

FNR Policy Manual

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Time to Degree for Ph.D. and M.S. Students in FNR**Date: Effective October 1, 1993**

Time to Degree

Ph.D. Degree – The total elapsed time of a completed Ph.D. program in the Department of Forestry and Natural Resources at Purdue University, from admission to the Ph.D. program to the completion of the Final Examination, shall be no more than **eight** calendar years. Extensions of this limit may be granted by the Dean of the Graduate School (or may require re-approval of the Plan of Study and/or retaking of Preliminary Examinations).

M.S. Degree – The total elapsed time of a completed M.S. program in the Department of Forestry and Natural Resources at Purdue University, from admission to the Ph.D. program to the completion of the Final Examination, shall be no more than **five** calendar years. Extensions of this limit may be granted by the Departmental Graduate Committee and/or Department Head upon recommendation and justification by the students Advisory Committee.

Graduate Student Selection and Admission Process

Date: Effective ca. 1998 w/subsequent amendments

Externally Funded Students

1. Faculty members are encouraged to recruit top-quality students with interests overlapping their own, well in advance of departmental deadlines for applications.
2. Externally funded students can be admitted for graduate study in FNR with demonstration of funding to the FNR business office and approval of the Graduate Committee Chair. Approval of the Graduate Committee Chair requires that the student meet the minimum academic (GRE and GPA) requirements for admission into FNR and that no potential problems are identified in the Chairs' review of the remainder of the application materials. International students also must meet the language requirements set forth by the Graduate School to qualify for admission.
3. Students funded on external funds can be admitted at any time, subject to the pre-semester deadlines of the registrar and the Graduate School. However, it is highly recommended that faculty recruiting students for fall admission have their highest ranked applicants complete their applications for graduate study prior to the departmental deadlines (January 15) so that they can be evaluated as potential fellowship nominees (See fellowships below).

Fellowship Funded Students

1. Fellowships from the University come in three types: a) those allocated to the Colleges across campus for dispensation, b) those administered and allocated by the Graduate School, and c) those provided to interdisciplinary graduate programs for recruitment.
 - a. Fellowships allocated to the COA are awarded through a competitive process requiring alternating weeks of nominations and reviews of nominees beginning in January and ending in April of each year.
 - i. A limited number of Andrews, Ross, Purdue Doctoral, and Bilsland Dissertation fellowships are allocated to the COA each year for recruitment purposes. The departmental representatives to the Graduate Council in Agriculture are allowed to submit nomination materials for review by the council and nominees are assigned a numerical score by each member of the council. After reviewing the scores of the nominees, the Associate Dean for Academic Programs awards a subset of the fellowships every other week until all are allocated.
 - ii. The FNR Graduate Committee Chair reviews the applications (including those competing for departmental assistantships as well as those to be funded externally) for each fall semester and selects those who have the best potential to be awarded a fellowship from the COA based on 1) past experience, 2) quality of applicants, 3) fit of applicants to the intent of the available fellowships, 4) discussions with the prospective major professor regarding the Commitment to recruiting the student, and 5) discussions with the Department Head regarding commitment of departmental funding towards the fellowship.

- iii. When a student is nominated for a fellowship by FNR, our department is essentially agreeing to 1) admit and completely fund the student even if they are not awarded a fellowship and 2) fund the remainder of the students' stipend after the 1 or 2 year recruitment fellowship has been expended. Thus the nomination of students for fellowships is not a trivial exercise, and each decision is considered carefully.
- b. Fellowships administered and awarded by the Graduate School (e.g., Bilsland Strategic Initiative, George Washington Carver, Charles C. Chappelle, David M. Knox, and Ludwig Kruhe fellowships) generally require an application from an individual student or the nomination of a student by a faculty member – usually the one who wants to serve as the students' major professor. Applications of students that are awarded such fellowships must be reviewed by the Graduate Committee Chair to ensure that the student meets the minimum academic (GRE and GPA) requirements for admission into FNR and that no potential problems are identified in the remainder of the application materials. Details regarding all fellowships that are administered by the Graduate School can be viewed on the Graduate School web page.
- c. Fellowships provided to interdisciplinary graduate programs for recruitment (e.g., Lynn fellowships) are administered and awarded by each interdisciplinary graduate program (e.g., PULSe, ESE, etc.). These students are screened and admitted by the individual interdisciplinary graduate programs and become associated with individual academic departments in their second year at Purdue. Because such students are already admitted to Purdue, no formal review of their application by FNR is required. However, the FNR Graduate Committee Chair reviews the application material of each interdisciplinary student that joins the FNR graduate community to ensure that these students meet our minimum admission requirements and takes appropriate action if they do not. The first year grades of such students are also reviewed to ensure that students are placed on academic probation if they do not meet FNR's minimum GPA requirements.

Departmental Funded Students

1. Faculty members are encouraged to recruit top-quality students with interests overlapping their own, well in advance of departmental deadlines for applications.
2. Students submit application materials (statement, transcripts, GRE scores, & references) prior to departmental deadlines for admission to the spring (applications must be complete by September 15) or fall (applications must be complete by January 15) semesters.
3. Once each application is completed, it is routed to the faculty member or faculty members that the student has listed as being of interest. With the application, a sheet is provided for the faculty member to indicate whether they are interested in the student and why, whether they have external or other funding for the student, or whether they would like the student to be considered for departmental funding. If a faculty member is interested in a particular student it is their responsibility to indicate to the graduate committee their level of interest in (e.g., fit of student, exceptional FNR-

qualifications, personal knowledge, etc.) and commitment to (e.g., source of research funding, matching funds for stipend support, etc.) the student. In effect, it is up to the faculty member to demonstrate to the Graduate Committee that a departmental assistantship offered to this student would be a good investment of departmental resources and would result in a successful thesis or dissertation.

4. The Chair of the Graduate Committee assigns a numerical score to each prospective student based on seven criteria, each allotted a maximum point total. These criteria and their point values are:

Criteria	Max Points	Rationale
GRE Scores (V&Q percentiles)	25	Readily quantified and decent correlation with writing ability
GPA	25	Indicator of classroom skills and work ethic
Evaluation of References	15	How do peers view the student's potential
Research/Professional Experience	15	Indicator of student motivation, maturity, and ability to see projects through to completion
Personal Statement	10	Indicator of interest in specific faculty and programs as well as indicator of writing skills
Quality of Past Academic Programs	5	Detriment if poorly trained
Course Deficiencies	5	Additional time requirement if core courses lacking

5. The number of available assistantships is determined based on the fiscal year budget and anticipated graduation of current students. As part of this determination of available assistantships two additional processes are required:

- a. Faculty members who have been promised assistantships as part of their startup package can notify the Graduate Committee Chair that they wish to fill one of their promised assistantship slots. This must be done in writing prior to the application deadline for each semester. Once this request has been made, available assistantships for allocation will be reduced by the number of dedicated startup assistantships requested.
- b. Any faculty member who wishes to request an extension of departmental funding for for their (see policy on Extension Requests FNR-GCP-9 for how to do this) or who wishes to request that the department assist with the continuation of funding for a current student requiring additional stipend support (e.g., grant dollars have been exhausted, unexpected circumstances, etc.) must make the request to the Graduate Committee Chair in writing prior to the application deadline for each semester. Approval of extension requests will be determined by the Graduate Committee Chair. All other requests will be commented upon by the Graduate Committee Chair and passed on to the Department Head for approval or denial. Once these commitments have been decided upon, available assistantships for allocation will be reduced by the number of incidences where additional assistantship support has been approved.

6. The Graduate Committee Chair will convene a meeting of the Graduate Committee to review the ranked (by score) graduate student applicants and make assignments of departmental assistantships.

Van eck assistantships also are awarded by this committee at this time (see Plicy FNR-GCP-10 for details). While quality is the leading factor in consideration of admission of graduate students, the Graduate Committee also allocates departmental assistantships using a predetermined set of factors (set forth in a departmental memorandum dated 2 October, 2001):

Factor
Preferential allocation of assistantships to junior faculty in terms of academic rank
Concern for gender and cultural diversity among graduate students
Concern for balance between foreign and domestic students as well as geographic distribution of foreign students
Concern for a distribution of graduate students among Areas of Specialization in the department
Consideration of the desired mix between M.S. and Ph.D. students in the department
Concern that faculty potentially receiving graduate students with departmental assistantships have demonstrated the ability to obtain outside funding to support student research and have demonstrated the ability to successfully supervise graduate students to the successful completion of their degree program
Discrimination against individuals on the basis of race, sex, religion, national origin, age, disability, or other protected status is prohibited by Purdue University as a matter of policy and shall not be a factor in allocation of graduate assistantships

7. Recommendations on admission of students of the Graduate Committee are sent to the Department Head for final approval. Offer letters are drafted and sent to successful applicants under the signature of the Department Head. Offers of regret are drafted and sent to all other students except for the 3-5 most highly ranked students who were not offered an assistantship (potential alternatives). These students are held in reserve pending the outcome of offers to successful students.

8. The Graduate School is notified of all students who have been offered admission into FNR for the coming semester.

Admission of Unfunded Students to Graduate Study in FNR**Date: Effective November 28, 2000**

1. All students admitted to the Forestry and Natural Resources graduate program, regardless of the presence or absence of stipend support, should be treated equally in all aspects, including provision of desks and support for travel to present findings at meetings.
2. Students henceforth will not be admitted without stipend support (i.e., support from the department, an external grant, a fellowship source, or private sponsor) except by means of an exemption as outlined below:
 - a) **the prospective advisor** of a graduate student wishing to be admitted to the FNR graduate program without a clear source of stipend support can take one of two actions to request an exemption from the Graduate Committee for admission of an unfunded student:
 1. **The prospective advisor** for the student making the request must provide a **written** justification to the Graduate Committee, requesting an exemption for the student based on *special circumstances* (e.g., an older student who is returning from the work force and is willing to support herself while conducting graduate studies)
 2. In the absence of grounds for an exemption due to special circumstances as Judged by the Graduate Committee, **the prospective advisor** may request an exemption from the Graduate Committee by stipulating a willingness, **in writing**, to provide a portion of the stipend support for the student requesting admission. Minimal obligations of support are considered to be a ½-time appointment for at least 1 semester or a ¼-time appointment for 2 semesters. Further, the prospective advisor must certify **in writing** that they will seek external funding to continue to support the student in question at a minimum level of ¼-time stipend support as appropriate for the completion of their degree objectives. The advisor also must certify, **in writing**, that the student requesting admission is aware that departmental support is not guaranteed after expiration of the advisor's support and that should the student apply for departmental assistantship support – he/she will be evaluated anew with incoming applicants.

Required Course Credits for Thesis and Non-Thesis MS Degrees in FNR

Date: Effective October 18, 2002 (Amended August 26, 2009)

To receive a thesis-based MS degree from the Department of Forestry and Natural Resources, a student must complete a minimum of 30 credit hours. Students must place on their Plan of Study and **complete 24 hours of course credits** (which primarily should include courses taken as an MS student at Purdue, but which also can include courses taken as a post Baccalaureate student or generated as a consequence of an uncompleted MS or PhD program – WITH THE APPROVAL OF THE STUDENTS GRADUATE ADVISORY COMMITTEE). In addition, a minimum of 6 research credit hours also must be completed.

To receive a non-thesis-based MS degree from the Department of Forestry and Natural Resources, a student must place on their Plan of Study and **complete 30 hours of course credits** (which primarily should include courses taken as a MS student at Purdue, but which also can include courses taken as a post Baccalaureate student or generated as a consequence of an uncompleted MS or PhD program – WITH THE APPROVAL OF THE STUDENTS GRADUATE ADVISORY COMMITTEE).

All other policies regarding transfers of course credit hours, level of course credit hours which can count towards the Plan of Study and/or degree program, residency requirements, etc. shall adhere to the guidelines set forth in the Graduate School Policy and Procedures Manual.

In addition, the following required course credit hours **MUST** be included on the Plan of Study for any M.S. student pursuing their degree in FNR:

- 1) GRAD 61200 – Responsible Conduct in Research – 1 cr – Preferably taken in first or second semester
- 2) FNR 67900 – Forest Resources Seminar – 1 cr – Must be taken for credit ONCE
- 3) FNR 59800 – Theory & Applied Natural Resource Extension Program – 1 cr (only applies to students who began their program Fall 2012 or thereafter. For students who began their program Fall 2009 through Summer 2012, FNR 59800 – Experiential Extension & Outreach Practicum – 1 cr is required. [Note that students who began their program from Fall 2009 through Summer 2012 can opt to complete FNR 59800 – theory & Applied Natural Resource Extension Program – 1 cr instead].

Exceptions or substitutions involving the above required courses can only be granted by the Chair of the Graduate Committee upon receipt of a written request from the Graduate Advisor of the student requesting the exception/substitution.

Minimum Cumulative Grade Index Requirements for Graduate Students in FNR**Date: Effective August 4, 2004**

FNR Policy on Minimum Cumulative Grade Index

Graduate students whose accumulative index drops below 3.0 will be notified in writing that they have one semester to re-establish a minimum 3.0 accumulative index. Should they fail to improve their accumulative index to 3.0 during the probationary semester, they will be dropped from the graduate program. However, students who feel their case involves extenuating circumstances may appeal to the Graduate Committee for an additional semester on probation. No further appeal will be allowed if the accumulative index has not reached 3.0 at the end of the second probationary period. Students on graduate assistantships will be continued on support for the first probationary semester only. Once a graduate assistantship is terminated for any reason, there is no assurance of renewed support even though the student achieves the accumulative 3.0 index during the second probationary semester.

Graduate School Policy on Grades and Index Requirements (abridged)

A graduate student is expected to maintain a graduation index representing a 3.0 or better. Indices less than 3.0 are marked "low" on grade reports. The student also is expected to earn S grades for research registration. Two consecutive sessions of U grades for research registration mandate that the department take formal action and inform the student and the graduate School with regard to discontinuation or conditions for continuation of the student's graduate study. Note: the graduation index includes all grades earned in 500- and 600-level courses while enrolled as a graduate student, plus undergraduate-level courses approved on the plan of study (at the request of the major professor).

FNR Ombudsman – Standard Operating Procedures

Date: Effective December 1, 2005

The interaction between a graduate student and his/her faculty advisor is one of the most important relationships at a university. Academic productivity, professional development, and attitudes towards oneself and others can be influenced, sometimes dramatically, by the status of relations between student and advisor. Creating and maintaining a positive student-advisor relationship is to be encouraged and valued by both parties.

There is no substitute for frequent, open dialog between students and advisors in establishing and maintaining good working relationships. On occasion, however, communication may falter or other issues may impede programmatic progress and personal growth for either a student or an advisor. In those circumstances, an impartial third party (Ombudsman) may be needed to serve as a sounding board, a facilitator of dialog, or an arbitrator of acknowledged disputes. Thus, we have created an Ombudsman position in FNR to assist with the resolution of such problems when they arise in our department. The ombudsman's role in the Department of Forestry and Natural Resources will be to hear reports of problems involving graduate student-advisor relationships as an objective third party, serve as a clearinghouse for information pertaining to possible options for addressing complaints, and facilitate communication between affected parties in an attempt to attain a mutually acceptable resolution.

A typical, but flexible, sequence of actions for the ombudsman includes:

1. Meeting with complainant to provide a preliminary evaluation of the situation.
At the initiation of the meeting, the complainant should be made aware that the Ombudsman is required to report any disclosure of alleged harassment or discrimination. The report would be provided to the department head, and subsequently to Human Relations. The complainant would then be provided with the choice of filing an official grievance. Regardless, the report will remain on file permanently with HR.
2. Determining
 - a. Scope of the problem
 - i. Needs of the complainant (i.e., "What would you like me to do?") and potential courses of action (what options are available?)
 - ii. Whether involvement from the head of the graduate program or the graduate committee chair is appropriate (e.g., due to legal issues)
3. Inquiring of the complainant what they consider the best way to proceed
4. Making initial recommendations that outline a plan of action to address the problem

5. Facilitating components of the plan of action as needed (e.g., facilitating a meeting of student and advisory committee)
6. Scheduling follow-up meetings to evaluate progress
7. Requesting permission to expand the group of informed individuals if the plan of action appears not to be working

Stipend Levels for Graduate Students in FNR

Date: Effective February 13, 2006

- 1) All FNR graduate students accepted for admission to pursue a Ph.D. degree should receive at a minimum, a stipend at the appropriate Fiscal Year (July 1-June 30) rate for Ph.D. level departmental assistantships, as long as they have completed an undergraduate degree at the B.A. or B.S. level or higher.
- 2) All FNR graduate students accepted for admission to pursue a M.S. degree should receive at a minimum, a stipend at the appropriate Fiscal Year (July 1-June 30) rate for M.S. level departmental assistantships, as long as they have completed an undergraduate degree at the B.A. or B.S. level or higher.
- 3) All FNR graduate students that transfer from one degree program to another (M.S. to Ph.D. or Ph.D. to M.S.) while enrolled in a graduate degree program in FNR will have their stipend level altered to reflect the appropriate Fiscal Year (July 1-June 30) departmental stipend rates for the new degree at the beginning of the semester subsequent to the official change in degree status, regardless of funding source.
- 4) Stipend levels for fellowship students provided as a consequence of special endowments (e.g. van Eck), Interdisciplinary Programs (e.g., PULSe, ESE) or which fall under the dictates of outside funding agencies (e.g., GAANN) can independently set the rates for M.S. and Ph.D. level stipends as long as they do not fall below the minimum levels provided for departmental assistantships for the same degree or exceed the upper limits set by the Graduate School.
- 5) Students participating in the Integrated BS/MS program, if receiving a stipend, must be paid at a minimum of the current Fiscal Year (July 1-June 30) departmental standard for M.S. students and stipends for these students cannot exceed the upper limits set by the Graduate School.
- 6) Supplementation of assistantship stipend levels from departmental or external funding sources will be allowed only within the context of current university policies and must be approved by the Chair of the Graduate Committee and subsequently by the Department Head.
- 7) Any student supported by departmental stipend funds MUST be classified as a student in the FNR graduate program using the corresponding departmental code for admission and registration; and must adhere to all policies and procedures established by the FNR Graduate Committee.

******This policy applies only to FUNDED graduate students******

Graduate Examinations in the Department of Forestry and Natural Resources

Date: Effective April 24, 2006

Various Types of Examinations Associated with Graduate Degrees (non-thesis M.S., M.S.F., M.S., Ph.D.)

Examination Types

Preliminary Examination (Ph.D. only)

- Purpose: To evaluate the breadth and depth of a student's knowledge, to ascertain how well he or she can apply that knowledge, and to determine whether the examinee is qualified to progress to candidacy.
- Comprehensive in nature (i.e., the focus should not be exclusively on the student's area of research)
- Taken after the student's course work is complete or nearly complete

Final Examination (non-thesis M.S., M.S.F., M.S., and Ph.D.)

- Defense of thesis, in conjunction with seminar

Preliminary Examination

Basic Requirements¹

This examination is not required for M.S. students.

- The Examining Committee may or may not be identical to the advisory committee.
- A *Request for Appointment of Examining Committee* (G.S., Form 8), signed by the major professor and the chair of the graduate program, must be received by the Graduate School at least two weeks prior to the examination date to give the dean of the Graduate School adequate time to appoint and arrange for additional members, if he or she wishes.
- The examinee must have filed an approved Plan of Study and have satisfied all or most of the formal coursework listed in their plan.
- It also is recommended that graduate students have a research proposal that is signed by the members of the student's Advisory Committee prior to taking the Preliminary Examination.
- Student must have an examining committee with a minimum of three members of the graduate faculty who need not be faculty with whom the student has taken coursework. All members of the committee are to be notified of the scheduled examination. Although only three members are required, if the committee has four or more members, a single member may withhold his or her signature of approval.
- The examination can only be taken twice, but can only be taken once in a given term (a term must elapse before retaking).
- The examination should be scheduled as soon as feasible and must be completed at least two sessions (including summer session) before the date of the Final Examination.
- Except in cases of voluntary withdrawal from the committee by a member, the composition of the Examining Committee cannot be changed after a failed exam without the expressed, written permission of the Graduate Committee Chair.

¹See also: <http://www.gradschool.purdue.edu/faculty/resources/policies.cfm>

Written Component (completed at least two weeks before Oral Examination)

- The content of the Written Examination need not be restricted to the subject matter of the dissertation research.
- The student *may* be permitted to use outside materials to answer questions (this decision is left to individual examiners).
- The student's major advisor may not limit or constrain the subject matter content of the questions submitted by the Examining Committee or in any manner alter the instructions to the student by members of the Examining Committee.
- The written exam must be completed within a 7 day period.
- Completed examinations must be promptly graded and returned to the student by members of the Examining Committee.
- The written component of the exam must be passed before proceeding to the oral component.

Oral Component (taken two weeks after the written examination).

- Follow-on questions from the written examination can be asked if the examiner was not completely satisfied with written answer(s).
- The Graduate School has recommended that oral examinations not last more than two hours; if additional time is deemed necessary, the exam can be continued at a later date.
- As is the case for the written component, the content of the oral portion need not be restricted to the subject matter of the dissertation research.
- The examination is open to all faculty on campus, and faculty not on the student's committee can participate as non-voting, *ad hoc* members of the Examining Committee.

Four possible outcomes of the Preliminary Examination:

- Unconditional failure (Student is dismissed from graduate program)
- Conditional failure (specified conditions must be met before retaken)
- Conditional pass (once specific requirements met, a passing grade is assigned; no need to retake; Student becomes a Ph.D. Candidate)
- Unconditional pass (Student becomes a Ph.D. Candidate)

Final Examination

- Required for non-thesis M.S., M.S.F., M.S. and Ph.D. students.
- Final Examination committee may or may not be identical to the advisory committee.
- *A Request for Appointment of Examining Committee* (G.S., Form 8), signed by the major professor and the head of the graduate program, must be received by the Graduate School at least two weeks prior to the final examination date to give the dean of the Graduate School adequate time to appoint and arrange for additional members if he or she wishes.
- The examination committee determines if a student passes or fails the final exam. If the student does not pass the final exam, the examination committee determines if the student will have additional opportunities to pass the exam.
- Student must be enrolled during the term this examination is taken.
- Final Examinations must be held before the last week of classes in a given term.

Requirements for non-thesis M.S. Final Examination

- The Examining Committee is usually identical to the Advisory Committee but must contain at least three members of the graduate faculty.
- The candidate will present his or her research in a forum open to the public².
- The Examining Committee will conduct an oral examination of the student and render a pass or fail recommendation.

Requirements for M.S.F. and M.S. Final Examinations

- The Examining Committee must be comprised of at least three members of the graduate faculty and may or may not be identical to the advisory committee.
- The candidate will present his or her research in a forum open to the public which must be advertised to the Purdue faculty and student body a minimum of two weeks in advance.²
- The Examining Committee will conduct an oral examination of the student and render a pass or fail recommendation.

Requirements for Ph.D. Final Examination

- At least two academic sessions devoted to research and writing must elapse between the Preliminary and Final Examinations.
- The Final Examination Committee will consist of a minimum of four members of the graduate faculty.
- The candidate will present his or her research in a forum open to the public which must be advertised to the Purdue faculty and student body a minimum of two weeks in advance.²
- After research has been completed and the dissertation written and presented to the committee and public, a final oral examination must be held in which the candidate defends the thesis and demonstrates to the Examining Committee the capabilities for which the Ph.D. degree is to be awarded.
- Based on the acceptability of the dissertation and the performance of the student during the oral examination, the Examining Committee will render a pass or fail recommendation.
- When the *Request for Appointment of Examining Committee* (G.S., Form 8) has been approved by the graduate school, an approved copy of the form will be sent to the departmental graduate office with the following additional materials for the candidate: a) *Report of the Final Examination* (G.S. Form 11); b) *Thesis Acceptance* (G.S. Form 9); c) exit questionnaire; d) a *Doctoral Dissertation Agreement Form* with ProQuest Information and Learning and an *Addendum* (G.S. Form 14) to that form; and e) a survey form on Earned Doctorates Awarded in the United States.
- The Graduate School has recommended that oral examinations not last more than two hours.

²Consideration should be given for not having the oral presentations open to the public in cases where prior agreements with the sponsor of the research preclude the release of findings to the public for an agreed upon period of time or when prior review by the sponsor is specified in the funding agreement.

**Period of Funding and Extension Requests for M.S. and Ph.D. Students
Funded on Departmental Assistantships**

Date: Effective January 1, 2007

M.S. Students

1. Provided that funding is available, students that receive departmental assistantships to pursue M.S. degrees within our department will be guaranteed two years of funding to complete their degree.
2. If needed, the advisor of an M.S. student who is making satisfactory progress towards his/her degree may request a one-semester extension of the student's ½-time, M.S.-level departmental assistantship. The request, addressed to the graduate committee, must be in writing and must provide clear evidence (e.g., filed plan of study, manuscripts submitted, data collection completed, etc.) of satisfactory progress toward the completion of the degree. The graduate committee chair may grant this request, pending budgetary approval by the department head.
3. If needed, the advisor of an M.S. student who is making satisfactory progress towards his/her degree may request a second, one-semester extension of the student's ½-time, M.S.-level departmental assistantship. The request, addressed to the graduate committee, must be in writing and must provide **CLEAR evidence (e.g., completed thesis chapters, pending thesis defense, etc.) of satisfactory progress toward completion of the M.S. thesis.** Approval of a request will require evidence of satisfactory progress and availability of funds. The graduate committee chair may grant a well-justified request in part or in whole, pending budgetary approval by the department head. If funds are limited, preference for a second, one-semester extension for M.S. students on departmental funding will be given to students who have served as a teaching assistant in FNR courses for two or more semesters and/or have been funded for one or more semesters on funds external to the department (e.g., grants, contracts, fellowships, etc.) during their tenure in our degree program.
4. No additional extensions of departmental assistantships for M.S. students will be granted.

Ph.D. Students

1. Provided that funding is available, students who receive departmental assistantships to pursue Ph.D. degrees within our department will be guaranteed three years of funding to complete their degrees.
2. If needed, the advisor of a Ph.D. student who is making satisfactory progress towards his/her degree may request a one-semester extension of the student's ½-time, Ph.D.-level departmental assistantship. The request, addressed to the graduate committee, must be in writing and must provide clear evidence (e.g., filed plan of study, passed preliminary exams, manuscripts submitted, data collection completed, etc.) of satisfactory progress toward the completion of the degree. The graduate committee chair may grant this request, pending budgetary approval by the department head.
3. If needed, the advisor of a Ph.D. student who is making satisfactory progress toward his/her degree may request a second, one-semester extension of the student's ½-time, Ph.D.-level departmental assistantship. The request, addressed to the graduate committee, must be in writing

and must provide **CLEAR** evidence (e.g., completed dissertation chapters, pending dissertation defense, etc.) of satisfactory progress toward completion of the Ph.D. dissertation. Approval of a request will require evidence of satisfactory progress and availability of funds. The graduate committee chair may grant a well-justified request in part or in whole, pending budgetary approval by the department head. If funds are limited, preference for a second, one-semester extension request for Ph.D. students on departmental funding will be given to students who have served as a teaching assistant in FNR courses for two or more semesters and/or have been funded for one or more semesters on funds external to the department (e.g., grants, contracts, fellowships, etc.) during their tenure in our degree program.

4. If needed, the advisor of a Ph.D. student who is making satisfactory progress towards their degree may request a third, one-semester extension of the student's ½-time, Ph.D.-level departmental assistantship. The request, addressed to the graduate committee, must be in writing and **to be granted, the request must be accompanied by a statement indicating that the student has made satisfactory progress toward the imminent completion of their Ph.D. dissertation. This statement must be signed by the student's complete graduate advisory committee with a clear indication of each member's agreement or disagreement with the statement.** Approval of a request will require imminent degree completion and availability of funds. The graduate committee chair may grant a well-justified request in part or in whole, pending budgetary approval by the department head. If funds are limited, preference for a third, one-semester extension request for Ph.D. students on departmental funding will be given to students who have served as a teaching assistant in FNR courses for two or more semesters and/or have been funded for one or more semesters on funds external to the department (e.g., grants, contracts, fellowships, etc.) during their tenure in our degree program.
5. No additional extensions of departmental assistantships for Ph.D. students will be granted (see **exception below**).

Exceptions

1. Due to the extra course work and mentoring required of students entering the Ph.D. degree directly after completion of a B.S. degree, special exceptions for a fourth, one-semester extension of departmental funding can, at the discretion of the department head, be made for such students. Recognizing that additional time may be required to complete the degree program of such students, it is expected that the advisors of these students will make every effort to obtain funds external to the department (e.g., grants, contracts, fellowships, etc.) to support at least a portion of the assistantship needs of the student. Evidence of such efforts or lack thereof will be taken into account when decisions regarding a fourth extension for such students are made. No accommodations for a fourth extension will be made for students who have completed an M.S. degree prior to entering the Ph.D. program in our department.
2. Any M.S. student who has received funds from a departmental assistantship toward the completion of their degree from FNR must reapply for admission to the department if they wish to be considered for departmental funding to pursue a Ph.D. in FNR. For any student that completes a M.S. degree in FNR, and subsequently is selected to receive departmental funding to pursue a Ph.D. in FNR, a maximum limit of 6 years of departmental funding will be allowed (pursuant to the criteria stated in this memo regarding period of funding and extension requests for M.S. and Ph.D. students in FNR).

Definitions

1. **Spring Semester Extension** – that interval encompassing the period 1 January to 30 July of each year.
2. **Fall Semester Extension** – that interval encompassing the period 1 August to 31 December of each year.

Allocation of van Eck Assistantships

Date: Effective January 1, 2008

1. In consultation with the Hardwood Tree Improvement and Regeneration Center (HTIRC) Advisory Committee, HTIRC scientists, and FNR faculty, the current HTIRC director will define a list of topics for graduate research that tie into the HTIRC strategic plan, ongoing HTIRC research areas, or NSF Center projects.
2. The current HTIRC director and FNR department head will confer and determine the number of available van Eck Assistantships for students initiating studies in the upcoming Fall or Spring semester.
3. The list of potential research topics for graduate study will be distributed to all HTIRC scientists and FNR faculty members to be used as a basis for recruitment of students.
4. Opportunities for van Eck Assistantships will be advertised by the director of HTIRC as well as by faculty with research interests associated with the list of potential research topics (in 1 above). Prior to advertisement of opportunities, any faculty member or HTIRC scientist wishing to recruit students for Van Eck Assistantships must confer with the current director of HTIRC to verify that their research interests fall within the strategic priorities of the Center (see 1 above) and that the resources to conduct the proposed research are available.
5. The current director of HTIRC will determine the funds available to support advertisement efforts by faculty and will be responsible for working with faculty to advertise positions. All applicants will be asked to forward materials necessary for evaluation as a prospective student in FNR to the current secretary of HTIRC. These materials will in turn be forwarded to the current Graduate Secretary for FNR. The deadline for receipt of application materials will fall approximately 2 months **prior** to the departmental deadlines for review of applications for admission by the FNR Graduate Committee, which currently are: September 15th for Spring Admissions and January 15th for Fall Admissions.
6. Shortly after the deadline for receipt of applications for Van Eck Assistantships, the current head of the Graduate Committee and the current director of HTIRC will meet to evaluate prospective applicants and rank them with regard to 1) academic and experiential qualifications used for evaluations by the FNR Graduate Committee [i.e., GRE scores, GPA, statement of interest, quality of institutions attended, prior experience, and letters of reference] and 2) a prioritization of graduate assistantship allocations consistent with criteria used by the FNR Graduate Committee for allocation of departmental assistantships [e.g., faculty rank, gender and cultural diversity, domestic and international balance, disciplinary balance, and past performance of potential advisors]. Based on this review, a short list of top candidates will be established and these students will be invited in for interviews (a reserve list also will be established).

7. The current director of HTIRC will arrange for funding of site visits by the top-ranked prospective graduate students. All prospective candidates will be expected to interview (either onsite or electronically) and those attending campus will be expected to present a seminar.

8. All applicants invited for interview must complete applications for graduate study at Purdue University and must list FNR as their primary department.

9. Based on the outcomes of these interviews, advisors of all acceptable short listed candidates will indicate to the graduate secretary that they wish for these candidates to be included in the pool of applicants forwarded to the Graduate Committee for consideration for admission to the department.

10. As part of the duties of the Graduate Committee, candidates for van Eck Assistantships will be evaluated and ranked with all other applicants to the department and will be selected for offers of van Eck Assistantships based on the same criteria used to assign departmental assistantships in FNR. Members of HTIRC or FNR faculty with prospective candidates will be restricted from evaluations of prospective van Eck assistantship awardees.

11. A ranked list of graduate students selected for offers of van Eck Assistantships will be provided to the current director of HTIRC and current FNR department head for review prior to the distribution of offer letters to the successful candidates.

12. All FNR Faculty and HTIRC scientists that are recipients of van Eck funded students will be expected to attend annual HTIRC Advisory Committee meetings, present results of research studies (if requested), and provide input for yearly reports to the University, HTIRC Advisory Committee, and to NSF (if applicable).

Required Course Credits for Ph.D. Degrees in FNR**Date: Effective September 1, 2008 (Amended August 26, 2009)**

To receive a Ph.D. degree from the Department of Forestry and Natural Resources, a student must complete a minimum of 90 credit hours. Students must place on their Plan of Study and **complete 24 hours of course credits** (which primarily should include courses taken as an PhD student at Purdue, but which also can include courses taken as a post Baccalaureate student or generated as a consequence of an uncompleted MS or PhD program – WITH THE APPROVAL OF THE STUDENTS GRADUATE ADVISORY COMMITTEE). In addition, a minimum of 15 research credit hours also must be completed.

If a student has completed a MS degree, an **additional maximum of 30 credit hours** taken to complete that degree also can be counted toward the 90 credit hour total – AGAIN with permission of the students Advisory Committee. The remaining credit hours needed to reach the 90 credit hour minimum may be a combination of course and research hours.

If a student has not completed a MS degree and begins a PhD program in FNR with only a Baccalaureate degree – they must **complete 36 hours of course credit hours** (which primarily should include courses taken as a PhD student at Purdue, but which also can include courses taken as a post Baccalaureate student or generated as a consequence of an uncompleted MS or PhD program – WITH THE APPROVAL OF THE STUDENT'S GRADUATE ADVISORY COMMITTEE).

All other policies regarding transfers of course credit hours, level of course credit hours which can count towards the Plan of Study and/or degree program, residency requirements, etc. shall adhere to the guidelines set forth in the Graduate School Policy and Procedures Manual.

In addition, the following required course credit hours **MUST** be included on the Plan of Study for any Ph.D. student pursuing their degree in FNR:

- 1) GRAD 61200 – Responsible Conduct in Research – 1 cr – Preferably taken in first or second semester
- 2) FNR 67900 – Forest Resources Seminar – 1 cr – Must be taken for credit TWICE
- 3) FNR 59800 – Theory & Applied Natural Resource Extension Program – 1 cr (only applies to students who began their program Fall 2012 or thereafter. For students who began their program Fall 2009 through Summer 2012, FNR 59800 – Experiential Extension & Outreach Practicum – 1 cr is required. [Note that students who began their program from Fall 2009 through Summer 2012 can opt to complete FNR 59800 – theory & Applied Natural Resource Extension Program – 1 cr instead].

Exceptions or substitutions involving the above required courses can only be granted by the Chair of the Graduate Committee upon receipt of a written request from the Graduate Advisor of the student requesting the exception/substitution.

Assigning TA Duties to FNR Graduate Students

Date: Effective September 1, 2008

1. In the Spring semester of each academic year, faculty and graduate students will be contacted with a list of expected TA needs for the coming Fall and Spring semesters and are requested to let the Chair of the FNR Graduate Committee know if:
 - a. faculty have TA needs that are not or should not be considered for assignment or,
 - b. graduate students have a particular class for which they would like to serve as a TA
2. Taking the feedback from student requests for TA slots into account, students will be prioritized for assignment to TA slots in the following order (technically any student in the department can be asked to TA when the need arises): Departmental Funded students, van Eck funded students, fellowship students whose stipends are supplemented by the department or who have teaching responsibilities as part of their fellowship agreements, and externally funded students. Externally funded students often are requested for TA slots by their own major professors to assist with specific classes e.g., Dendrology, Fisheries Techniques, etc. Regardless of prioritization, students who are in their final semester or who have served as a TA four times will not be assigned to TA slots if possible.
3. After selecting students for TA duties, the chair of the FNR Graduate Committee will compose a first draft of TA assignments for the coming Fall and Spring semesters and distribute it to faculty so that he/she can get their input on whether:
 - a. the assigned students are acceptable to instructors as TA's for their classes
 - b. the assigned students are in their last semester (it often is impossible to know this without input from faculty at this point in the process)
 - c. the students will be in the field and cannot actually serve as a TA in the assigned semester
 - d. instructors would prefer particular students as TA's for their classes due to their level of expertise in the subject matter (while this is most often a request made by faculty to have their own graduate students TA a particular class that they instruct, sometimes such requests are made by instructors for the services of externally funded or fellowship students for whom they do not serve as the advisor. Under these circumstances it is the responsibility of the instructor to get permission from the students advisor prior to making the request)
4. At this point in the process, faculty advisors are expected to discuss the potential TA assignments with their graduate students and respond to the Chair of the Graduate Committee with any concerns.
5. The Chair of the Graduate Committee will collate all of the feedback from the faculty and attempt to accommodate as many requests as possible. Unfortunately, annual changes in demands for TA assistance often make it difficult to accommodate everyone in the manner that they request. As a consequence, students may be requested to TA in areas that are somewhat outside of their area of expertise – while this is not desirable – it is sometimes necessary.

6. Once discussions with faculty are completed and TA assignments are finalized – the Graduate Committee Chair will distribute the final list of TA assignments for the Fall and Spring semesters to all FNR faculty and graduate students and ask the instructors of each class to contact their assigned TA's with instructions on their expected duties.

External Membership for M.S. and Ph.D. Graduate Advisory Committees in FNR**Date: Effective September 1, 2008**

All students pursuing a graduate degree in FNR (non-thesis M.S., M.S.F., M.S., or Ph.D.) must have at least one member of their Graduate Advisory Committee who is external to FNR. An external committee member can be defined as: 1) an individual who does not have a majority appointment in FNR, 2) an individual from another department at Purdue University, or 3) any individual who is not employed by Purdue University. Post Doctoral Researchers, Research Faculty, Administrative Professional Staff, or any other individuals employed by FNR do not qualify as external committee members under this policy.

All external committee members that do not have a “Regular” appointment to the Graduate Faculty at Purdue University must be submitted for approval for appointment as a “Special” member of the Graduate Faculty in order to serve on the Graduate Advisory Committee of a student in FNR.

Nominations for “Special” appointment to the Graduate Faculty in FNR are initiated electronically by the Graduate Secretary in FNR. Before the process can begin, a current vita of the person seeking “Special” appointment and a statement of justification, prepared by the faculty member seeking the appointment of “Special” status for the individual, must be submitted to the Graduate Secretary. The nomination is forwarded to the relevant department head and academic dean for endorsement, after which the nomination is forwarded electronically to the Dean of the Graduate School for review. Upon approval, the Graduate School will assign a graduate faculty identifier (e.g., C0001) to the appointee for use on Graduate School documents.

Extension and Outreach Requirements for Graduate Study in FNR

Date: Effective August 20, 2012

Exposure to research, extension and teaching are consistent with the missions of the Department of Forestry and Natural Resources. According to articles in the *Chronicle of Higher Education* and other literature including *Science*, broadening experiences (i.e., in addition to research) should be components of graduate education so that students may realize the breadth of potential professional opportunities and interact with a diversity of stakeholders. The Department of Forestry and Natural Resources has a mission and values, consistent with those of a land grant institution, which provides the foundation to build programs that help graduate students realize diverse professional objectives.

Statement of Policy

The policy described in this document provides FNR graduate students baseline knowledge and skills necessary to develop, implement and evaluate outreach and extension programs in their field of expertise.

Requirements

The policy described in this document applies to both M.S. and Ph.D. students in FNR. To fulfill this policy, graduate students will complete coursework, develop an outreach plan, and produce a minimum of one deliverable. The 1-page outreach plan must include a defined target audience, clear learning objectives, and a suggestion of where and when their outreach or extension activity will occur. The specific deliverable(s) associated with each student's outreach or extension activities will vary depending upon each student's educational objectives and the direction given by each individual graduate student's advisory committee. Examples of deliverables include, but are not limited to, numbered extension publications, non-technical publications, articles in popular magazines, newsletter, trade magazines, etc., posters, pamphlets, web content, social media, workshops for professional or public audiences, seminars for non-scientific audiences, and youth programming.

Steps for fulfilling these requirements are outlined as follows:

Step 1 – Complete the required course, FNR 598 Theory & Application of Natural Resource Extension Programming or equivalent before the end of their second semester. This course will be included on official Plan of Study.

Step 2 – Develop 1-page outreach plan in aforementioned course
Major professor approves 1-page outreach plan by the end of the second semester for students who enroll in the graduate program beginning the fall semester, or the end of the third semester for students who enroll in the graduate program beginning the spring semester.

Step 3 – Student will perform the activities described in the outreach plan.
Graduate students must produce a minimum of one deliverable or conduct a minimum of one program/activity.

Step 4 – FNR Graduate Form for Extension and Outreach

Student obtains form from the FNR Graduate Office.

List all extension and outreach activities, talks and deliverables completed while seeking current degree.

The student's graduate committee will sign the form at the graduate defense.

Step 5 – The student will submit one (1) copy of the completed form from Step 4 to the FNR Graduate Office and (1) copy to the FNR Extension Coordinator