (Coop Unit) whose salaries are paid by 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.

All graduate students are required to enroll in one semester of FISH/WLF 501 Seminar during their first semester and the semester they present their thesis proposal. MS students are expected to present their thesis proposals in FISH/WLF501 in their first or second semester in the program (excluding summer). PhD students are expected to present their thesis proposals in FISH/WLF501 their second or third semester. Graduate students are also required to enroll in spring FISH/WLF 506 External Speaker seminar one semester during their tenure and encouraged to enroll each semester on campus. Students are encouraged to attend other CNR and university-sponsored seminars. Graduate students are expected to present the results of their research at one or more regional, national, or international professional meetings.

The thesis committee for each student should approve the research proposal before any major research effort is undertaken. The research proposal should:

1. Provide a detailed review of significant previous research on the subject.
2. Describe the hypotheses to be tested and questions to be investigated.
3. State objectives of the proposed research and rationale for each objective.
4. Describe the proposed experimental design and/or methodology, including methods to be used for analysis of data.
5. Present a schedule for completion of the program.

The Department of Fish and Wildlife Sciences is administered by their own department chair and staff:

Lisette Waits, Department Chair and Professor, [lwaits@uidaho.edu](mailto:lwaits@uidaho.edu)



Kim Stout, Administrative Assistant II, [kstout@uidaho.edu](mailto:kstout@uidaho.edu)



## 1.3 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.”

The Department of Forest, Rangeland, and Fire Sciences is administered by their own department chair and staff:

Charles Goebel, Department Chair and Professor, [cgoebel@uidaho.edu](mailto:cgoebel@uidaho.edu)



## 1.4 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. The department is the administrative home of the McCall Outdoor Science School (MOSS) and the Policy Analysis Group (PAG).

The Department of Natural Resources and Society is administered by their own department chair and staff:

Lee Vierling, Department Chair, and Professor, [leev@uidaho.edu](mailto:leev@uidaho.edu)



Elise Kokenge, Administrative Assistant II, [ekokenge@uidaho.edu](mailto:ekokenge@uidaho.edu)

## 1.5 The Environmental Sciences Program

The Environmental Science Program emphasizes an integrated approach for students committed to studying and solving environmental problems. Over 80 faculty from throughout the University of Idaho work across traditional disciplines to provide students with a comprehensive education in environmental mitigation and problem solving. The Environmental Sciences Program is centered on the concept of interdisciplinary research and integration:

“Interdisciplinary research (IDR) is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice.” The Environmental Science Program offers both a thesis based Master (regular and online) and a Doctoral Degree. The Environmental Science program additionally administers two graduate certificates. The Environmental Science Program is currently administered by the College of Natural Resources.

Please contact the CNR DGS for more information.

## 1.6 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 two areas of specialization: Integrated Natural Resources and Fire Ecology & Management, with others planned.

The M.N.R. degree has three options:

- Integrated Natural Resources
- Fire Ecology and Management
- Environmental Education and Science Communication (ESSC)

The Integrated Natural Resources Option and the Fire Ecology and Management Option are both available via online education or from attending the Moscow campus. The Environmental Education and Science Communication Option (EESC) is a residential program that is only available at the UI McCall Field Campus, home of MOSS.

The purpose of the 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 Projects. A core group of faculty from the MNR are responsible for overseeing the program and evaluating final projects.

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



## 1.7 The McCall Outdoor Science School

The mission of the University of Idaho's College of Natural Resources' McCall Outdoor Science School (MOSS) is to facilitate place-based, collaborative science inquiry within the context of Idaho's land, water and communities. MOSS provides experiential learning opportunities among students, educators, scientists and citizens to foster the critical thinking skills necessary to address complex problems.

The values and actions of the staff and students at MOSS are supported by a *passion for quality* instruction, *lifelong learning*, *leadership*, *innovation*, *diversity*, *creativity*, and *role modeling* our beliefs. MOSS embraces a *positive working environment* for all staff and a *positive learning environment* for all students. MOSS values collaboration; achieving success through a united effort, both as individuals on a team and as an individual program working within a community. MOSS values critical thought, discussion, and action regarding sustainable practices.

Graduate students at McCall can complete the M.N.R. ESSC option or a M.S. or PhD in Natural Resources alongside the field campus' award winning faculty.

Through the graduate residency, MOSS exposes its practitioners to opportunities to learn and grow as educators, scholars, scientists and leaders, to serve within their communities and develop their sense of place. The hope is that they will develop a personal philosophy that will guide their own professional service as well as their participation as active and engaged citizens. The residency provides practitioners with direct experiences in teaching an outdoor science curriculum to learners from a diversity of both urban and rural settings. Through coursework and mentoring by faculty, practitioners critically reflect on these experiences and gain new insight to apply to their next teaching experience. The format of this learning environment acknowledges that practitioners' own experiences are the center point around which all new learning is incorporated; this experiential learning model emphasizes direct experience, reflection, and active experimentation. The graduate residency experience provides opportunities for practitioners to develop a personal sense of place and connection to the natural and social systems that make up the MOSS community. Through coursework and teaching in the natural environment, practitioners develop an understanding of the rhythms and cycles of the local ecosystems. Because we live, work and play together, practitioners also make deep connections to the people of the MOSS community. Service opportunities and local partnerships help to extend these connections beyond the immediate MOSS social landscape and into the community at large.

The graduate experience as a whole provides a setting in which students develop their own independent scholarship in connection with broader research initiatives guided by MOSS faculty. They work to define their own contribution, asking questions and producing products that are of interest to them and useful to the overall MOSS program of scholarship. The graduate residency experience provides a setting and structure in which practitioners work in small class settings and with individual mentors to help them grow in their professional identities as educators, students, scholars and members of a community who are skilled and knowledgeable about teaching scientific and ecological literacy and understanding of the place where we live.

### **Graduate student participants in our program can expect to**

- engage in challenging, relevant course work
- serve as an instructor in our K12 programs by participating in a teaching practicum to practice and improve their teaching skills
- be mentored by a faculty member
- pursue their own independent scholarly work in conjunction with larger scholarship being conducted by MOSS faculty
- serve as a peer leader in the role of "Program Host"

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

- be part of a small mountain community and remote campus location. MOSS graduate students will have ample opportunities to develop and practice intentional group membership dynamics.
- develop their own lessons and educational philosophy
- work with a diverse group of students

The MOSS Program offers a graduate certificate and students regular take an option of the M.N.R. program. Graduate students can also take the regular M.S. and Ph.D. in natural resources. The MOSS Program is administered by its own Director and staff:

Karla Eitel, MOSS Director and Associate Professor

For information on the MOSS graduate program contact Leslie Dorsey: [ldorsey@uidaho.edu](mailto:ldorsey@uidaho.edu)

<b>Academic / Project Mentoring</b>	<b>Graduate Teaching and Curriculum</b>	<b>Scholarship (Research)</b>
Teresa Cohn, Faculty	Teresa Cohn (Literature Seminar, Science Communication)	Teresa Cohn
Jan Eitel, Faculty	Jan Eitel (Ecology 1 and 2)	Jan Eitel
Karla Eitel, Faculty	Karla Eitel (Place-based Education and Social Science Research Methods)	Karla Eitel
Mark Wolfenden, Faculty	Mark Wolfenden (Ecology 1 and 2)	Mark Wolfenden
	Gary Thompson, Leadership Coordinator (Leadership)	Jenny Schon

<b>Teaching Mentoring</b>	<b>Logistical Support</b>	<b>K12 Curriculum and Evaluation</b>
Jenny Schon	Sacha Jackson, Campus Manager (pre-program scheduling and paperwork, post-program billing)	Karla Eitel, Education Director
Leslie Dorsey, Program Assistant	Jenny Schon (on-site meetings with teachers and chaperones, daily coordination with field instructors)	Jenny Schon, Program Coordinator
Mark Beaver	Leslie Dorsey (pre-program meeting with teachers, daily coordination with field instructors, equipment and materials management)	Leslie Dorsey
Peer field-instructors		Field instructors

## **1.8 Forest Biometrics Research Institute Fellowships**

The College of Natural Resources in partnership with the [Forest Biometrics Research Institute \(FBRI\)](#) hosts a competitive fellowship program. The goal of this program is to increase the number of qualified MS and PhD graduates proficient in advanced biometrics and silvicultural practices. As part of this program, PhD students will complete 27cr of statistics, biometrics, and silviculture courses.

Opportunities also exist for self- or privately- funded students to also participate in this program. These students will be located with the FBRI cohort and potential exists to also receive funds to support related research. Opportunities also exist to partially support place-based graduate students.

## 1.9 Application and Admittance

Application to all graduate studies in the College of Natural Resources is made through COGS via the Online AppReview system. The business offices of COGS are located on the first floor of Morrill Hall. Many of the forms that you will need can be found at <http://www.uidaho.edu/COGS/forms> (and also included at the end of this handbook). Keep in mind that although you are working with faculty who are housed within the CNR departments and programs, you are officially a student in COGS. The Dean of Graduate Studies, not the College of Natural Resources Dean, must sign any documentation that requires a Dean's signature (except thesis and dissertation cover pages).

The only exception to the standard COGS admission requirements are for students seeking status as either "certificate only" or "non-degree" seeking students. These students must have completed a baccalaureate degree with an overall GPA of 3.00. Certificate only students will be classified as "certificate seeking at the graduate level" and are not eligible for financial aid. International graduate certificate applicants must meet the University of Idaho language requirement. Due to the nature of this program, immigration regulations prohibit students requiring an F-1 or J-1 visa admission to this program. In terms of non-degree seeking students, they are not admitted to the College of Graduate Studies. They may, however, take graduate courses with permission of the instructor and the Dean of the COGS provided that they have earned a baccalaureate degree with an overall 3.00 GPA. Non-degree students are not eligible for Title IV financial aid. If a non-degree student receives a grade of C, D, or F in a 500-level course, he/she loses the privilege of taking more 500-level courses.

Following processing by COGS, all applications are reviewed by the CNR faculty and DGS. The college faculty will select students after review of credentials: GRE scores, GPA, academic and experiential background, and recommendations. Normally, students entering the doctoral program will have completed a Master degree. However, there may be cases where students accepted into a Master program would move directly into the doctoral program without completing the M.S. degree. In those cases, the student must first reapply as a doctoral student and gain the approval of the admissions committee. There may also be exceptional cases where a student may apply directly to the Ph.D. program after receiving a bachelor's degree. Please contact the CNR DGS and other college faculty to discuss these options and pathways.

Generally, an applicant is not admitted to a graduate degree program without the concurrence of at least one CNR faculty member who accepts the responsibility of major professor. The only exceptions to this are professional Masters programs such as M.N.R., P.S.M., and the non-thesis M.S. in Environmental Science. A person serving as a major professor must be a member of the UI graduate faculty. If the applicant's interests are diverse and more than one professor expresses a willingness to accept the student, the student should select the major professor from among these professors as soon as possible during the first semester of the graduate program. Ideally, the selection of major professor (using the COGS committee form) should be completed during CNR graduate student orientation before the start of the semester, or as soon as possible thereafter. Communication with the major professor (or potential major professor) is an important first step for the graduate student, and often begins well before the application process and/or the first semester of enrollment.

If a student is found acceptable by the faculty but a faculty member has not been identified that is willing to serve as the major professor, the College may opt to admit the student and have them initially assigned to the DGS, one of the Department Chairs, the Master of Natural Resources Director, or the Environmental Science Director. These students will be required to identify a major professor and complete the appropriate COGS forms by the end of their first semester; or their continuation status in the program will be subject to review.

# CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

It is important that graduate students maintain a friendly but professional relationship with their major professor. Major Professors want their students to be productive and successful during their graduate studies and will do their best to help them. The role of the major professor is to provide coursework advice, direction for research, and usually financial support for the student and/or research projects. The major professor is also frequently the key to success in job applications following graduation. If you have questions or problems, talk to your major professor. If that is not possible, such as when a conflict exists with the major professor or they are on extended leave, please feel free to contact the CNR DGS.

- Apply +
- Request Information
- Visit +
- Admitted Students +
- Graduate Students**
- Programs and Requirements +
- Dates and Deadlines
- Certificate Programs
- Re-admission
- Contact Information
- Important Notes
- International Resources +
- Documental Resources
- Brochure
- FAQs
- Forms
- Faculty and Staff Information +
- International Students +

## Welcome to Graduate Admissions

With over 90 [graduate programs](#) to choose from, the University of Idaho is sure to have an area of study that fits your needs. Select an academic program and find departmental specific information to help inform and guide you.

UI's Office of Graduate Admissions is here to help you navigate the university's website, answer questions about your area of interest or schedule a [campus visit](#).



**Apply to UI**  
Ready to apply? Choose a program and learn about admission requirements.

SELECT YOUR PROGRAM



**Why UI?**  
Learn about U of I and all we can offer you as a graduate student.

SEE IF UI IS RIGHT FOR YOU



**Already Admitted?**  
The College of Graduate Studies is here to help you succeed.

GET MORE INFORMATION

## Check Your Application Status

- Visit the application [self service center](#) to check status.

Visit the UI Graduate Admissions site here: <https://www.uidaho.edu/admissions/graduate>

Quick Links to Program Requirements and Application Pages:

M.S. and Ph.D. in Natural Resources	<a href="https://www.uidaho.edu/admissions/graduate/graduate-programs/natural-resources">https://www.uidaho.edu/admissions/graduate/graduate-programs/natural-resources</a>
M.N.R. (Master of Natural Resources)	<a href="https://www.uidaho.edu/admissions/graduate/graduate-programs/master-natural-resources">https://www.uidaho.edu/admissions/graduate/graduate-programs/master-natural-resources</a>
M.S. and Ph.D. in Environmental Science	<a href="https://www.uidaho.edu/admissions/graduate/graduate-programs/environmental-science">https://www.uidaho.edu/admissions/graduate/graduate-programs/environmental-science</a>
P.S.M. (Professional Science Master)	<a href="https://www.uidaho.edu/admissions/graduate/graduate-programs/professional-science-masters-in-natural-resources-and-environmental-science">https://www.uidaho.edu/admissions/graduate/graduate-programs/professional-science-masters-in-natural-resources-and-environmental-science</a>

## 1.10 Orientation Events and Trainings

There are a series of orientation events and trainings that all new graduate students are required to attend.

If you are funded on a Graduate Research Assistantship (GRA), Graduate Support Assistant (GSA), or Graduate Teaching Assistantship (GTA) your appointment in the College of Natural Resources will start one week before the start of your first semester. This extra week is to ensure that you complete all mandatory training events prior to starting your appointment. Even if you are initially funded on temporary help (such as a field or lab technician), please ensure all employment verification tasks are complete **PRIOR** to starting any job functions. This includes lab group phone calls, orientations, trainings, phone/video conversations, teaching/research readings, fieldwork, or any other work-related activities as a precursor to beginning the actual intended job duties.

The week before the semester is a busy time. The College runs an orientation event for all new on campus graduate students that usually lasts a morning. In addition, all GTAs, GSAs, and GRAs are required to attend a mandatory Graduate Teaching/Research/Support Assistant Institute. Please check the COGS website for more details: <http://www.uidaho.edu/COGS/admitted/resources/tatraining>. The Institute, which is required of all part-time and full-time graduate assistants and located on the Moscow campus, is designed to improve the quality of your teaching/research/support requirements and your overall assistantship experience.

All international TAs must register for INTR 508, Teaching and Learning Strategies for International Teaching Assistants. There will be required workshops attached to this course and throughout the Fall or Spring semesters. Exceptional or emergency circumstances that preclude attendance at the Fall or Spring workshop must be petitioned to the College of Graduate Studies, ([uigrad@uidaho.edu](mailto:uigrad@uidaho.edu)). Also, the [International Program's Office](#) provides an orientation to enable you to attain your social security number as well as completing other important procedures. Also, the general College of Graduate Studies orientation is usually on the Sunday night before the semester starts.

As part of the orientation events, all new graduate students that are receiving funding must complete the New Employee Required Training. The run-time course runtime is less than 2 hours and includes the following learning modules:

- IT Security (approx. 28 minutes)
- Diversity & Inclusion at the University of Idaho (16 minutes)
- Safety & Security Awareness at the University of Idaho (24 minutes)
- Creating a Respectful Community (20 minutes)
- University of Idaho Stewardship of Resources & Ethical Conduct (20 minutes)

The College of Natural Resources in partnership with the Office of Civil Rights Investigations also organizes an annual Title IX training for all college GTAs. Prior Title IX trainings can be found here: <http://mediasite.for.uidaho.edu/Mediasite/Play/8e2d3de612cb437b8003b989c9584be81d>.

The College of Graduate Studies also runs two graduate seminars:

- INTR 501: Graduate Studies Seminar – covering a broad series of topics to introduce students to graduate school.
- INTR 501: Navigating the Post-PhD Gauntlet – covering interview skills for academic and agency jobs.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

The College of Graduate Studies runs an annual set of seminars to help graduate students attain external funding. This series is called the Prestigious Fellowships Workshops. For more information see:

<https://www.uidaho.edu/COGS/student-resources/workshops/grfp>

### 1.11 Recent CNR Graduate Student Stories



#### **Paola Stramandinoli Branco**

Paola Stramandinoli Branco has spent three years in Assistant Professor Ryan Long's large animal lab in Moscow studying ways to lessen the conflict between elephants and farmers in Mozambique. She's experimenting with small-scale approaches and evaluating beehive fences against other conflict management techniques, such as fences made of chili peppers.

Read full highlight:

<https://www.uidaho.edu/cnr/students/stories/paola-stramandinoli-branco>

#### **Troy Magney**

Troy Magney worked with a team led by professors Lee Vierling and Jan Eitel of the College of Natural Resources' Tom and Teita Reveley Geospatial Laboratory for Environmental Dynamics, helping to develop and test tools that measure plant photosynthesis. These remote-sensing technologies don't directly contact plants, but rather use measurements, such as sunlight reflection, to make estimates.

Read full highlight:

<https://www.uidaho.edu/cnr/students/stories/research-boosts-magney-nasa-orbit>



#### **Shaun Grassel**

Grassel's graduate research with black-footed ferrets is an extension of his longtime job of reintroduction of the species on the reservation. The ferrets have a direct relationship with prairie dogs. They are only found in prairie dog colonies because they live in the burrows made by prairie dogs and primarily eat the small rangeland rodents. But disease, spread by fleas that live on the prairie dogs, can wipe out entire colonies. Grassel was the first member of the Lower Brule Sioux tribe of South Dakota to earn a doctorate.

Read full highlight: <https://www.uidaho.edu/cnr/students/stories/shaun-grassel>



## 2. PROGRAM OVERVIEW

The College of Natural Resources has award winning researchers and educators. The University of Idaho's College of Natural Resources offers outstanding natural resource undergraduate and graduate programs. Learn from internationally renowned leaders in the natural, physical and social sciences, and work to address needs and issues of the natural world.

### VISION

As a cornerstone of the university's land grant mission, and Idaho's only comprehensive natural resources and conservation college, we will offer innovative educational opportunities and undertake natural and social science research to sustain ecosystems and their goods and services for the people of Idaho and beyond.

Our research endeavors will foster the integration of scientific disciplines and provide viable options and solutions for a sustainable society in a dynamic world. Our research will make a difference on state, regional and global scales to enlighten society, advance prosperity, support decision making and inform public policy. We will educate present and future natural resource professionals to make informed decisions for a prosperous and sustainable future. Our graduates will be equipped with a global perspective for ethical service and leadership to succeed in diverse ecological, economic and cultural environments.

We will invest in our college's people, programs and facilities to achieve high quality, distinctive and significant outcomes. Our college community and environment will reflect our commitment to collegiality, critical thinking and mutual respect. We will celebrate individual achievements and embrace a diversity of backgrounds and perspectives. We will accomplish our mission through strategic and collaborative decisions. The products and outcomes of our mission and vision will be new knowledge, technological innovation and leadership for the understanding and stewardship of natural resources.

### MISSION

The University of Idaho's College of Natural Resources is committed to disciplinary and interdisciplinary programs that integrate ecological, social and natural resource science and management systems. Our research, education and outreach sustain people and the land through innovative science, technology and leadership.

## 2.1 Role of the CNR Director of 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 CNR Graduate Programs Coordinators. 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.

Any form that required a department chair signature should be signed by the CNR DGS or their designate.

Any requests for a graduate petition, substitution, or waiver should be made to the CNR Associate Dean for Academic and Faculty Affairs. Any concerns or questions regarding the graduate program or questions on graduate process should be made to the CNR DGS, which is currently assigned to the Associate Dean for Research and Graduate Studies.

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.

Key duties of the CNR DGS include:

- Increase quality of graduate experiences and education within the College of Natural Resources
- 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 committee's recommendations are passed to the CNR DGS whom will bring up the topic with the CNR leadership. In the case of recommended policy updates to this CNR graduate Handbook, these are forwarded as a seconded motion to the CNR Faculty Secretary for consideration by the CNR faculty at the next available college-wide meeting. Editorial updates are administered by the CNR Graduate Studies Office.

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
- Discussing graduate student petitions and providing input to the CNR Associate Dean(s)
- 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)

**2.3 Role of the Graduate Advisory Committee**

Unless you are a non-thesis Master’s student that only has a single faculty advisor, 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. The department head / director and COGS must ultimately approve committee members. Each of the separate units within the College of Natural Resources has slightly different minimum policies regarding makeup of the Master and Doctoral committees (see Table 1).

**Table 1. CNR Graduate Committee Requirements** (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
Master (non-thesis) †	Single faculty advisor Must be on UI grad faculty	† In FWS non-thesis master a graduate committee is not required but is preferred by the FWS 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
*Affiliate and Adjunct Faculty are not eligible to serve as major professor		
<b>MNR</b>	<b>Size and Composition</b>	<b>Other Considerations</b>
MNR: Integrated or Fire (non-thesis)	Single faculty advisor	The MNR advisor and members of the core faculty evaluate final projects
MNR: EESC (at MOSS)	Single faculty advisor	The adviser and MOSS faculty evaluate student final projects
<b>ENVS</b>	<b>Size and Composition</b>	<b>Other Considerations</b>
Master (Thesis)	3 faculty members	Faculty must cover 2 of 3 option areas Two colleges must be represented
MS (non-thesis)	Single faculty advisor	
Doctoral	4 faculty members	Faculty must cover 2 of 3 option areas (biological science, social science, or physical science) Two colleges must be represented

## 2.4 Organization of the CNR Graduate Programs

The College supports research in natural resource disciplines and awards several graduate certificates and graduate degrees. Although all the degrees and certificates are administered at the College level, additional administrative support for the Environmental Science Program, the M.N.R., and the MOSS resident program are available via the Department of Natural Resources and Society.

### Degrees available through on-campus instruction

- MS and PhD in Natural Resources
- MS and PhD in Environmental Science
- Master of Natural Resources (M.N.R.)
  - o Integrated Option
  - o Fire Ecology and Management Option
  - o Restoration Ecology and Habitat Management Option
  - o Environmental Education and Science Communication School Option
- Joint J.D. and M.S. in Law and Environmental Science
- Environmental Education Graduate Certificate (MOSS resident program)
- Fire Ecology, Management, and Technology Graduate Certificate

### Degrees available via distance learning

- MS in Environmental Science
- Master of Natural Resources (M.N.R.)
  - o Integrated Option
  - o Fire Ecology and Management Option
  - o Restoration Ecology and Habitat Management Option
- Fire Ecology, Management, and Technology Graduate Certificate

The college offers traditional residential graduate programs, online professional programs, and hybrid research-based graduate programs that allow remote students to take online courses.

2.5 Goals and Objectives of the CNR Graduate Programs

2.5.1 MS and PhD in Natural Resources Student Learning Outcomes

UI Category	Description	Measures	Instruments
<b>Learn and Integrate</b>	Critically synthesize existing knowledge in their natural resource discipline and describe how their research represents a step forward towards the generation of new knowledge.	Literature review chapter or synthesis publication as part of dissertation Write and present proposal presentation Successful completion of PhD preliminary exams	Survey to MP at time of defense
	Critically apply theories, methodologies, and knowledge to address important questions in natural resources.	Research chapter in thesis/dissertation Publication of research papers	
<b>Think and Create</b>	Conduct research of significance in a natural resource discipline or as part of an interdisciplinary or creative project. Students plan and conduct this research or implement this project under the guidance of an advisor while developing intellectual independence.	Research chapter in thesis/dissertation Publication of research papers as joint or first author. Student-led grant submissions	Survey to MP at time of defense
<b>Communicate</b>	Demonstrate skills in disseminating written communication to peers in disciplinary research areas	Publication of referred/peer-reviewed publication(s) as joint or first author.	Survey to MP at time of defense
	Demonstrate skills in disseminating oral communication to peers in disciplinary research areas	Present (oral) results at meetings and/or conferences	
	Demonstrate skills in disseminating and presenting complex information to non-science groups	Present research to non-technical groups and/or the media (idea – CNR provides incentive to participate in COGS 3MT)	
	Demonstrate skills in synthesizing need for research to potential sponsors	Student-led grant submissions Participation in COGS prestigious fellowship workshops	
<b>Clarify purpose and perspective</b>	Demonstrate leadership in natural resource discipline	Participate in leadership roles of student chapters for professional societies	Survey to MP at time of defense
	Demonstrate expertise in a specialized research area in natural resources	Complete defense	
	Demonstrate self-defined pathway for career following defense	Develop career plan Attain job offers	
<b>Practice Citizenship</b>	Interact productively with people from diverse backgrounds as both leaders/mentors and team members with integrity and professionalism.	Seminars	Survey to MP at time of defense
	Demonstrate, through service, the value of their discipline to the academy and community at large.	Participate in professional societies and student chapters	Question to Student at Defense
	Follow the principles of ethics in their field and in academia.	No issues arose concerning plagiarism, inappropriate methods, falsification of data, etc. <i>Benchmark = 0%</i> .	Survey to MP at time of defense

**2.5.2 M.S. and PhD in Environmental Science Student Learning Outcomes**

UI Category	Description of the ENVS MS and PhD Program SLOs	Measures
<b>Learn and Integrate</b>		
<b>Think and Create</b>		
<b>Communicate</b>		
<b>Clarify purpose and perspective</b>		
<b>Practice Citizenship</b>		

**2.5.3 M.N.R. Student Learning Outcomes (adopted 2017)**

UI Category	Description of the M.N.R. Program SLOs	Measures
<b>Learn and Integrate</b>	Master and integrate information and knowledge from ecological, social, economic and political perspectives – into a systems view of natural resource issues.	Professional Portfolio or Final Project
<b>Think and Create</b>	Synthesize ideas and information to identify, analyze and problem-solve natural resource issues; demonstrate an application of this synthesis.	
<b>Communicate</b>	Demonstrate oral, written and visual techniques to communicate complex natural resource ideas.	
<b>Clarify purpose and perspective</b>	Understand diverse viewpoints and perspectives, and apply these to the natural resources professions; demonstrate reflection and expanded understanding as applied to one’s professional goals.	
<b>Practice Citizenship</b>	Define and apply sustainable stewardship and/or management of natural resources as an ethical, socially responsible practice; understand ethical dilemmas and make ethical choices.	

**2.5.4 Professional Science Masters in Natural Resources & Environmental Science Student Learning Outcomes**

UI Category	Description of the PSM Program SLOs	Measures
<b>Learn and Integrate</b>		
<b>Think and Create</b>		
<b>Communicate</b>		
<b>Clarify purpose and perspective</b>		
<b>Practice Citizenship</b>		

## 2.6 Opportunities for Student Participation

Within the College of Natural Resources we have a vibrant graduate student culture. The College GPSA representatives operate a Facebook page for all CNR graduate students called **CNR Grad Life**.



CNR Grad Life is an excellent resource for CNR graduate students to share experiences, seek advice, organize events, seek accommodation or pet-sitters, and post-items for sale.

### 2.6.1 CNR Clubs and Societies

**The Student Association for Fire Ecology (SAFE)** is dedicated to exploring the role of fire in ecosystem processes. SAFE hopes to bring awareness of the natural role that fires plays in our local ecosystems and to describe the ways in which the public can benefit from education about prescribed and natural fire. SAFE's objective is to provide students from diverse backgrounds with an open forum on fire ecology through which research can be shared, and networks formed.

Facebook: <https://www.facebook.com/UIIdahoSAFEChapter/>  
Faculty Advisor: Heather Heward  
President: Dillon Alexander

**Student Chapter of the Society of American Foresters** is the student chapter of the premier forestry organization in the country. The SAF club seeks to build professional connections through class work, social activities, leadership, work experience, and travel to national conventions.

Facebook: <https://m.facebook.com/groups/674982742878719>  
Faculty Advisor: Andrew Nelson  
President: Gabrielle Harden

**The Conservation and Environment Club** is open students at the University of Idaho interested in conservation and the environment. We provide opportunities for UI students and the community to learn about the relationship between humans and our environment while providing a place to connect, have fun, and be outside through volunteering, outreach, networking, and events.

Faculty Advisor: Steven Daley-Laursen  
President: William Weygint

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

**The Environmental Science Club** is open to students that that have an interest in the environmental sciences. We support an interdisciplinary group of undergraduate and graduate students to encourage networking and community involvement. We provide avenues for students to learn about job and internship opportunities, join educational outdoor excursions, meet professionals, and encourage each other to live an eco-friendly lifestyle.

Website: <http://vandalsync.orgsync.com/org/environmentalscienceclub174673>  
Faculty Advisor: J.D. Wulfhorst  
President: Catherine Hughes

**The Range Club** is open to students that seek to foster advancement in the science and art of grazing land management, promote progress in the conservation and greatest sustained use of forage and soil resources, and to stimulate discussion and understanding of scientific and practical range and pasture problems. Range club also strives to provide a medium for the exchange of ideas and facts among club members, allied scientists, and technologies, and encourages the professional development of its members.

Faculty Advisor: Jason Karl  
President: Nathan Jero

**The Society for Conservation Biology, U.I. Chapter** is open to students that are interested in conservation biology at the University of Idaho. If you are interested in conservation, ecology, or environmental sciences and enjoy being outdoors, volunteering, or getting involved in the scientific community, this is a good organization to join!

Faculty Advisor: David Roon  
President: Beth Hoots

**The Wildlife Society, U.I. Student Chapter** is an organization dedicated to guiding natural resource professionals to a successful and prosperous career in their field. Our club does this by engaging in professional discussions, networking with NGO and Gov't agencies, and promoting fun and educational events. Our main focus is to help students learn new natural resources skills and networking that will make them marketable in today's workforce. We have done this by helping at Idaho Fish and Game functions such as Hunter Check Stations, bird counts and habitat plantings. Members also have the chance to attend major wildlife conferences around the United States.

Website:  
Faculty Advisor: Lisette Waits  
President: Laura Ehlen

### 2.6.2 COGS Sponsored Events

To view current COGS sponsored workshops and professional development activities visit:  
[www.uidaho.edu/COGS/pdi](http://www.uidaho.edu/COGS/pdi)

## 3. PROGRAM COMPONENT AND DEGREE REQUIREMENTS

### 3.1 Registration

Consult the UI Class Schedule and your major professor to select a schedule of courses for your first semester. Except for the professional Master degrees that have a defined curriculum (see below), any course at the University of Idaho can be taken by graduate students.

Once you have registered via VandalWeb, you will receive billing information. New students will receive a paper bill. All returning students will receive an email billing notification sent to their VandalWeb account. For the last day to pay registration fees without penalty, consult the Academic Calendar.

In some cases, students that have their tuition and /or fees paid by a third party (e.g. a funding agency) may still be sent a bill. If this happens, don't panic! Instead contact your major professor and / or your departmental budget specialist. Out-of-state tuition is generally waived by the College of Graduate Studies or the Vice President for Research for all students on full-time assistantships. In general, in-state tuition and fees are **not** automatically waived unless you are serving as a full-time TA.

The annual enrollment policy of the College of Graduate Studies is that all degree seeking graduate students register for at least **one credit** at the 500 or higher level every 12 months. Professional development courses do not satisfy the annual enrollment requirement.

Out-of-state tuition is only waived in proportion to the percent of time the assistantship represents (which may be a combination of teaching and research). For example, a 10 hr/week assistantship means one-half of the out-of-state tuition and all fees must be paid by the student. All graduate students on either a 10 hr or 20 hr RA or TA must register for at least 9 credits.

Normally, a full-time academic load for a graduate student who is **not** a teaching or research assistant is 9 credits per semester. The credit limit for a graduate student is 16 credits per semester or summer session (excluding courses taken for audit). With approval from the COGS Associate Dean and a Change of Registration form, a student may enroll in up to 22 credits in the fall and spring semesters and 18 credits in the summer session.

## 3.2 Study Plan

The 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. An individualized study plan is to be completed via *VandalWeb* by each graduate student, in consultation with his/her major professor and graduate advisory committee. This should be done before the end of the student's second semester or before. Careful thought should be given to the focus and objectives for the student's graduate program. Students entering the graduate program may be required to complete supplemental courses as designated by the major professor and the graduate advisory committee. Go to <http://www.uidaho.edu/COGS/forms> for complete instructions on how to submit or make changes to the study plan.

The **MNR** program has its own procedures in place for students at MyMNR.net to complete the study plan. The MNR program recommends submission of the study plan prior to the end of your second semester. Please note that although COGS does not require that committee members sign the Study Plan, the individual departments and programs within CNR may have additional requirements.

**FRFS** required that a printout of the study plan be signed by the committee members (or email approval if the committee member is remote) prior to the department chair signing off on the form. \*\*

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**ENVS** requires that a student's committee formally reviews their study plan prior to submission. \*\*

\*\* The approval queue process for the Study Plan workflow no longer passes through the departmental chair, but rather from the student, to the major professor, and to the CNR DGS. Consequently, to meet the spirit of this past requirement the major professor should include a confirmation in the "workflow comments box" that the entire committee has seen and has agreed to the study plan.

Degree audit, on the other hand, is an automated system - it automatically populates with the courses you have already taken, and places them in the appropriate bins. The degree audit will indicate which requirements you have yet to fulfill prior to graduation. You can see a forecast of the degree audit as an option on the study plan page - this is a helpful visualization tool, but won't automatically account for any course substitutions you plan to make (e.g. if you take courses outside of the list in the curriculum descriptions).

### 3.3 Certificates and Non-degree Seeking Students

Individuals that seek to take graduate courses for professional development and don't want to complete a M.S. or PhD degree, have the opportunity to take courses towards a graduate certificate. In each case, applications for graduate certificates are made through Graduate Admissions:

<http://www.uidaho.edu/COGS/academics/certificateprograms>

In addition to “certificate only graduate students”, individuals can be admitted as “non-degree” seeking students. Non-degree students are not admitted to the College of Graduate Studies. They may, however, take graduate courses with permission of the instructor and the Dean of COGS provided that they have earned a baccalaureate degree with an overall 3.00 GPA. Non-degree students are not eligible for Title IV financial aid. If a non-degree student receives a grade of C, D, or F in a 500-level course, he/she loses the privilege of taking more 500-level courses. All graduate certificates require attaining a grade of B or better.

#### 3.3.1 Graduate Certificate in Environmental Education and Science Communication

This graduate certificate in Environmental Education and Science Communication is available only for graduate student's resident at the McCall Campus. The current certificate information can be found in the UI catalog: <https://catalog.uidaho.edu/colleges-related-units/natural-resources/natural-resources-society/environmental-education-science-communication-academic-graduate-certificate/>

#### 3.3.2 Graduate Certificate in Fire Ecology, Management and Technology

This graduate certificate in Fire Ecology, Management and Technology is available via either online delivery or for on-campus students. The current certificate information can be found in the UI catalog: <https://catalog.uidaho.edu/colleges-related-units/natural-resources/forest-rangeland-fire-sciences/fire-ecology-management-technology-graduate-academic-certificate/>

### 3.4 MS and PhD Research Proposal

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

**FWS, FRFS and NRS** each 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.

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**FWS** requires a formal presentation for the M.S. or PhD during the departmental seminar.  
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**ENVS** requires M.S. students to work with the major Professor to create an initial 1-2 page proposal during the first semester delineating the interdisciplinary integration of the proposed research, which is then given to the ENVS Director for approval. **ENVS** requires PhD students to create a formal research proposal that is reviewed by the committee prior to their preliminary examinations. However, no public presentation is required.

A research proposal describes the thesis research or non-thesis project that will be conducted 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

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

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 proposals 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)
- 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 completion of your research

In terms of social science research, you may want to circulate any study design, questionnaire, or survey instruments you have developed. The comments of the audience often provide very helpful feedback.

### Outcomes:

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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.

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

**FWS:** Following the presentation, non-faculty will be excused and the committee and other faculty members present (at the discretion of the committee – see footnote on page 22) will discuss the plan with the student. The committee will discuss with the student proposed modifications in the experimental design.

**NRS:** The graduate advisory committee and graduate faculty in attendance (at the discretion of the committee – see footnote on page 22) conduct a formal vote to approve (or disapprove) the proposal presentation. In the event changes are required, this department usually provides 20 working days from the presentation date. Generally research can only be undertaken following submission of the revised proposal. In the event a revision is necessary once formal research has been initiated, usually the NRS department requires an email be sent to the graduate advisory committee outlining the proposed revisions and that email responses of approval be provided.

### 3.5 CNR Professional Degrees

#### 3.5.1 Master of Natural Resources (M.N.R.)

The Master of Natural Resources (M.N.R.) is an interdisciplinary course-based graduate program designed for mid- and executive-level professionals who wish to enhance their educational credentials for a career in natural resources. The fundamental objective of the M.N.R. 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 resources.

The M.N.R. program currently offers four different degrees:

- *Master of Natural Resources - Integrated Natural Resources:* A minimum of five semester credits from each of four M.N.R. program categories, plus eight credits of electives selected from courses in the four M.N.R. categories, and two credits for a final project. The final project (NR 599), is an objective and critical analysis of a case study in natural resources.
- *Master of Natural Resources - Fire Ecology and Management:* A curriculum of 28 credits, within the M.N.R. program, that specialized in fire ecology. The final project (NR 599), is an objective and critical analysis of a case study in natural resources.
- *Master of Natural Resources – Restoration Ecology and Habitat Management:* A curriculum of 28 credits, within the M.N.R. program, that specialized in restoration ecology and habitat management. The final project (NR 599), is an objective and critical analysis of a case study in natural resources.
- *Master of Natural Resources – Environmental Education and Science Communication:* This is a campus only graduate program offered at the McCall Outdoor Science School.

The M.N.R. can be taken entirely online, on campus, or through a combination of both approaches. The current MNR information can be found in the UI catalog:

<https://catalog.uidaho.edu/colleges-related-units/natural-resources/natural-resources/natural-resources-mnr/>

## 3.6 CNR General M.S. Requirements

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

The M.S. degree in CNR has one designation: Natural Resources. However, thesis topics must be chosen from disciplinary areas within a college department. The minimum program consists of 30 credit hours, of which 18 credits must be 500-level courses. Up to 10 of these 500-level credits can be in departmental or program 500 Research and Thesis (e.g. WLF 500, FOR 500, REM 500, etc.). This degree requires completion of a thesis project (or non-thesis 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. 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.

**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 a fundamentals of graduate research course and the NRS 501 seminar.

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

For students in the non-thesis/professional paper option, up to five of these 500-level credits can be in the departmental or program 599 Non-Thesis Research (e.g. WLF 599, NRS 599, REM 599, etc.). The *non-thesis option* does not require the completion of a thesis; however, completion of an agreed-upon project and/or professional paper is required. These could include (but are not limited too) 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 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.

### 3.6.3 M.S. in Environmental Science

For the thesis M.S. in Environmental Science, students take six thesis credits and a minimum of 24 credits of course work. Coursework must be distributed across the three option areas of physical, biological and social science. The degree entails completion of a substantial project in which students demonstrate their ability to do rigorous independent work.

- Depth requirement: the graduate program is structured around three option areas, biological science, physical science, or social science. A student must complete a minimum of 12 credits (thesis degree) or 15 credits (non-thesis degree) in one of the three option areas;
- Breadth requirement: A student must complete a minimum of 3 credits at the MS level in each of the other two option areas;
- A student must complete one course (3 cr) in appropriate research methods or statistics at the 500 level;
- ENVS 501 (2 cr);
- ENVS 500 (6 cr., thesis degree) or ENVS 599 (3 cr., non-thesis degree).

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

- For both thesis and non-thesis options, a student can take up to 9 credits at the 400 level in the option and supporting area (one class can be at the 300 level in a supporting area with committee approval).

### 3.7 CNR General Ph.D. Requirements

#### 3.7.1 PhD in Natural Resources

Many students entering the doctoral program have successfully completed a M.S. degree program with thesis. The thesis demonstrates that the student has the necessary ability and experience initiating, carrying out, and completing an independent research project before he/she undertakes the more ambitious and demanding research project required at the doctoral level. Admission to the doctoral program without completing a M.S. degree is possible with the agreement by the major professor and approval by the faculty who review an applicant's admission materials.

A student who completes a M.S. degree may continue into the Ph.D. program in the College with the agreement of the major professor. This process requires signing a form at COGS and does not require the student to reapply to graduate school.

The Ph.D. degree in CNR has one designation: "Natural Resources." However, dissertation topics must be chosen from disciplinary areas within a department. A minimum of 78 graduate credit hours beyond the bachelor's degree, including the dissertation research, is required for the doctoral degree. Of these, at least 52 credit hours must be in courses numbered 500 or above, and at least 33 of the 78 credits must be in courses other than 600. The number of credits from the M.S. degree program that can count toward the Ph.D. is determined by the student's graduate advisory committee, but not more than 10 actual thesis credits can be included and counted in the doctoral study plan. At least 39 of the minimum 78 credits must be in UI courses.

**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 a fundamentals of graduate research course and the NRS 501 seminar.

#### 3.7.2 PhD in Environmental Science

The Ph.D. in environmental science provides students with an understanding of the complexity of environmental problems, and an integrated and coherent approach to solving them. The Ph.D. requires 78 credits beyond Bachelor's degree coursework; of these, at least 52 credits must be numbered 500 and above, and at least 33 of the 78 credits must be in courses other than 600 (Doctoral Research and Dissertation). All candidates prepare a formal dissertation reflecting original thought and independent investigation, and pass a preliminary examination on the proposed work. Teaching experience is required and is obtained through participation in the program's course offerings.

## 4. SELECTION OF MAJOR PROFESSOR

During your first week, you should complete the COGS *Appointment of Major Professor and Committee* form ([www.uidaho.edu/COGS/forms](http://www.uidaho.edu/COGS/forms)). At this stage you only need to assign the Major Professor. This provides COGS and the CNR DGS with a single point of contact on the faculty.

### 4.1 Graduate Student Development and Mentoring Plan (optional)

In the College of Natural Resources, major professors are assigned at the admission stage. We encourage all students and their major professors to regularly communicate and discuss mutual expectations. As part of this we encourage the development of a **Graduate Student Development and Mentoring Plan** between the graduate student and the major professor.

The development of the graduate student will be greatly enhanced through a program of structured mentoring activities. The goal of the proposed Development and Mentoring Plan will be to provide the skills, knowledge, and experience to prepare the graduate student to excel in her/his career path. To accomplish this goal, the Development and Mentoring Plan will consist of a structured mentoring plan, career planning assistance, and opportunities to learn a number of career skills.

Success of this plan can be assessed by tracking the progress of the graduate student through (i) comparison of the student's program with respect to their Individual Development and Mentoring Plan, (ii) comparison with COGS annual evaluation forms, and (ii) tracking of the student's progress toward her/his career goals after finishing their degree.

Specific elements of the Development and Mentoring Plan could include:

#### 4.1.1 Expectations

Following completion of employment verification and other orientation events, the graduate student and the major professor should meet to discuss and agree on mutual expectations in advance. Topics of this initial meeting could include (a) the degree of independence as compared to any grant-orientated expectations, (b) expected degree of interaction with other research groups, (c) productivity, including the importance of scientific publications, (d) documentation and meta-data standards such that work achieved could be repeated by other researchers at a later date.

Based on these interactions, the graduate student will develop her/his own Individual Development and Mentoring Plan that will include a timeline and list of mutually agreed deliverables that will be attained during the duration of their graduate program.

#### 4.1.2 Diversity

The major professor should encourage the graduate student to enrich their professional portfolio through exposure to persons with a diversity of backgrounds, experiences, and concepts. This will be achieved via interactions with other graduate students and faculty in other disciplines and via the stakeholder engagement goals of the project: tribal government personnel, and land managers / public policy makers.

#### 4.1.3 Grant Writing and Proposal Management Experience

The graduate student will be encouraged to attend the Prestigious Fellowships Workshops to learn how to apply for funding and manage awards. The graduate student will be encouraged to attend trainings provided by the University of Idaho's Office of Sponsored Programs on how to identify funding

opportunities, develop research questions, methods, budgets, and timelines, and write competitive proposals.

### **4.1.4 Teaching Experience / Expectations**

In the event that a teaching assistantship is available, mutual expectations between the graduate student and their major professor (especially if they are not the instructor the student is working with) are highly recommended. Please note that while on a Teaching Assistantship, you can only perform duties related to the assigned courses and not work on research during the hours of your appointment. It is the policy of the College of Graduate Studies that students receiving a half or full-time graduate teaching assistantship appointment (10 or 20 hrs/wk) must register for at least 9 credits. General expectations of a Teaching Assistantship include: answering student queries during assigned office hours, grading class assignments, assisting with laboratory and field exercises, delivering an occasional lecture under the direction of the instructor, helping develop content or convert lectures into online delivery formats, among others. Graduate teaching assistants should not act as the lead or sole instructor of a course. If you have any concerns about your assigned tasks, please discuss them with your major professor or the CNR Graduate Studies Office.

As part of the Development and Mentoring Plan, the graduate student and major professor could outline teaching mentoring and assessment activities. Other aspects of the plan could include discussions of different andragogical strategies, delivery formats, and course assessment methods. The major professor could offer to sit-in on teaching sessions developed and delivered by the graduate student in order to provide constructive feedback.

### **4.1.5 Stakeholder engagement experience**

The graduate student will be provided with opportunities to meet with and interact with a diverse array of regional stakeholders. The graduate student will be encouraged to present seminars and participate in both formal and informal meetings with these stakeholders.

### **4.1.6 Communication Skills**

Several publications and presentations are likely to result from a research project. A plan should be outlined to provide the graduate student will training and support in effective scientific communication, whether presentations or writing publications. The major professor should discuss and advise the graduate student on the balance of quality versus quantity and the value of rapid communications and review papers as ways to gain attention by their peers. The graduate student should be provided advice on presenting their research at scientific conferences (poster and oral presentation).

The graduate student could be encouraged to participate in the 3-minute thesis competition run by the College of Graduate Studies: <https://www.uidaho.edu/COGS/three-minute-thesis>

### **4.1.7 Instruction in Professional Practices**

The major professor could discuss topics such as scientific ethics, time management, and diversity with the graduate student.

## 4.2 Appointment of Major Professor

Importantly, not all faculty at the University of Idaho are eligible to serve as a major professor. The guidelines are described in detail in the Faculty Staff Handbook section 1700:

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

**Section 1. Graduate Faculty.** The graduate faculty is constituted of those who meet the criteria for graduate faculty membership. To be eligible for membership on the graduate faculty, a UI faculty member must 1) hold a terminal degree, or commensurate professional experience, in the field of his/her research specialty; 2) have the recommendation of the administrator of the unit in which the faculty member has his/her primary appointment; and 3) be approved by the dean of the College of Graduate Studies. Eligible faculty must hold one of the following academic ranks as defined in the Faculty-Staff Handbook, Section 1565 D-2 Faculty, D-3 Research Faculty, D-4 Extension Faculty, D-8 Distinguished Professor, and D-9 Clinical Faculty. The rank of D-5, Librarian, D-6, Psychologists or Licensed Psychologists, and D-7, Officer Education, are not eligible for Graduate Faculty Membership but may be eligible to serve on a graduate committee. Instructors and Senior Instructors, D-1, are not eligible for graduate faculty or to serve on a graduate student committee. These criteria may be waived at the discretion of the dean of College of Graduate Studies. [rev. 7-13, 12-13]

**Section 2. Member Privileges.** A member of the graduate faculty has the privileges of: serving as a representative to Graduate Council, participating in the election of a representative from his or her college graduate faculty to serve on the Graduate Council (according to each college's bylaws), voting on matters concerning the programs and regulations of the College of Graduate Studies, and serving as major professor of a graduate committee. No graduate faculty member shall chair a graduate program committee for a degree higher than the earned degree held by that faculty member. [rev. 7-13]

## 4.3 Reappointment of Major Professor

The form to appoint, remove, and reappoint a major professor is the same (on next page).

Removal of a major professor or a committee member can be achieved either through mutual consent of all parties (student, current major professor / committee member, and replacement member) or, in rare cases, by direct action. Direct action can occur if following discussion between relevant parties including the Dean of COGS, Dean of Student's Office, CNR DGS, and other units (Human Resources, UI Ombuds, etc.) that continued membership is not in the safety, wellness, and best interest of the graduate program or the student. In cases without agreement of the major professor, such a request would usually be initiated by the student and advanced only if the remaining committee supports such a request. The determination of action will be made through discussions between the CNR DGS and the Dean of COGS.

**This policy is not designed to question or remove a faculty's inherent right to minority opinion regarding research or academic standards.**

A faculty member who has separated from the university, other than those with emeriti status, must be replaced as the major professor or a committee member on all of his or her student committees. Exceptions to the above policy must be approved in advance of committee participation and in writing by the Associate Dean of COGS. Reasons for considering an exception could include, but are not limited to: the anticipated completion date of the student; if the student is better served without committee disruption; if the separated faculty member becomes adjunct faculty; or if there are intellectual property issues to be considered.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

In cases where the major professor and student mutually seek to end their working relationship but no committee is in place or an existing committee member does not wish to serve as the Major Professor, the Departmental Chair or the CNR DGS (decided via discussions between these individuals) may assume this role on a temporary basis until a more suitable replacement can be determined. The goal will be to work with the student to identify a more permanent solution by the end of the following semester, commensurate with the student's program goals. However, all faculty (including the department chairs and CNR DGS) reserve the right to not accept any graduate student as their advisee. In the event no CNR faculty member is willing to serve as a major professor, the student will be provided information related to other university faculty that are conducting research in relevant disciplines.

# CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

## 5. FORMING THE DEGREE COMMITTEE

Beginning in your first semester, you should meet with faculty members not only in your home department or program but also throughout the university to determine their academic interests and activities and their potential interest and eligibility to serve on your graduate committee. Faculty members of other institutions and other professionals may sometimes serve on committees. Please note that COGS has rules regarding the % 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.

Once you have selected your graduate advisory committee, 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, have them sign the *Appointment of Major Professor and Committee* form and ideally a study plan form (example shown on previous page). Usually students are asked to provide a brief (10-15 slides) presentation to their committee members. In FWS this meeting often is scheduled for after students present in the required FISH/WLF501 Proposal presentation course.

**Table 1. CNR Graduate Committee Requirements** (subject to change)

FRFS/NRS/FWS	Size and Composition	Other Considerations
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
Master (non-thesis) †	Single faculty advisor Must be on UI grad faculty	† In FWS non-thesis master a graduate committee is not required but is preferred by the FWS 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
*Affiliate and Adjunct Faculty are not eligible to serve as major professor		
MNR	Size and Composition	Other Considerations
MNR: Integrated or Fire (non-thesis)	Single faculty advisor	The MNR advisor and members of the core faculty evaluate final projects
MNR: EESC (at MOSS)	Single faculty advisor	The adviser and MOSS faculty evaluate student final projects
ENVS	Size and Composition	Other Considerations
Master (Thesis)	3 faculty members	Faculty must cover 2 of 3 option areas Two colleges must be represented
MS (non-thesis)	Single faculty advisor	
Doctoral	4 faculty members	Faculty must cover 2 of 3 option areas (biological science, social science, or physical science) Two colleges must be represented

## 6. THESIS/DISSERTATION, DEFENSE, AND OTHER EXAMINATIONS

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

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. A maximum of 10 credits of Research and Thesis (YYY 500) can be counted toward the 30 credit requirement. This does not preclude a student from taking more than 10 credits of YYY 500 if this is appropriate to the effort expended on the thesis.

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*. Professional papers are not submitted to COGS, but must meet similar guidelines.

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 Preparation of the M.S. Non-Thesis (often termed a Professional paper)

One or more papers or projects may be required for the non-thesis student. Normally, 3 to 5 credits of Research (599) are granted for the paper(s). Credits for Research and Thesis (500) are not acceptable in the non-thesis program. If a student decides to switch from thesis to non-thesis (or vice versa), he/she may petition the College of Graduate Studies to change credits earned in YYY 500 to YYY 599 (or vice

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

versa). This decision should be made as early in the program as possible and requires concurrence of the major professor and graduate advisory committee.

The format of the paper should generally follow guidelines established by the College of Graduate Studies, but may be modified as dictated by the major professor (and optional committee in the case of FWS). Example formats for a non-thesis include: presentation of a poster to talk at a meeting or conference, a short report (5-10 pages), a portfolio of how student learning outcomes were met, contributions to a groups synthesis or research paper, an essay, among many others. If a committee is formed, the student will submit the paper to the committee members for a review period of at least 14 days, after the paper has been reviewed by the major professor. When amendments required by the committee have been completed, the professional paper must be presented and defended.

### 6.3 M.S. Defense

#### 6.3.1 Overview

The College of Graduate Studies requires that the final defense must be completed three weeks prior to the last day of the term in which the student plans to graduate. Before the final defense, the “Request to Proceed with Final Defense” form (see [www.uidaho.edu/COGS/forms](http://www.uidaho.edu/COGS/forms)) must be submitted to the College of Graduate Studies. Master thesis students must have the form submitted at least one day prior to the defense. All committee members must sign the form and verify they have read the work and the student’s dissertation or thesis prior to the defense. In addition, students should submit the thesis or dissertation for first format review in ETD (Electronic Thesis and Dissertations (see [www.uidaho.edu/etd](http://www.uidaho.edu/etd)) a minimum of one week prior to the defense.

Prior to the final M.S. defense the student should submit their thesis to their graduate advisory committee. A thesis draft must be submitted to the entire committee at least two weeks (ideally three) prior to your scheduled defense. Submitting the thesis after this point may cause your scheduled date to be postponed. The student should work with their major Professor to ensure that prior chapter drafts are reviewed and that they are ready to request permission to proceed to their final defense. Once the major Professor is satisfied that the thesis is sufficiently advanced to be defended, the student is permitted to work with their committee to fill out The Request to Proceed with Final Defense form. The final draft of the thesis is prepared after the final examination, and incorporates changes deemed necessary by the committee at time of the examination.

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*.

In CNR, a final examination is required for both non-thesis and thesis options, and is administered by the student’s graduate advisory committee or program faculty in case of the MNR. The student must be registered for at least one credit of Research and Thesis, YYY 500 (thesis option) or Research, YYY 599 (non-thesis option) to take the examination.

#### 6.3.2 Format and Participants (COGS Language)

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.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

The defense may include a seminar open to interested persons. Scheduling this seminar is at the discretion of the candidate's department but should allow sufficient time for a committee examination in order 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, a candidate may retake the examination only once - with the program's approval - no earlier than three months after and no later than one year later. The student is automatically moved to unclassified enrollment and is no longer in the degree program if 1) he/she student fails the final defense twice, 2) the program does not allow the student to repeat the defense after the first failure, or 3) the student does not repeat the defense within a year.

Following a successful defense of his or her thesis or dissertation, the candidate must submit the final electronic version into ETD/Proquest and the final signed bond paper copy to the College of Graduate Studies within six months; otherwise, the candidate must defend the thesis or dissertation again, and may be required to revise it or write an entirely new one.

The final oral defense must be taken within five years after the 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.

### 6.3.3 CNR Details

The format of the final exam is agreed upon by the student and the graduate advisory committee. For students in the thesis option, an oral examination ("thesis defense") is required. 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). Students in the non-thesis option generally take an oral comprehensive examination and/or a written examination.

Thesis defenses typically begin with a 20-30 minute formal presentation of research findings and are followed by up to two hours of questioning (the actual examination). At the discretion of the graduate advisory committee, a written examination may be given *in addition to* (and generally prior to) the thesis defense, or *instead of* an oral comprehensive examination for students in the non-thesis option. Written exams are composed of questions submitted by the committee and, at the discretion of the committee, other instructors from whom the student has taken significant courses. The format of questions from individual faculty members is flexible. However, the entire written examination should take about 8 to 10 hours. The committee defines if the written exam is open or closed book.

### 6.4 PhD Preliminary Examinations

Given the disciplinary nature of PhD preliminary examinations and the diversity in the College of Natural Resources, each department 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

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

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.

### **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.

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### **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 oral exam, the committee will make the final determination on passage or failure of the exam by majority vote.

### **NRS:**

[This section is under review by the department]

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### **ENVS:**

Currently the format of the preliminary examination in environmental science is left to the discretion of the student's major professor and graduate advisory committee.

- The environmental science program recommends completion of the preliminary examination before the end of the 4<sup>th</sup> semester.

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 22 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"

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

form to COGS. The student is then considered a “candidate” for the Ph.D. (that is, the student has “advanced to candidacy.”).

### 6.5 PhD Dissertation and Final Examinations

#### 6.5.1 Overview

The final defense must be completed three weeks prior to the last day of the term in which the student plans to graduate. This is a COGS requirement. Before the final defense, the “**Request to Proceed to the Final Defense**” form (see [www.uidaho.edu/COGS/forms](http://www.uidaho.edu/COGS/forms)) must be submitted to COGS. Ph.D. students are required to submit the form at least 10 working days prior to the defense.

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*. This format is preferred in FWS. 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.

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*.

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/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. A copy of this draft of the dissertation (incorporating comments by all committee members) must be given to each committee member at least 2 weeks (3 weeks in FWS) prior to the final examination and signatures obtained for permission to schedule the defense. The exam date, time, place, and subject must be advertised through the College of Graduate Studies (they need 10 working days’ notice) and the departments. An announcement is made several days beforehand to all CNR faculty, staff and graduate students.

**NRS:** There is an additional requirement that the defense should be scheduled when at least 5 departmental faculty can attend.

#### 6.5.2 Format and Participants (COGS Language)

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.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

The defense may include a seminar open to interested persons. Scheduling this seminar is at the discretion of the candidate's department but should allow sufficient time for a committee examination in order 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, a candidate may retake the examination only once - with the program's approval - no earlier than three months after and no later than one year later. The student is automatically moved to unclassified enrollment and is no longer in the degree program if 1) he/she student fails the final defense twice, 2) the program does not allow the student to repeat the defense after the first failure, or 3) the student does not repeat the defense within a year.

Following a successful defense of his or her thesis or dissertation, the candidate must submit the final electronic version into [ETD/Proquest](#) and the final signed bond paper copy to COGS within six months; otherwise, the candidate must defend the thesis or dissertation again, and may be required to revise it or write an entirely new one.

COGS recommends the production of an additional "lay audience" abstract that can be used by the student and the program to help convey the impact of their research to non-scientists.

The final oral defense must be taken within five years after the 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.

### 6.5.3 CNR Details

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 40 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 (check with COGS).

### 6.6 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 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.

### 6.7 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

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

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.

Your thesis/professional/dissertation paper should be given to the Department Head for review at least 48 hours before you expect the Department Head's signature of approval. An exit interview should also be scheduled with the Department Head, preferably at the time you plan to pick up your signed thesis or professional paper. A thesis and/or report of the comprehensive examination must be submitted to COGS, in fully acceptable form and with all required signatures, by 5 p.m. on Friday of exam week for a student to be considered a graduate of that semester. The thesis or project can be turned in by the Friday before classes start for the *following* semester. If this is done, the student will graduate at the end of the following semester, but will not have to register for that semester. *Check with COGS for exact dates.*

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.

## 7. ACADEMIC PERFORMANCE AND ANNUAL REVIEW

### 7.1 Academic and Course 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 serve to protect students by providing a written record that demonstrates satisfactory progress.

The College of Natural Resources has a general 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. Otherwise you will be considered dropped from the program. 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. Many of the graduate degrees require a certain number of graduate seminars and/or quantitative courses. These requirements are all outlined in section 4.

### 7.2 Credit Requirements

Students entering a graduate program without a related undergraduate or graduate degree may be required to take deficiency courses in the area of research they wish to pursue. These courses may or may not be a portion of the study plan, as determined by the graduate advisory committee. For example, students associated with NRS may be expected to have an advanced understanding of some area(s) of social science; whereas students in FWS may be expected to have an advanced understanding of community ecology and population dynamics.

### 7.3 CNR 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 in 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](#) (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].

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

**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.

**NRS:** Students are expected to make satisfactory progress in coursework, research/project, and other aspects of professional development, per guidelines in the UI catalog. NRS has developed a process for evaluating progress – MS students are evaluated at the end of each semester, while PhD students are evaluated once a year. It is your responsibility to obtain the evaluation form and coordinate your evaluation with your advisor

**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.

**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 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.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

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.

## 8. SAFETY AND INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

### 8.1 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.

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 \(OCRI\)](#). If a student is involved you are required to make a report to the [Office of the Dean of Students](#). To report any concerns of public safety and security contact: [The Office of Public Safety and Security](#)

Reports regarding any aspect of student’s wellbeing can also be me via VandalCare: <https://www.uidaho.edu/student-affairs/dean-of-students/vandalcare>

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

The College of Natural Resources recently organized a [Title IX and Academic Misconduct Training](#) with the [The Office of Civil Rights and Investigations \(OCRI\)](#). We encourage you to view the training.

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

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

\* 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.

### 8.2 Laboratory Safety

Lab safety is a communal affair, but depends upon individual attentiveness and behavior. The following are emphasized:

1. **You are responsible** for knowing what you are doing, and the potential hazards of your laboratory activity. This means being knowledgeable about chemicals and reagents you are using, the instruments you employ, and how they are safely utilized. For all chemicals and reagents, there are Safety Data Sheets (SDS) available, which list the known hazards of chemical and biologically active substances, and recommended practices for safe use. At CNR general analytical Lab, SDS sheets are kept in the Blue Notebook, in room 218, adjacent to information board and main desk. It is incumbent upon everyone working in the Lab to be informed.
2. **You are responsible** for keeping the work environment clean and tidy, and minimize the risk to other users. **You should nevertheless assume that all items you handle in the laboratory have been contaminated with something.** Closely inspect equipment you are about to use and always wash hands prior to leaving the laboratory as minimal precaution.
3. **You are responsible** for the safety of others who may use the laboratory and its equipment. In addition to working in tidy fashion, this also means providing information so that others can work safely—any solution, container, package, etc., which is going to inhabit a common place, or be accessible to others in the laboratory **must be adequately labeled** *with date received, date opened and to whom it belongs*, so that others will be able to know its contents and how it should be handled. Working safely in the laboratory is no great feat, it is a common sense—if you don’t know whether something is potentially toxic or dangerous, don’t mess with it until you find out. When working with potentially dangerous materials take appropriate precaution—protective clothing, safety goggles, gloves, and advice are all available, and their use is actively encouraged.

#### Items that warrant special attention:

##### General Chemical safety guidelines:

**Acids and Bases.** Segregate acids from bases and other incompatible materials. These need to be stored in designated locations, and kept separated. Acids and bases will react strongly with one another, and the consequences can be dangerous, hence, they need to be stored and used in a manner that prevents their mixing in the event of a spill. Always store large bottles of acids and bases on low shelves or on trays/basins in their designated cabinets marked “Corrosives”. Always use bottle carriers or cart to transport acids and bases bottles. If possible keep acid and base bottles in a plastic or glass basin to contain any drips or leaks.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

In case of spill DO NOT USE BASES to NEUTRALIZE ACIDS and vice versa. Contact the laboratory manager if you have any questions about how to clean up a chemical spill.

**Flammables.** Always store flammables in a flammable room. Keep away from sources of ignition.

**Acrylamide/polyacrylamide.** Neurotoxins, effects are cumulative. Avoid skin contact, which means wearing gloves and lab coat when working with these substances.

**Ethidium bromide.** Carcinogen. Avoid skin contact, which means wearing gloves and lab coat when working with ethidium bromide.

### Waste management:

There are many unique hazards associated with any waste that originates from a laboratory. Proper disposal of laboratory wastes is important for the health and safety of everyone in the CNR community and beyond. The following are basic guidelines;

**Solid waste.** This waste is not regulated for special disposal, therefore can be placed in a standard dumpster for disposal. Most of solid waste is removed from the laboratory by custodian. Examples of solid wastes include;

- a. Office waste-paper, plastics, and other non-contaminated trash.
- b. Glass waste- non contaminated broken or whole glass, glass or plastic pipettes, pipette tips. Glass waste should be placed in a sturdy, cardboard box with top, lined with a plastic bag. The box should be clearly marked "Broken Glass". Once the box is full, cover it and secure with tapes to ensure no leakage. Take it to the dumpster.
- c. Sharps- all needles, syringes, razor blades and other metal sharps, regardless of whether they are contaminated with biohazardous materials. Sharps waste must be placed in leak proof, clearly labelled containers. Once the container is full, secure it very well with tape and take it to the dumpster. Don't put it in the regular trash. Custodian will not collect it.
- d. Autoclaved biological material. After the material has been confirmed to be sterile, biohazard labels should be removed and the material should be placed in a sturdy bag and ensure no leakage. Take it to the dumpster.

**Chemical wastes.** Most chemical waste is regulated as hazardous waste. Collect all chemical waste close to the place of waste production using an appropriate container for the type of waste produced. The container must be clearly labeled with chemical name or constituents and percentage of each chemical in the container. The following should be adhered:

- a. The waste container should be closed when not in use.
- b. Each time when adding waste in a container, make sure you update the label.
- c. When ready for waste pickup, submit a chemical waste collection request by filling out online forms at EHS website [www.uidaho.edu/EHS](http://www.uidaho.edu/EHS). In case of problem call safety at 885-5969

**Note:** If you don't know/not sure what to do with the wastes you have generated, don't pour it down the drain! Contact Laboratory Manager or Call EHS.

**Biological wastes.** To comply with university regulations regarding proper safe disposal of biological wastes;

- a. We freeze and retain carcasses and all fish or invertebrate body parts in bags. This waste is collected in the large chest freezer-labelled mort storage at CNR Wet Lab (located in CNR114). Contact Lab manager for properly dispose of this waste.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

- b. Biological wastes produced in the laboratory that do not need to be destroyed (e.g., incineration) must be disinfected prior to disposal. Please follow these procedures;
  - a. Collect this waste into biohazard bags that has been placed into biohazardous waste containers.
  - b. You must autoclave this waste before placing it into regular trash. This waste must have some indication on the bag that it has been autoclaved or sterilized.
  - c. You are responsible for ensuring no leaking from this waste and it is required to take this waste to the dumpster located outside the building.

### Access:

Only U-Idaho employees or students or persons who are authorized by Research/Project supervisor and those whose work requires them to be in the Laboratory (e.g. maintenance and safety personnel, custodians). Non UI affiliated individuals need to sign a volunteer form before starting work in the Lab. Visitors may be permitted, when accompanied by the laboratory manager/supervisor.

### Prior to starting work in any CNR lab:

- Complete NetLearning Lab safety, Normal Fire Extinguisher Use, and Hazard Communication-the New GHS Standards online courses at [NetLearning@uidaho.edu](mailto:NetLearning@uidaho.edu). Contact your department administrative assistant to register and provide evidence of completion.
- Read and understand Laboratory Safety rules-obtain a copy from Dorah Mtui at CNR 217.
- Tour the lab with Lab manager/supervisor and become familiar with safety practices and procedures, use of personal protective equipment, location of all emergency equipment and how to use them.
- Sign that you have read and understand all rules and regulations. Lab manager will keep the copy and you will have a copy for your record. Get Lab Key at CNR 201.

### CNR General Laboratory Rules:

1. Wear the appropriate personal protective equipment, such as gloves, eyewear, and covering arms/legs with lab coat.
2. No Eating, Drinking, Chewing, or Applying cosmetics in the Lab. Do not store food or drink in Laboratory refrigerators.
3. No open-toe shoes.
4. Always keep emergency equipment, aisles, and doors clear and unobstructed.
5. Become familiar with the location and use of emergency equipment and facilities, such as eyewash and safety showers, fire extinguishers, fire blankets, fire alarm pull stations, emergency exits, and chemical spill kit.
6. You should not use chemicals or equipment if you have not been trained to do so.
7. Read and become familiar with the Chemical Hygiene Plan and any Standard Operating Procedures developed specifically for the kind of experiment you are working on. Familiarize yourself with Safety and Data Sheet (SDS) accompanying the chemical you are going to work with. Know where SDS sheets are located.
8. Chemical containers should be closed unless actively in use. Clearly label all chemical containers with date opened, owner name, and content.
9. Always follow proper guidelines for laboratory waste management;
  - a. Place sharps and broken glass in sturdy, leak proof, clearly labelled containers.
  - b. Biological wastes must be disinfected prior to disposal.
  - c. Collect chemical wastes close to the place of waste production. Label waste container with chemical name or constituents and percentage of each content in a container. Submit a waste collection request online at [www.uidaho.edu/ehs](http://www.uidaho.edu/ehs).

## 8.3 Responsible Conduct of Research

At the University of Idaho, the Integrity of our research and creative activities is paramount. Sponsors, as well as the institution, are concerned that we provide adequate training and a solid foundation in the responsible conduct of research.

The Office of Research Assurances (ORA) Oversees all research conduct and research compliance issues at the university. The main topics covered by ORA include (follow links for more information):

- [Institutional Review Board \(IRB\)](#)
- [Animal Care and Use \(IACUC\)](#)
- [Biosafety](#)
- [Unmanned Aircraft Systems](#)
- [Responsible Conduct of Research](#)
- [Export Controls](#)

Please visit the following link for detailed information on Responsible Conduct of Research information and training: <https://www.uidaho.edu/research/faculty/research-assurances/responsible-conduct-of-research>

### 8.3.1 Research Involving Human Subjects

[The University of Idaho Institutional Review Board \(IRB\)](#) serves as a technical and compliance resource for research and activities involving human subjects. The scope of the committee includes review and approval of any research that involves human subjects in experiments, surveys, questionnaires, interviews, or observation of behavior.

The IRB requires that all investigators, staff and students with Human Subjects training greater than three years old (from any training source) are required to update their training through the CITI. All new protocol submissions will be held for approval until the training has been updated. Please note that all personnel listed on protocols or handling data on human subjects must complete the Human Subjects Research Training through the Collaborative Institutional Training Initiative (CITI) website ([www.citiprogram.org](http://www.citiprogram.org)). All researchers including undergraduates, graduate students, staff or faculty select the “Investigators and Student Researchers” option. For more details contact Jennifer Walker at 208-885-6340 or [irb@uidaho.edu](mailto:irb@uidaho.edu), or peruse the [URB website at: www.uidaho.edu/research/faculty/research-assurances/human-protections](http://www.uidaho.edu/research/faculty/research-assurances/human-protections).

It is important to verify research activities and the status of protocol submissions with the Office of Research Assurances (ORA) before beginning any human subject research. IRB protocols for research on human subjects must be submitted using the portal. This system allows you to track your protocols after submission, clearly see deadlines and expiration information and streamline the review and approval process.

Any research that involves federal funds, is conducted on federal lands or receives other federal support for collecting data from people, needs to receive Office of Management and Budget (OMB) clearance under the Paperwork Reduction Act. See your advisor and agency sponsor for details. The Social Science program of the National Park Service provides details: [www.nature.nps.gov/socialscience/expedited.cfm](http://www.nature.nps.gov/socialscience/expedited.cfm). NOTE: This process can take between 6-9 months.

Work with Native American Tribes or on Native American Reservations and work at international locations will need additional certifications and assurances.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

Similar policies also exist for research involving animals or biological hazardous materials. Details can be found on the University Research Office website.

### 8.3.2 IACUC

The IACUC reviews all proposed use of animals and animal activity by any members of the University of Idaho community. The committee ensures the humane care and use of animals in teaching and research. They do this by many mechanisms, including confirming animal work is not unnecessarily duplicative, has scientific merit, that methods to reduce pain and distress are in place, and that replacement options for live animal models have been considered, and are used if available.

The UI defines an animal as any vertebrate creature.

Below is a basic list of activities that require IACUC approval prior to obtaining animals or commencing work:

- Teaching using live animals
- Research using live animals
- Demonstration or testing procedures using live or dead animals that are performed on UI property or include UI personnel

New protocols can be submitted using our Vandals Electronic Research Administration System or VERAS.

Training is offered using the online CITI modules, which can be found at the IACUC Training website: <https://www.uidaho.edu/research/faculty/research-assurances/animal-care-and-use/training>

### 8.3.3 BioSafety

The Institutional Biosafety Committee (IBC) reviews all proposed use of biohazards by any members of the University of Idaho community.

The committee considers the safe-handling practices necessary for use, as well as the legal and ethical issues related to official UI use of biohazards. They apply risk assessment techniques, along with review of relevant law and guidance documents in determining if and how a biohazard can be safely and responsibly used in the research project.

#### Biohazards

Below is a basic list of items that may require IBC approval prior to obtaining or commencing work:

- Recombinant or synthetic nucleic acid molecules
- Potentially infectious or known infectious agents
- Animal tissues, cells, blood or waste
- Bodily remains or embryonic stem cells of an aborted or unborn infant

#### Exemptions

Some activities are exempt from IBC oversight. Please contact the Biosafety Officer or IBC Coordinator to help you make and document this determination.

#### Training

Hands-on training is offered routinely by the Biosafety Officer and all UI employees have access to the online CITI modules. More information can be found at the IBC Training website:

<https://www.uidaho.edu/research/faculty/research-assurances/biosafety/training>

## 8.3.4 Unmanned Aircraft Systems

Unmanned Aerial Systems or drones are now being utilized on campus in many innovative ways to enhance research, improve learning, and elevate campus events.

APM 45.35 is the policy that governs use of UAS for official university purposes such as research, education or outreach.

The full text for APM 45.35 can be accessed at: <https://www.uidaho.edu/apm/45/35>

The UAS Committee reviews and recommends to the Vice President of ORED all proposed use of UAS in navigable airspace by any members of the University of Idaho community.

The committee considers the legal and ethical issues related to official UI use of UAS and applies relevant law, guidance from federal agencies, etc., in determining whether a proposed use should be recommended to the Vice President of ORED for approval.

## 8.4 Professional Conduct and Ethics

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.

### **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/fs h/6240.html>

FSH 5650 addresses financial conflicts of interest in public health service (PHS) research while FSH 5600 addresses non-PHS research. These policies require investigators to disclose relevant significant financial interests (SFI) via the Vandals Electronic Research Administration System.

VERAS is the method in which faculty and staff are able to disclose significant financial interests electronically. The use of this system aids in determining if any significant financial interests possessed have the potential to become a conflict of interest.

If there is a potential for a conflict, a management plan is created to insulate the university member from such a conflict.

## 9. STUDENT CONDUCT AND CONFLICT RESOLUTION

### 9.1 Student Conduct

All graduate students at the University of Idaho must adhere to the Student Code of Conduct: <https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>

Please also see Section 7.3 for more details of graduate students' professional behavior and explicit criteria for dismissal for failure to display professionally accepted behavior.

### 9.2 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. An example scenario is outlined here:

#### Case 1: Student-advisor relationship breakdown

- A. Student or Faculty advisor alerts Graduate Studies Office to a breakdown in student-advisor relationship
- B. Graduate Studies Office assesses case:
  - a. Is a referral needed (due to harassment, distress, bullying, etc.)?
    - i. If yes, refer to counseling, OCRI, Ombudsman Office, Dean of Students, Dean of COGS, CNR Associate Dean of Faculty and Academic Affairs, etc., as appropriate.
    - ii. If no proceed to (b):
  - b. Do options for reconciliation exist?
    - i. If yes, DGS moderates a meeting and parties agree on written mutual expectations and timelines.
    - ii. If no, DGS discusses next steps with Dean COGS and CNR Associate Dean of Academic and Faculty Affairs. Potential Outcomes Include:
      - a. Reassignment of major professor and/or committee member(s) (See Section 4.3).
      - b. Initiation of COGS Annual Evaluation process, which may lead to a warning or dismissal of the student (see Section 7.3).
  - c. Special Cases:
    - i. If the student's major professor is the CNR DGS, the CNR Associate Dean of Academic and Faculty Affairs arbitrates the case.
    - ii. If the student wishes to appeal or counter a decision of the CNR DGS, the case is arbitrated by the CNR Associate Dean of Academic and Faculty Affairs. If the CNR Associate Dean of Academic and Faculty Affairs has already been involved in the decision-making process, the CNR Dean arbitrates the case.

If you wish to discuss concerns prior to meeting with the CNR Graduate Studies Office, we encourage you to reach out to the University Ombudsman 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.

### 9.3 Conflict of Interest and Conflict of Commitment

#### 9.3.1 Overview

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>

FSH 5650 addresses financial conflicts of interest in public health service (PHS) research while FSH 5600 addresses non-PHS research. These policies require investigators to disclose relevant significant financial interests (SFI) via the Vandals Electronic Research Administration System.

VERAS is the method in which faculty and staff are able to disclose significant financial interests electronically. The use of this system aids in determining if any significant financial interests possessed have the potential to become a conflict of interest.

If there is a potential for a conflict, a management plan is created to insulate the university member from such a conflict.

#### 9.3.2 Procedures

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.

## 10. GRADUATE ASSISTANT EMPLOYMENT POLICIES

### 10.1 Overview

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.

*Graduate Teaching (Instructional) Assistantships (TAs):* These assistantships are administered by the separate departments and programs in the college and are awarded for a specific semester and course. **All GTAs are awarded either full (20hr) or half-time (10hr) appointments.** It is the policy of the College of Graduate Studies that students receiving a half or full-time appointment (10 or 20 hrs/wk) must register for at least 9 credits. General expectations of a Teaching Assistantship include: answering student queries during assigned office hours, grading class assignments, assisting with laboratory and field exercises, delivering an occasional lecture under the direction of the instructor, helping develop content or convert lectures into online delivery formats, among others. If you have any concerns about your assigned tasks, please discuss them with the CNR Graduate Studies Office.

*Graduate Research Assistantships:* The selection process is conducted by each faculty member according to his/her individual research needs. The duration of the appointment is determined by the faculty member who awards the stipend. Most research assistants with full-time stipends are expected to work in a research capacity an average of 20 hours per week during the appointment. The assistantship is not intended to pay for a student’s time spent on coursework; it is designed to support research activities.

*Graduate Support Assistantships:* This refers to a class of graduate student that supports teaching, extension, or research – but does not do these lead these roles. Examples can include: A student being paid to transport students to a field site, a student recording lectures, a student converting lectures to online delivery, a student helping with mailings to extension offices, etc.

*CNR Graduate Fellowships:* The College of Natural Resources offers a series of resources to help graduate students succeed in their program of study. Students should note that these are merit-based fellowships. The CNR Graduate Council Committee reserves the right to not award all available funding in any one cycle. As well, success will depend on the strength of the qualified applicant pool in any cycle. In line with the University of Idaho’s Strategic Plan, funding support will preferentially support Ph.D. students. The categories include: PhD Finishing Fellowship, M.S. to Ph.D. Bridge Fellowships, and Supplemental Research Grants. In addition, CNR also awards the Ehrenreich Family Graduate Student Fellowship. <http://www.uidaho.edu/cnr/students/graduate-students/cnr-fellowships>.

*Graduate and Professional Student Association (GPSA):* All University of Idaho graduate students are eligible for membership in the Graduate and Professional Student Association (GPSA). The Department of FRFS must have a current graduate student representative that regularly attends the GPSA meetings in order for the department’s graduate students to apply for GPSA Travel Grants. More information about GPSA is available at <http://webpages.uidaho.edu/gpsa>.

The CNR GPSA has an active Facebook page that can be found under the search “CNR grad life” <https://www.facebook.com/groups/630695703735393/>.

## 10.2 Workplace Expectations

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. Other relevant sections of this handbook include:

- 1.10 Orientation Events and Trainings
- 4.1.4 Teaching Experience / Expectations
- 7.3 CNR Procedures for Review of Progress and/or Dismissal

General Terms of Employment shown in our offers letters are shown here for information purposes:

1. Your appointment is contingent on the successful completion of a criminal background check, and you may not begin work until the background check is approved by Human Resources. Shortly after your department receives this signed offer letter and terms of employment, you will receive an email with instructions for you to complete a brief online application to initiate the background check. **We strongly recommend initiating the process and waiting for the results before committing any financial resources of your own. The University will not reimburse you for any expenses if the outcome is unsuccessful.** Background checks are usually completed within two weeks after you initiate the process.
2. Continuation of the assistantship after the first semester is contingent upon satisfactory academic performance\*, satisfactory teaching and/or laboratory performance, progress toward your degree, continuation of the position and/or funding, and abiding by the program and the University's policies and procedures. UI policies are available on-line in the Faculty-Staff Handbook at <http://www.webpages.uidaho.edu/fsh>. College policies are available in the CNR Graduate Student Handbook that is available at <http://www.uidaho.edu/cnr/grad-programs/graduate-studies-office>.  
\*For example, probation is not considered satisfactory academic performance.
3. Not Applicable.
4. You are required to sign a Patent and Copyright Agreement for University of Idaho Employees. A copy for your signature is enclosed and you may return the signed document with this letter.
5. The University of Idaho requires all students to have personal health insurance coverage or enrollment in the Student Health Insurance Program. You may view this information on-line at <http://www.uidaho.edu/shs>.
6. As a requirement of Human Resources and the College of Graduate Studies, employment as a Graduate Teaching/Research/Support Assistant is contingent upon your completion of a mandatory Teaching/Research/Support Assistant Institute. Please check the COGS website for more details: <http://www.uidaho.edu/cogs/admitted/resources/tatraining>. The Institute, required of all part-time and full-time graduate assistants and located on the Moscow campus, is designed to improve the quality of your teaching/research/support requirements and your overall assistantship experience.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

In addition, all international TAs must register for INTR 508, Teaching and Learning Strategies for International Teaching Assistants. There will be required workshops attached to this course and throughout the Fall or Spring semesters.

Exceptional or emergency circumstances that preclude attendance at the Fall or Spring workshop must be petitioned to the College of Graduate Studies, ([uigrad@uidaho.edu](mailto:uigrad@uidaho.edu)).

7. If you are a new employee, an I-9 **must be completed on or before your first day of work** to verify that you are eligible to work in the United States. You will also need to visit Human Resources at 415 W. Sixth Street to complete your payroll paperwork within three days of your employment start date to ensure timely receipt of your first payroll check and to comply with federal regulations. Please bring forms of identification with you to establish your identity, employment eligibility, and social security number. For examples of acceptable documents please check with Human Resources in advance. If you have any questions regarding payroll sign-up, visit them at [www.uidaho.edu/hrs](http://www.uidaho.edu/hrs) or e-mail [employment@uidaho.edu](mailto:employment@uidaho.edu).

### 10.3 Patent and Copyright Agreement for University of Idaho Employees

As an employee of the University of Idaho, I acknowledge that I am subject to the policies and rules of the Regents of the University of Idaho published at <http://www.sde.state.id.us/osbe/policy.htm> and to the policies of the University of Idaho as published in the UI Faculty-Staff Handbook and on the University's web site. The policies relevant to patents and copyrights are attached to this statement.<sup>2</sup>

Pursuant to those policies I hereby agree to the following:

1. I will disclose to the University all potentially patentable inventions conceived or first reduced to practice in whole or in part in the course of my University responsibilities. If in doubt about the patentability of an invention, I will confer with the University's research office. I will also disclose all potentially patentable inventions conceived or first reduced to practice in whole or in part through the use of University resources when that use is more than incidental. Again, if in doubt as to what is incidental use I will confer with the University's research office. I further agree to collaborate with the University in the assignment, as required by the policies of the Regents and the University, of all my right, title and interest in such patentable inventions. I will also provide completed documents and fully participate in actions that allow the University to promptly complete such assignment.
2. I acknowledge that University policy states that all rights in copyright shall remain with the me as the creator unless the work:
  - a. is a work-for-hire (and copyright therefore vests in the University under copyright law),
  - b. is supported by a direct allocation of funds through the University for the pursuit of a specific project,
  - c. is commissioned by the University, or
  - d. is otherwise subject to contractual obligations.

I will collaborate with the University of Idaho to promptly assign or confirm in writing all my right, title and interest, including associated copyright, in and to copyrightable materials falling under a) through d) above.

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<sup>2</sup> Regents Policy VM Intellectual Property, UI Faculty-Staff Handbook 5300, Copyrights, Maskworks, and Patents, and UI Faculty-Staff Handbook 5400 Employment Agreement Concerning Patents and Copyrights.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

3. I certify that I am under no consulting or other obligation to any third person, organization or corporation that is, or could be reasonably construed to be, in conflict with this agreement with respect to rights to inventions or copyrightable materials.
4. I will not enter into any agreement creating copyright or patent obligations in conflict with this agreement.

## 11. UNIVERSITY / COLLEGE RESOURCES and OPPORTUNITIES

The university has many resources available to all graduate students. For example, a list of resources is provided by COGS: <https://www.uidaho.edu/COGS/student-resources>

The College of Natural Resources offers a series of resources to help graduate students succeed in their program of study.

### 11.1 Forest Biometrics Research Institute (FBRI) Fellowship

The purpose of the Forest Biometrics Research Institute (FBRI) Doctoral Fellowship is to facilitate the education of forestry professionals toward an advanced understanding and application of forest biometric principals and methods. Fellows are expected to become proficient in nonparametric statistical methods as related to forestry and forest management technologies. FBRI supports and provides the Forest Projection & Planning System (FPS), which is the industry standard for managing forest ownerships. In addition to providing financial assistance, FBRI is offering access to a large database of field research installations and felled-tree measurements encompassing six western States and over two dozen tree species.

The FBRI Fellowship is a three-year commitment to the selected student. The student is expected to complete all coursework and a dissertation leading to a PhD in the three-year time frame. The candidate must hold a Bachelor of Science degree in Forest Management from an SAF-accredited forestry program and be operationally familiar with the silviculture and tree species of the western United States. The selected FBRI Fellow will join a larger cohort of Masters and Doctoral graduate students pursuing advanced knowledge in the fields of Forest Biometrics and Silviculture. FBRI Students will be located in graduate student space within the College of Natural Resources. The FBRI Fellow's doctoral committee will include one Ph.D. FBRI Biometrician.

FBRI Fellowship Funds Available: \$20,800 research assistant stipend and coverage of resident fees\* and student medical insurance for 3 years. The College of Natural Resources will provide each FBRI Fellow with \$3,000 per year to cover research costs such as computer, field equipment, and travel.

\* A full-time RA includes a waiver of non-resident fees.

Options and resources also exist for MS FBRI Fellows and for externally funded students to join in on the FBRI program. To learn more, please visit the program site.

Please apply to the University of Idaho's College of Graduate Studies (COGS) via the standard application process:

Within your letter of application, please specifically highlight why you are interesting becoming a FBRI Fellow. Also on the CNR Area of Emphasis Form please write "FBRI Fellowship" where it asks you to highlight a CNR Faculty member you have been corresponding with.

Applications Due/Start Date: The FBRI Fellowship ideally begins with the start of the Fall Semester. The student is expected to select a dissertation research topic within the scope of the FBRI field of applied technologies (nonparametric methods, quantitative aspects of tree site capacity, tree form, or tree growth dynamics).

## 11.2 Curt Berklund Graduate Research Scholar Award

### Overview

The Curt Berklund Graduate Research Scholar Award supports graduate research in an applied field of natural resources. Berklund awards may be used to fund a variety of master's or doctoral-level research endeavors. All students enrolled in any M.S. or Ph.D. program conducting original research supervised by a major professor and his/her committee are eligible to compete for this award. Students are eligible to receive this award for research occurring in either the fall, spring, or summer semesters. One award of \$10,000 will be granted annually; the student must be enrolled in one or more credits during the time in which the research is being conducted.

After identifying a research project, the student must submit a research proposal as outlined below. Students will work with faculty to determine a budget of \$9000 to include salary, travel, research supplies, and analysis costs; the supervising faculty member must approve the budget prior to proposal submission. A \$1000 honorarium will be awarded once all awardee requirements have been met (see section below). Recipients will be announced annually in February.

### Application Materials

1) Research Proposal that includes the following sections:

- Title page
- Abstract
- Introduction and background
- Research objectives
- Methods and data analysis
- Relevance of research to profession and/or society
- Timeline (not to exceed 12 months)
- Proposed budget (faculty approved)
- Literature cited

Proposals should not exceed 10 pages (excluding title page) and should be written using scientific formatting.

2) Resume (include current GPA)

3) Letter of support from supervising faculty member that describes mentoring and any matching financial support provided.

### Awarding Process

A Berklund Research Scholar Selection Committee composed of 1 CNR faculty member from each department will review the applications and select scholars based on the quality of the research proposal, qualifications of the student investigator, and faculty mentor support. The professional backgrounds of the Selection Committee should represent a cross-section of the research disciplines in CNR. To qualify, proposals should be no more than 10 pages in length and follow appropriate scientific formatting. Awards will be based on:

1. Students' academic performance.
2. Quality of proposal.
3. Novelty of research topic.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

### 4.Scope of research impact.

If funded, appropriate ACUC and IRB approvals will be required before the funds are distributed.

### Requirements of Student Awardees

#### Student Awardees Are Required To:

#1. Submit a personal thank-you to the Berklund Foundation, not less than a half-page explaining student background, interests, and importance of award in his/her development (template will be provided). Including a photo is preferred. This should be completed within two weeks of the award announcement.

#### #2. Extend an Invitation to Student Defense:

- At the conclusion of the research project, the student is asked to invite members of the Berklund Foundation to his/her thesis/dissertation defense.

#### #3. Post-Defense Responsibilities:

Student will submit to donor:

- Hard copy of thesis or dissertation
- Final thank-you note or card

Materials listed above should be sent to Brittany Harrington, Development Coordinator, at bharrington@uidaho.edu.

### Submission Deadlines

Proposal documents should be submitted in a single PDF to Alistair Smith (alistair@uidaho.edu) by January 31, 2019.

### 11.3 CNR PhD Finishing Fellowship and the CNR MS to PhD Bridge Fellowship

The College of Natural Resources offers a series of resources to help graduate students succeed in their program of study.

Students should note that these are merit-based fellowships, thus need without academic rigor does not constitute grounds for an award and the CNR Graduate Council Committee reserves the right to not award all available funding in any one cycle. As well, success will depend on the strength of the qualified applicant pool in any cycle. In line with the University of Idaho's Strategic Plan, funding support will preferentially support PhD students.

**Clarified 2018-2019 Finishing Fellowship Requirements:** Candidates must have passed their preliminary examination, have completed their study plan, and only need 1 research credit to finish their degree at the time of receiving the award.

For each of these fellowships, the applicants **must** include a statement detailing what semester (spring, summer, fall) the funding is requested. Importantly, the CNR MS to PhD Bridge Fellowship can be sought more than one semester in advance. For example, a Bridge Fellowship application can be submitted for the November deadline for use in the following fall semester. If external funding is secured by a successful awardee of a Bridge Fellowship, the timing and/or the amount awarded may be re-negotiated at the discretion of the Dean.

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

Completed application packets should be submitted to the CNR Director of Research and Graduate Studies ([cnr-drgs@uidaho.edu](mailto:cnr-drgs@uidaho.edu)) in a single PDF. Application packets will not be considered complete unless they contain all of the following elements:

- A statement of research (this should include a brief summary of research performed to date, future research plans, and a brief statement of need). Two (2) pages maximum.
- Current vitae (we recommend NSF or other agency format, although there is no required format). Two (2) pages maximum.
- A letter of support from the student's major professor (two (2) pages maximum) emailed directly to the CNR Director of Research and Graduate Studies ([cnr-drgs@uidaho.edu](mailto:cnr-drgs@uidaho.edu)). This letter should include:
  - A concise, complete statement highlighting the student's exceptional accomplishments to date, such as scholarly publications, contributions to teaching, or other significant activities.
  - Information that outlines what research and writing has already been accomplished.
  - Information describing the financial need of the candidate and what other sources of funding have already been applied to this student.
  - For the CNR Finishing Fellowship, describe the likelihood of the student completing their degree in the semester(s) during which the student will hold the fellowship.
  - For the CNR MS to PhD Bridge Fellowship, describe the likelihood of the student succeeding in the doctoral program, including obtaining funding for support for the remainder of the program. This letter must also document funding the students have applied for or received to conduct their PhD and what significant role(s) they may have played in a group submission for funding.

The CNR Graduate Council committee will evaluate the application packets based on the following criteria:

1. The merit of the research statement.
2. The perceived impact, significance, and relevance of the research in the broad mission of the College of Natural Resources.
3. The likelihood of finishing (if requesting the CNR PhD Finishing Fellowship) or continuing in a doctoral program (if requesting the CNR MS to PhD Bridge Fellowship).
4. The student's need for funding (based on their other sources of funding)

All decisions of the CNR Graduate Council Committee are final and applicants will be notified prior to the end of the semester during which the application is submitted. If successful, Fellows will be expected to:

- Pass a criminal background check
- Submit a summary of their research for publication on the CNR website and or magazine.
- Have a photograph taken by a CNR photographer and used by the College to promote its exceptional graduate students.
- Allow CNR to use the Fellows photographs for promotional purposes.

### 11.4 CNR Graduate Travel and Research Supplemental Grants

#### Application Procedures

The College of Natural Resources offers a series of resources to help graduate students succeed in their program of study. There are 3 separate categories of award:

1. Travel Grants
2. Research Grants: Analysis costs, equipment, and supplies
3. In-state Tuition Scholarships: up to full semester in-state tuition

## CNR GRADUATE STUDENT AND FACULTY ADVISOR HANDBOOK

For each of these grants, the applicants **must** state which category they are applying for and include a statement detailing what semester (spring, summer, fall) the funding is requested. Students should note that these are merit-based fellowships, thus need without academic rigor does not constitute grounds for an award and the CNR Graduate Council Committee reserves the right to not award all available funding in any one cycle. As well, success will depend on the strength of the qualified applicant pool in any cycle. In line with the University of Idaho's Strategic Plan, funding support will preferentially support PhD students.

The In-state Tuition Scholarships may be awarded to students that have received external research funds that do not cover in-state tuition, to students who will serve as teaching assistants (Spring 2018 only), or to place-bound doctoral students.

Completed application packets should be submitted to the CNR Director of Research and Graduate Studies ([cnr-drgrs@uidaho.edu](mailto:cnr-drgrs@uidaho.edu)) in a single PDF. Application packets will not be considered complete unless they contain all of the following elements:

- A 1-page letter outlining the need for the grant. This letter should clearly detail what the funds are needed for and explain other sources of funds that have already been explored (e.g., GPSA or research awards) or obtained.
- Current vitae (we recommend NSF or other agency format, although there is no required format). Two (2) pages maximum.
- A letter of support from the student's major professor (two (2) pages maximum) emailed directly to the CNR Director of Research and Graduate Studies ([cnr-drgrs@uidaho.edu](mailto:cnr-drgrs@uidaho.edu)), that includes:
  - A concise, complete statement highlighting the students' exceptional accomplishments to date, such as scholarly publications, contributions to teaching, or other significant activities.
  - Information describing the financial need of the candidate and what other sources of funding have already been applied to this student.
  - For the In-state Tuition Scholarships the advisor **must include** either a brief statement detailing why tuition is not covered OR in the case of a place-bound doctoral student, a signed letter from their current employer that includes a statement that tuition/fees are not being covered.

The CNR Graduate Council Committee will evaluate the application packets based on the following criteria:

1. The student's need for funding to support the activity (based on their other sources of funding).
2. The student's experience and record of research to date.

All decisions of the CNR Graduate Council Committee are final and applicants will be notified prior to the end of the semester during which the application is submitted. If successful, Awardees will be expected to:

- Pass a criminal background check.
- Submit a summary of their research for publication on the CNR website and or magazine.
- Have a photograph taken by a CNR photographer and used by the College to promote its exceptional graduate students.
- Allow CNR to use the Awardees photographs for promotional purposes.

## 12. FREQUENTLY ASKED QUESTIONS

Check out our online College FAQ page:

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

Online program FAQs follow:

### **Information About Our Program**

#### **[Why online courses and degrees?](#)**

Common factors for considering online graduate education include:

- Already having a permanent position
- Family and community commitments
- Seasonal commitments
- Flexibility to take courses that fit into a busy schedule

#### **[Why graduate education at the University of Idaho's College of Natural Resources?](#)**

The College of Natural Resources has been serving the Pacific Northwest for 100 years. Our teaching and research programs are regularly ranked in the top five for natural resources disciplines and faculty are respected leaders in their field of research.

#### **[I want to do a research graduate degree, but can't travel to campus – is this possible?](#)**

Yes. We describe this as a “place-based” graduate degree. The faculty in partnership with regional organizations supports opportunities for place-based thesis or non-thesis research. Place-based graduate students conduct novel research within their local regions and in many cases continue to work with their current employer.

The key features of a place-based graduate program is that students have a local committee member that meets College of Graduate Studies requirements, conduct locally relevant research, and take online or other distance education courses.

#### **[Are scholarships and assistantships available for online students?](#)**

Yes. The Master of Natural Resources program regularly employs online students as teaching assistants. Also, for students working within forestry industry, the College of Natural Resources has partnered with the [Forest Biometrics Research Institute \(FBRI\)](#) to provide competitive fellowships for on-campus students and scholarships to place-based graduate students.

#### **[Are online degrees accredited?](#)**

Yes, our Master's and Doctorate degrees are [accredited](#) by the Northwest Commission on Colleges and Universities (NWCCU).

#### **[Are online degrees different relative to on-campus degrees?](#)**

No. Requirements for online degrees are identical to on-campus degrees. The only difference is that students take online versions of the courses.

#### **[Can I view a course catalog or program prospectus?](#)**

Each year we create a prospectus that outlines all of our online programs and available courses. You can view this prospectus online, or you can request a print version be mailed to your address. You can also view a list of our [available online courses](#).

### **Programs and Courses**

#### **Who will be my advisor?**

If you are enrolled in the Master of Natural Resources, you will directly work with the Program Director, [Dr. Leda Kobziar](#) on identifying a graduate advisor. If you are enrolled in either the online Masters in Environmental Science or the Professional Science Masters, the Program Director, [Dr. J.D. Wulfhorst](#) will work with you on identifying a graduate advisor. For place-based graduate degrees, your advisor will be assigned during the application and admissions process.

#### **Can certificates and non-degree courses be transferred into a graduate program?**

Conditionally, yes. With graduate committee/departmental approval, up to 12 approved credits may be applied toward a Master's degree and 30 credits toward a Doctoral degree at the University of Idaho. Students may be charged additional part-time graduate fees when the past credits are included in their study plans.

#### **How quickly can I complete an online graduate program?**

This varies and depends on the student and the complexity of any research being conducted. A graduate student can enroll in up to 16 credits per semester. A master's degree requires 30 credits and can be completed in a minimum of two semesters provided the maximum 12 credits are transferred into the program. A doctoral degree requires 78 credits and can be completed in a minimum of three semesters provided the maximum 30 credits are transferred into the program. All graduate students must register for at least one research (or non-thesis research) credit the semester they defend.

#### **I'm not sure about this course; can I see the course syllabus before registering?**

Yes. Links to the course syllabus, or a course website containing a syllabus, are posted for most courses before the semester begins. Simply email the [CNR Graduate Studies Office](#) and they can contact the department that teaches the course for more information.

#### **The course uses BbLearn. What is that?**

BbLearn is the University of Idaho's online course management system used to help provide supplemental course material to students. If your course has a BbLearn component, it will be listed on the course syllabus, course website, or course description. You can access [BbLearn here](#) and login using your VandalID and password. If you are still unsure, contact the instructor directly. Please note that it takes about a day between registering for a course and having access to it on BbLearn.

#### **Do I ever need to come to campus to complete my degree?**

For the online options of Master of Natural Resources, online Masters in Environmental Science and the Professional Science Masters, it is not necessary for you to come to campus. However,

you should discuss these details with your advisor as opportunities may exist for you to travel to campus.

### **Registration / Fees**

#### **What's the cost? Will I have to pay out-of-state tuition?**

Students at the University of Idaho taking online courses are charged resident (in-state) tuition provided they only register for online courses (this includes 500, 599, and 600 research credits) regardless of their place of residence. Please see [Student Accounts](#) for more information on the per course and per semester cost.

Please note, if you are not an Idaho resident registering for an on-campus course will lead to you being charged non-resident tuition for that and all other courses that semester. A web fee (\$35) per credit will be charged for all online courses. Additional course fees may apply. Distance education courses offered via Engineering Outreach include an additional fee.

#### **How do I apply?**

Once you are ready to apply, please visit the program at the [graduate admissions website](#). Each program has its own application requirements.

#### **How do I enroll in courses?**

Once you are admitted to the graduate program, you will need to check the [Course Schedule](#) for available courses each semester. Once you find the course you are looking for, make a note of the Course Registration Number (CRN). When you have the CRN numbers of each course you are interested in, visit [VandalWeb](#) to register.

Login to [VandalWeb](#) by entering your NetID and password and clicking the Login button. If you are a new user, visit [Vandal Setup](#) to activate your account. Users needing assistance with their login should contact the [ITS Help Desk](#). There are [registration deadlines](#) each semester; VandalWeb will not allow registration actions beyond the noted deadlines.

If you need information on how to add, drop, or withdraw from courses [Click Here](#).

#### **The course is full or says Instructor Permission Required, what do I do?**

As a graduate student, you may come across a course that states Instructor Permission Required. Typically, undergraduate prerequisites are required, or the course may have reached its enrollment cap. The solution is simple: Email the course instructor and ask for a Registration Override.

This is a very common request and the instructor will be happy to do it provided they have room in the course. Once you get a confirmation from the course instructor you will be able to register. Please note that for graduate courses, only the instructor of record can process a Registration Override.

**Misc.**

**[How do I schedule a remote meeting with my advisor?](#)**

Email the [CNR Graduate Studies Office](#) and we will help you schedule a phone call or video-conference call with your advisor.

**[Do I have to use the University's VandalMail email system?](#)**

Yes. All official communications is through Vandal Mail. The College of Natural Resources also sends all communications to students' VandalMail addresses.

**[As an online student, do I have access to the University of Idaho library?](#)**

Yes. Access to the library's subscriptions databases is available at no cost to all graduate students.

**[Can I opt out of the University's Emergency Notification System?](#)**

Yes. You can choose to opt out of receiving further notifications regarding the Moscow campus or other branch locations. If you would prefer not to receive any ENS announcements, [log in to VandalWeb](#) and make changes under the Emergency Notification System folder.

**[Can I start taking classes before I'm admitted into a program?](#)**

Yes. You can enroll as a non-degree seeking student at any time, while you're working on your application, or just to get your feet wet. The applicable credits you earn may then be transferred into your graduate degree program.

**[I'm an international student planning to be on campus and want to do some online courses, are there any limits?](#)**

Yes. The requirements for an I-20 as an on-campus student only are that at least 2/3rds of your courses are face-to-face. As such, you can only take a maximum of 1/3rd of your courses as online courses.

**[I'm stuck and need help! Whom can I contact?](#)**

If you need any questions answered, please email the CNR Graduate Studies Office and we will do our best to help you.