Dear Graduate Student,

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

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

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

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

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

Sincerely,

Jana Featherstone
Graduate Program Manager
Department of Plant and Wildlife Sciences
# TABLE OF CONTENTS

WELCOME.................................................................................................................................................. 2

TABLE OF CONTENTS ................................................................................................................................. 3

PWS RESEARCH FACULTY DIRECTORY ................................................................................................... 5

PWS OFFICE STAFF AND ADMINISTRATION ......................................................................................... 9

REQUIREMENTS FOR MS DEGREE ........................................................................................................ 10

  Environmental Science MS ..................................................................................................................... 10
  Genetics and Biotechnology MS ............................................................................................................. 10

MS PROGRAM DEADLINES ..................................................................................................................... 11

  Thesis & Graduation Requirements .......................................................................................................... 11

PHD PROGRAM REQUIREMENTS ......................................................................................................... 12

  Doctoral Degree Program Requirements & Deadlines ............................................................................. 13
  Doctoral Graduation Requirements .......................................................................................................... 14

PROGRAM OF STUDY ............................................................................................................................. 15

ADVISORY COMMITTEE ........................................................................................................................... 16

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

EVALUATIONS ............................................................................................................................................ 19

MINIMUM REGISTRATION ......................................................................................................................... 21

COMPREHENSIVE EXAMINATION (PHD) ............................................................................................... 21

  Part 1: Writing Assignment .................................................................................................................. 22
  Part 2: Oral Exam ..................................................................................................................................... 22

THESIS/DISSERTATION REQUIREMENT OPTIONS ............................................................................... 23

ORAL DEFENSE OF THESIS/DISSERTATION RESEARCH .................................................................. 24

  Applying to Defend your Thesis/Dissertation ........................................................................................ 225
  Defense Flow Chart ............................................................................................................................... 26

GRADUATION REQUIREMENTS ............................................................................................................. 27

  Additional Requirements for PhD Students ............................................................................................ 27

GRADUATION CHECKLIST ...................................................................................................................... 28

GRADUATION DEADLINES 2019 - 2020 .............................................................................................. 29

INTERRUPTED GRADUATE PROGRAM ................................................................................................. 30

FINANCIAL ASSISTANCE ......................................................................................................................... 31
TA/RA POSITIONS ........................................................................................................................................... 32
GRADUATE STUDENT SCHOLARSHIPS ........................................................................................................... 32
UNIVERSITY SPONSORED AWARDS ............................................................................................................. 33
OPTIONAL GRADUATE STUDENT CLUBS ........................................................................................................ 34
GRADUATE STUDENT RESEARCH CONCLAVE ............................................................................................. 34
GRADUATE STUDENT TRAVEL FUNDS ........................................................................................................... 35
GRADUATE STUDENT ACADEMIC GRIEVENCE POLICY ............................................................................. 36
OFFICE ALLOCATION ....................................................................................................................................... 36
FORMS .............................................................................................................................................................. 37
M.S. Graduate Candidate Checklist .................................................................................................................. 38
PhD Graduate Candidate Checklist .................................................................................................................. 39
Graduate Studies Program of Study ADV Form 3 ............................................................................................ 40
Graduate Studies Program of Study Change ADV Form 3B ......................................................................... 41
Graduate Studies Petition for Exception OGS Form 2 ....................................................................................... 42
Approval of Prospectus ..................................................................................................................................... 43
Graduate Student Biannual Evaluation ............................................................................................................ 44
Doctoral Comprehensive Exam ......................................................................................................................... 45
Graduate Studies ADV Form 8C ....................................................................................................................... 456
Graduate Studies ADV Form 8D ....................................................................................................................... 457
College of Life Sciences Thesis/Dissertation Submission Form ....................................................................... 48
APPENDIX ......................................................................................................................................................... 49
GUIDELINES FOR DEPARTMENTAL USE OF RESEARCH FACILITIES .......................................................... 49
Laboratories ....................................................................................................................................................... 49
Greenhouse ......................................................................................................................................................... 50
Computer Facilities ........................................................................................................................................... 50
FACILITIES AVAILABLE ................................................................................................................................... 50
Laboratories and Equipment in the Department ............................................................................................. 50
Greenhouse and Farm Facilities ....................................................................................................................... 50
Laboratory Safety and Etiquette ....................................................................................................................... 51
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Research Interests: Endophytes in plants, Seed germination and survival of native Utah plants, Potato disease control, Quinoa disease control
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Education: PhD, Plant Breeding, University of Minnesota, 1992. Research Interests: Genome ancestry of Quinoa (Chenopodium quinoa), polyploid cytogenetics, crop genetic resource conservation, Cytogenetics of oat (Avena sativa) and related species...

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**Research Interests:** Plant Ecophysiology.

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Mikel R. Stevens, Professor

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REQUIREMENTS FOR MS DEGREE

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

- 30 credit hours
  1. **24 coursework or seminar**
     - PWS 694R (Seminar) 2 semesters
     - No more than 9 hrs. of senior credits can be applied toward the MS degree
     - No Independent Study classes may be applied toward the MS degree
  2. **6 thesis hours, PWS 699R Only**

- Program of Study
- Prospectus
- Biannual progress evaluations with Advisory Committee
- At least one manuscript from thesis prepared for publication
- Final oral examination and defense of thesis
- Department Exit Interview
- Two bound copies of thesis sent to PWS department

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**Environmental Science MS**

- STAT 511

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**Genetics and Biotechnology MS**

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

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

**1st Progress Review** (Due at the end of 1st semester)
- Biannual Progress Review (Department Form 2)
- Program of Study & Selection of Advisory Committee (GS – ADV Form 3)

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

**Subsequent Progress Reviews until Graduation**
- Biannual Progress Review (Department Form 2)
- EVERY Fall & Winter semesters until you graduate

**Thesis & Graduation Requirements**
- At least one manuscript from thesis prepared for publication
- Apply for Graduation (first month of final semester)
- Get draft of thesis to your Faculty Advisor Committee for approval (at least two weeks prior to scheduling defense)
- Schedule Thesis Defense (GS – ADV Form 8C) (schedule at least two weeks before you want to hold it)
- Hold defense (Form 9)
- Turn in one sided printed copy of ETD formatted thesis to Dean’s Office for signature (GS – ADV Form 8d) (See Dean’s deadlines)
- Submit thesis on ETD site (GS – ADV Form 8D)
- After ETD is approved, turn in form GS- ADV Form 8D to Graduate Studies by the final deadline
- Department Exit Interview
- Two bound copies of thesis sent to PWS Department (gradworksonline.com)
PHD PROGRAM REQUIREMENTS

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

54 credit hours

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

2. 18 doctoral dissertation hours, PWS 799R Only

Program of Study
Prospectus
Two consecutive six-hour semesters on BYU campus to fulfill the doctoral residency requirement.
Comprehensive oral and written exam
At least two manuscripts from thesis prepared for publication
Biannual progress evaluations with advisory committee
Final oral examination and defense of dissertation
Department Exit Interview
ProQuest Submission
University Doctoral Survey
Two bound copies of dissertation sent to PWS Department
Doctoral Degree Program Requirements & Deadlines

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

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<tr>
<th>Progress Review</th>
<th>Due at the end of 1st semester</th>
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<tr>
<td>Biannual Progress Review 1 (Department Form 2)</td>
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<table>
<thead>
<tr>
<th>Progress Review</th>
<th>Due at the end of 2nd semester</th>
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</thead>
<tbody>
<tr>
<td>Biannual Progress Review 2 (Department Form 2)</td>
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<tr>
<td>Program of Study &amp; Selection Faculty Advisory Committee (GS – ADV Form 3)</td>
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</tbody>
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<thead>
<tr>
<th>Progress Review</th>
<th>Due at the end of 3rd semester</th>
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</thead>
<tbody>
<tr>
<td>Biannual Progress Review 3 (Department Form 2)</td>
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</tr>
<tr>
<td>Approval of Prospectus (Department Form 1) &amp; Prospectus Presentation to Committee</td>
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<tr>
<th>Progress Review</th>
<th>Due at the end of 4th semester</th>
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<td>Biannual Progress Review 4 (Department Form 2)</td>
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<tr>
<td>Doctoral Comprehensive Exam (Department Form 3)</td>
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<th>Progress Reviews Until Graduation</th>
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<tr>
<td>Biannual Progress Review (Department Form 2)</td>
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<td>EVERY Fall &amp; Winter semesters until you graduate</td>
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Doctoral Graduation Requirements

- At least two manuscripts from dissertation prepared for publication
- Apply for Graduation (first month of final semester)
- Get draft of thesis to your Faculty Advisor Committee for approval
  (At least two weeks prior to scheduling defense)
- Schedule Thesis Defense (GS – ADV Form 8C)
  (Schedule at least two weeks before you want to hold it)
- Hold defense (Forms 9 & 10)
- Turn dissertation in to Dean’s Office for Approval (GS – ADV Form 8d) (See deadlines)
- Submit thesis on ETD site (GS – ADV Form 8D)
- Submit GS- ADV Form 8D to Graduate Studies by the final deadline
- Department Exit Interview,
- ProQuest Submission (GS – ADV Form 13)
- University Doctoral Survey (GS – ADV Form 14)
- Two bound copies of thesis sent to PWS Department (gradworksonline.com)
 PROGRAM OF STUDY

Program of Study
The Program of Study (ADV Form 3) is a form that students fill out in order to plan all of the courses they will take to fulfill their degree requirements. The Program of Study constitutes a contract between the students and the university. It is a necessary step on the path toward graduation. This form is available online at https://gradstudies.byu.edu/page/form-list

How to fill out a Program of Study
On your program of study, list all classes (required courses and electives) that you plan on taking in your graduate program at BYU. After you decide on your classes, review them with your advisor and Advisory Committee and obtain the necessary signatures for approval on the Program of Study form. All Advisory Committee members and the Graduate Coordinator must sign the form.

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

Due Date for Program of Study
Master’s degree students- the last day of classes your first semester
Doctoral degree students- the last day of classes your second semester

How to Change the Program of Study
You can make changes in your program if they are authorized by your Advisory Committee. Obtain a Program of Study Change form, these forms are available online at https://gradstudies.byu.edu/page/form-list.

How to Submit a Program of Study Change
List the classes currently on your Program of Study that need to be deleted and list the classes that you want to add. Have your Advisory Committee approve the changes by signing the bottom of the form. Then, submit the form to the Graduate Program Manager in 4112 LSB.

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

**Classes that can be Funded by Department Scholarships**
Any department scholarship funding you receive will cover tuition only for program pre-requisites and classes on your approved Program of Study form. Tuition for any additional courses (not on your approved Program of Study) must be funded from other sources.

**Credit-Hour Requirements**
You are required to take two credits during the semester you graduate (defend your thesis). You are required to complete a minimum of six credits per academic year (Fall semester through the next Summer term) otherwise, you will be dropped from the graduate program by the university

**ADVISORY COMMITTEE**

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

**Selection of Advisory Committee**
The same form, ADV Form 3 (Program of Study), is used to establish your Advisory Committee. By signing the bottom of the form, your Advisory Committee indicates that they agree to serve as a member of the graduate student’s Advisory Committee. In cooperation with his/her Committee Chair, the student should select committee members who will be of assistance to him/her during the graduate program.

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

**PhD Program Advisory Committee Members**
The University requirement is four members for an Advisory Committee, including the Committee Chair. Three Graduate Faculty members from the Department, including the Committee Chair, and one or two Graduate Faculty members from outside the Department constitute the Advisory Committee.
Procedure
Potential Advisory Committee members must be cleared with the Graduate Advisor and Department Graduate Coordinator. Each member should be contacted individually and asked to be on an Advisory Committee. After the Committee is established, the student should schedule a Committee meeting to discuss a Program of Study. All members of the Advisory Committee and the Graduate Coordinator must sign the Program of Study Form and the form must be returned to the Department Graduate Program Manager.

Advisory Committee Members from Other Universities or Organizations
If the student has asked a Graduate Faculty member from another university or organization to be on his/her Committee, he/she must fill out a Petition for Exception (OGS Form 2). This form can be found on the Graduate Studies Website (http://gradstudies.byu.edu/page/form-list)

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

The Roles of the Graduate Student and the Graduate Advisor
In most instances, graduate students (with assistance from the Graduate Advisor) are expected to originate and plan their own research projects that will be acceptable to their Advisory Committees. Students should periodically discuss their research with their Advisory Committees; however, most detailed problems should be worked out with their Graduate Advisors in advance. The Graduate Advisor will serve as the graduate student’s mentor for research. Therefore, the Graduate Advisor is expected to work closely with the graduate students in all aspects of the proposed research and in the writing of the thesis or dissertation. Students should be respectful of their Graduate Advisors and appreciative of the opportunity to gain graduate research experience in a mentored environment.

The Roles of Advisory Committee Members
The Advisory Committees are typically chosen for their expertise in particular areas. Members of Advisory Committees are expected to provide technical advice and expertise to support the students’ research. Students should not ask for technical help from faculty members not on their Advisory Committees unless they first obtain permission from their Graduate Advisor.
PROSPECTUS OF RESEARCH

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

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

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

How do I Submit my Prospectus?
Students should give one copy of the prospectus to each member of his/her Advisory Committee members. Your prospectus must be submitted and approved in a meeting with your Advisory Committee before the end of your second semester for MS students and by the end of the third semester for PhD students. Students should give both a digital as well as a physical copy of their prospectus with Department Form # 1 (Approval of Prospectus) attached to the Department Graduate Program Manager to clear this requirement.

What if my Research Changes?
If the research emphasis changes more than in a minor way after a prospectus is approved, the student must submit a new approved prospectus to the Department as soon as possible and no later than one semester before graduation.
**EVALUATIONS**

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

**Formal Evaluations: Biannual Evaluations**
Students are encouraged to complete their degree programs in a timely fashion. Toward this end, the Plant and Wildlife Sciences department will formally monitor each graduate student’s progress twice during the calendar year and evaluations should be turned in no later than the last day of classes in the Fall and Winter semesters.

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

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

**How do I Submit my Biannual Evaluation?**
Department Form # 2 should be filled out by the student and their graduate committee. The form can be found on the PWS website under the Graduate Student Forms section. [https://pws.byu.edu/graduate-student-forms](https://pws.byu.edu/graduate-student-forms)

**How will I be Evaluated?**
Each student is rated as making satisfactory, marginal, or unsatisfactory progress. Performance may be evaluated in the following areas:
- Course work on schedule
- Course work grades
- Program of study approved
- Prospectus approved
- Research progress
- Graduate comprehensive exam completion
- TA evaluation
- Thesis/Dissertation preparation
What is the Criteria for a Marginal or Unsatisfactory Biannual Review?

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

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

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

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

- To retain active status and to qualify for subsequent registration, graduate students must register for at least **six semester hours** each academic calendar year (i.e. Fall 2017 through Summer 2018).

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

- International Students must register for nine credit hours for both Fall and Winter Semesters.

- Doctoral students must satisfy a residency requirement of two consecutive semesters of at least six credit hours each (this can take place at any time during the students’ doctoral experience).

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

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

COMPREHENSIVE EXAMINATION (PHD)

**When is the Doctoral Comprehensive Exam Taken?**
The doctoral comprehensive exam is usually given after completion of coursework and a minimum of one year prior to the defense of dissertation.

**How Do I Schedule my Comprehensive Exam?**
Each student must make arrangements with his/her Advisory Committee to schedule his/her comprehensive examination. The comprehensive exam must be completed and passed at least one year before a student may apply for graduation in the Department of Plant and Wildlife Sciences.

**What does the Comprehensive Exams Consist of?**
The comprehensive exam has two components

1) Writing assignment
2) Oral examination.
Part 1: Writing Assignment

What will the Written Exam Consist of?
The student’s Advisory Committee will determine the content of the written examination and will also determine a specified time period (time period could be one to six weeks) for the student to complete the written portion of the comprehensive exam. Advisory Committees may also determine the degree of outside help a student may have to complete the written assignment (i.e. whether the writing assignment is open or closed book, whether they may consult with other faculty members or students, etc.). The writing assignment could include any of the following:

- **concept paper**
  - An in-depth discussion paper of a pertinent concept(s) that the Advisory Committee may deem as relevant to the student’s education.

- **formal literature review**
  - A thorough review of literature of the major theme(s) of the student's dissertation research in which the student has the flexibility to more fully develop ideas and to consider alternative or controversial points-of-view. This assignment permits the student to demonstrate an in-depth mastery and synthesis of the relevant literature.

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

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

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

Part 2: Oral Exam

What will the Oral Exam Consist of?
The oral examination will provide an opportunity for the Advisory Committee to probe in greater depth any issues they deem relevant for an assessment of the student’s academic potential for a PhD. This oral exam may include coverage of previous coursework. The oral exam may also include discussion of weaknesses observed in the writing assignment. It should assess the students’ background and breadth of knowledge in his/her field of study. The exam should also test the graduate student’s ability to critically think about complex topics and ideas.
What if I Fail a Portion of the Exam?
Observed weaknesses in a student’s academic preparation, writing abilities, or critical thinking may result in an Advisory Committee’s recommendation for the student to:

- Complete additional coursework
- Complete additional readings in a topic area
- Provide further writing exercises
- Be terminated as a PhD student in the Department of Plant and Wildlife Sciences

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

Exam Submission
Upon satisfactory completion of the oral examination, the Committee should submit the Doctoral Comprehensive Examination Evaluation form (Department Form # 3) to the Department Graduate Program Manager.

THESIS/DISSERTATION REQUIREMENT OPTIONS

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

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

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

- Published article(s) in lieu of a regular thesis or dissertation. A minimum of one published article in lieu of a thesis and a minimum of three published articles in lieu of a dissertation is required.

  - In cases of co-authorship, the student's name must appear as senior author on at least one major paper in either degree level, and the work submitted must be recognized as a "full-length journal article" rather than a communication, preliminary note, abstract, or letter to the editor. The journal selected must be one in which the major works of the respective field are regularly published and must be refereed.

  - The work undertaken and the length of time required to complete the study should not be less than that ordinarily expected for a thesis or dissertation.
• An appropriate number of manuscripts accepted for publication, submitted for publication, or prepared for submission to such a journal as described above. All manuscripts must be written in the EXACT format of the journal to which they have been or will be submitted.

• Any combination of requirements listed above that is acceptable to all members of the Advisory Committee and the Department Chair.

**ORAL DEFENSE OF THESIS/DISSERTATION RESEARCH**

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

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

**Oral Defense Part Two**
The second part will be an examination of research and the thesis/dissertation by the Advisory Committee.
## Applying to Defend your Thesis/ Dissertation

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Apply for graduation through MyBYU (see graduation deadlines)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2</strong></td>
<td>Give a copy of your thesis/dissertation to your Advisory Committee for approval to defend at least one month prior to your defense. Policy states you must give your Advisory Committee at least two weeks to approve your thesis prior to applying to defend.</td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td>Schedule your defense- submit ADV Form 8c- Department Scheduling of Final Oral Examination to the Graduate Program Manager who will schedule your defense. <em>Must be completed a minimum of 2 weeks prior to the defense-No Exceptions!</em> <em>The form must be turned in to the Graduate Program Manager already signed and approved by the Advisory Committee Members and the Graduate Coordinator.</em></td>
</tr>
<tr>
<td><strong>Step 4</strong></td>
<td>Submit a copy of your thesis to the Graduate Program Manager that has been read and approved by the student's Graduate Advisory Committee</td>
</tr>
</tbody>
</table>

### Before Your Defense

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

### Post Defense

- **Step 1** Fulfill qualifications from your defense
- **Step 2** Get ADV Form 8d Approval for Final Dissertation or Thesis signed by your committee and the Graduate Coordinator
- **Step 3** Format thesis/dissertation for final submission to university standards (See Formatting Thesis/Dissertation for Submission)
- **Step 4** Submit thesis to university (see Post Defense Graduation Checklist)
Defense Flow Chart

1 month before defense

Copy of thesis/dissertation sent to Advisory Committee

- Graduate Students are required to give Advisory Committee Members a minimum of two weeks to read over and give final approval to defend their thesis/dissertation.
- See PWS Department deadlines on page 29

2 weeks before defense

Apply to defend your thesis/dissertation

- ADV Form 8C Department Scheduling of Oral Examination must be given to the Graduate Program Manager at least two weeks prior to the defense, no exceptions! The Graduate Program Manager schedules your defense in the system.
- The form must be submitted already filled out, including signatures from your Advisory Committee and the Graduate Coordinator.

Defense

Defense is held

- The Graduate Program Manager will distribute the following forms to the graduate student's Advisory Committee
  - University Form #9 Committee Member Evaluation of Final Oral Examination
  - University Form #10 Report of Committee Action for Final Oral Examination

Post Defense

See previous section on page 25

Formatting Thesis/Dissertation for Submission

Students must submit their formatted thesis/dissertation electronically in addition to submitting two paper copies for the department. The ETD Website, http://etd.lib.byu.edu/start/prepare.html, has detailed information on the electronic submission requirements and formatting guidelines. A template with required formatting guidelines is provided as well as comprehensive tutorials to help prepare the electronic document.

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

Thesis/Dissertation Template

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

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

**Graduate Studies Sample Forms**
Graduate Studies also has the following sample forms available on their website.
[http://gradstudies.byu.edu/page/advisement-forms](http://gradstudies.byu.edu/page/advisement-forms):

- **ADV Form 11** - Minimum Standards for Submitting Dissertations, Theses, or Selected Projects
- **ADV Form 11a** - Sample Minimum Standards for Submitting Dissertations/Theses
- **ADV Form 11b** - Preliminary Pages Template-Thesis
- **ADV Form 11d** - Preliminary Pages Template-Dissertation
- **ADV Form 12a** - Student Thesis Submission Checklist
- **ADV Form 12b** - Student Dissertation Submission Checklist

**GRADUATION REQUIREMENTS**

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

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

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

**Additional Requirements for PhD Students**

**ProQuest Submission**
Doctoral students must submit their dissertation document in PDF format using the ProQuest ETD Administrator site to meet the requirement. This puts your work into a national database of dissertations, of which BYU has been a long time participant. This submission must be complete BEFORE taking your ADV Form 8d to Graduate Studies (105 FPH) for graduation completion. For more information, see ADV Form 13 ETD Submission to ProQuest website [http://gradstudies.byu.edu/file/adv-form-13](http://gradstudies.byu.edu/file/adv-form-13).
Survey of Earned Doctorates (SED)
This survey is required of all BYU doctoral students before graduation. The Survey of Earned Doctorates is completed online. Additional information about completing this requirement can be found at: http://gradstudies.byu.edu/file/adv-form-14

GRADUATION CHECKLIST

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

_____ Use the PWS Department Thesis/Dissertation Template. Follow Minimum Standards for Submitting Dissertations/Theses (Form 11) and Sample Minimum Standards for Submitting Dissertations/Theses (Form 11a).

_____ Visit the ETD Site. http://etd.lib.byu.edu/start/prepare.html Read the information under Prepare ETD Tab.

_____ Submit a printed copy of your formatted ETD to the College of Life Sciences Dean’s Office for approval.

_____ Submit ETD on ETD website - http://etd.lib.byu.edu/

_____ Take ADV Form 8D (signed and completed) to Graduate Studies at the Former Presidents’ Home (FPH 105). PhD Candidates must have completed their Proquest submission BEFORE taking their ADV Form 8d to Graduate Studies (105 FPH) for graduation completion.

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

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

_____ Complete exit interview online. https://pws.byu.edu/Graduate/Glgraduate-Student-Forms/Exit-Form-MS-PhD. This is required for graduation clearance with the department.)
# Graduation Deadlines 2019 - 2020

## PWS Graduate Student Graduation Deadlines 2019 - 2020

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>April 2020</th>
<th>June 2020</th>
<th>August 2020</th>
<th>Deadline</th>
<th>Forms Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
<td>Summer</td>
<td>Last day for graduate students to apply for graduation</td>
<td>None, apply online</td>
</tr>
<tr>
<td>Oct 18</td>
<td>Jan 24</td>
<td>Mar 13 *</td>
<td>Mar 13 *</td>
<td>*This date applies to all students who plan to graduate in June or August</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 1**</td>
<td>Jun 26**</td>
<td>but who want to walk in the April graduation ceremonies.</td>
<td>** Last day for students to apply for graduation online for June or August</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>and receive a diploma but not walk in the April graduation ceremonies</td>
<td></td>
</tr>
<tr>
<td>Oct 1</td>
<td>Jan 31</td>
<td>April 8</td>
<td>May 22</td>
<td>PWS Department recommended last day to submit thesis for final approval</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>to graduate committee members</td>
<td></td>
</tr>
<tr>
<td>Oct 15</td>
<td>Feb 14</td>
<td>April 22</td>
<td>June 5</td>
<td>PWS Department recommended last day to schedule a defense</td>
<td>GS - ADV 8C</td>
</tr>
<tr>
<td>Oct 29</td>
<td>Feb 28</td>
<td>May 6</td>
<td>June 19</td>
<td>PWS Department recommended last day to hold a defense</td>
<td>Committee members submit</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*If student passes with qualifications, this gives them 2-1/2 weeks to make</td>
<td>GS - ADV 9 &amp; Committee chair submits GS - ADV 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the necessary adjustments to their thesis/dissertation</td>
<td></td>
</tr>
<tr>
<td>Nov 18</td>
<td>March 13</td>
<td>May 25</td>
<td>July 10</td>
<td>PWS Department recommended last day to submit final thesis for approval</td>
<td>If student passed with qualifications, bottom of ADV form 10 must be signed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>to committee *Gives committee members a week to review thesis/dissertation</td>
<td></td>
</tr>
<tr>
<td>Nov 25</td>
<td>March 23</td>
<td>June 1</td>
<td>July 17</td>
<td>Final formatted thesis to Graduate Program Manager for review and approval</td>
<td>GS - ADV 8D, Exit Interview</td>
</tr>
<tr>
<td>Nov 27</td>
<td>March 27</td>
<td>June 4</td>
<td>July 23</td>
<td>Final thesis due to the College of Life Sciences Dean for approval</td>
<td>GS - ADV 8D</td>
</tr>
<tr>
<td>Dec 13</td>
<td>April 10</td>
<td>June 18</td>
<td>Aug 7</td>
<td>Final Submission due to BYU Graduate Studies Office due by noon *We</td>
<td>GS - ADV 8D</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>recommend that graduate students submit final thesis to Graduate Studies</td>
<td>GS - ADV 13 -Proquest submission (PhD)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>a minimum of 2 days before the deadline. If students wait until the last</td>
<td>GS - ADV 14 -Doctoral Survey (PhD)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>day to submit their thesis/dissertation and are rejected, they will not</td>
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<td></td>
<td></td>
<td></td>
<td>be cleared to graduate</td>
<td></td>
</tr>
</tbody>
</table>

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**GS** = Graduate Studies Form—forms located at [http://gradstudies.byu.edu/page/form-list](http://gradstudies.byu.edu/page/form-list)

Plan to finish each step before the absolute deadline.

*Do not plan to hold any committee meeting or any examination at any time when school is not in session.*

If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are all available to attend.
INTERRUPTED GRADUATE PROGRAM

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

- If on LDS mission: Prior to leaving, complete University Form ADV #5 (Leave of Absence) [https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_5.pdf](https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_5.pdf). Guaranteed reentry immediately after mission release if student has been registered for at least 1 semester of graduate school at BYU before leaving on mission. For those who are NOT admitted and enrolled for at least one semester, they will need to apply for graduate school after their mission is completed (There is no deferment of admission for graduate students).

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

- Students are ineligible for readmission when more than three (3) years have passed since their last semester of graduate registration. In such cases, students must complete a new application and be considered for admission with a new applicant pool.

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

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

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

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

FINANCIAL ASSISTANCE

Financial assistance for all graduate students is contingent upon satisfactory progress as evaluated by the Graduate Committee.

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

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

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

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

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

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

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

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

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

GRADUATE STUDENT SCHOLARSHIPS

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

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

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

- Tuition awards are guaranteed for only the first two years of a Master’s, and five years for a PhD candidate (Fall and Winter semesters only), and are dependent on satisfactory academic progress.

PWS Department Graduate Student Exception Scholarship
Graduate students are eligible for academic scholarships through the Department of Plant and Wildlife Sciences only. Please submit your completed application no later than March 1 by 11:59 pm. By submitting this single scholarship application, graduate students will be considered for all scholarships that they are eligible for. Students must be a graduate student in the PWS Department and be in good standing in order to be eligible for scholarships. Students who apply for the PWS Graduate Exception Scholarship but are not in good standing with the department will have their scholarship application withdrawn.
*Note: Graduate students are not eligible for scholarships in the university online system. Applying for scholarships in the BYU online scholarship system will result in the graduate student receiving an error message stating that no scholarships are available to them.

UNIVERSITY SPONSORED AWARDS

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

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

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

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

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

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

GRADUATE STUDENT RESEARCH CONCLAVE

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

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

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

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

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

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

- Students must submit a “Graduate Student Application for Funding to Present at a Professional Meeting” form with an abstract attached. This must be signed by the student, the Committee Chair, and the Department Chair (or the Graduate Coordinator). This can be submitted with the Travel Plan Application. Forms can be obtained from 4105 LSB (black box).

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

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

NOTE: $900 OF DEPARTMENT FUNDS ARE AVAILABLE TO EACH STUDENT PER CALENDAR YEAR FOR TRAVEL RELATED EXPENSES. THESE FUNDS ARE DESIGNATED FOR GRADUATE STUDENT TRAVEL TO SCIENTIFIC MEETINGS WHERE THE STUDENT IS GIVING A SCIENTIFIC PRESENTATION.
GRADUATE STUDENT ACADEMIC GRIEVANCE POLICY

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

OFFICE ALLOCATION

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

Name: ___________________________  Committee Chair: ______________________

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DEADLINE</th>
<th>FORM*</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Study and selection of Advisory Committee</td>
<td>End of 1st Semester</td>
<td>GS - ADV 3</td>
<td></td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 2nd Semester</td>
<td>D - 1</td>
<td></td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>End of Fall &amp; Winter Semesters</td>
<td>D - 2</td>
<td></td>
</tr>
<tr>
<td>At least one manuscript from thesis prepared for publication</td>
<td>Prior to Graduation Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application of Graduation</td>
<td>1st month of final semester</td>
<td>GS - ADV 8a</td>
<td></td>
</tr>
<tr>
<td>Scheduling of Thesis Defense</td>
<td>At least 2 weeks before defense</td>
<td>GS - ADV 8c</td>
<td></td>
</tr>
<tr>
<td>Thesis Defense</td>
<td>See Department deadlines</td>
<td>Thesis Defense</td>
<td></td>
</tr>
<tr>
<td>Submit ETD and final copy of thesis to Dean for signature</td>
<td>See College deadlines</td>
<td>GS – ADV 8d Reference Form</td>
<td></td>
</tr>
<tr>
<td>Submit ETD electronically for department and college approval</td>
<td>See University deadlines</td>
<td>GS - ADV 8d</td>
<td></td>
</tr>
<tr>
<td>Submit GS - ADV Form 8d to Graduate Studies</td>
<td>See University deadlines</td>
<td>GS - ADV 8d</td>
<td></td>
</tr>
</tbody>
</table>

GS = Graduate Studies Form—forms located at https://gradstudies.byu.edu/page/form-list
D= Department Forms-forms located at https://pws.byu.edu/graduate-student-forms

**Note:** Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
# PhD Graduate Candidate Checklist

Name: ___________________________  Committee Chair: ___________________________

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DEADLINE</th>
<th>FORM*</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Study and Selection of Advisory Committee</td>
<td>End of 2nd semester</td>
<td>GS - ADV 3</td>
<td></td>
</tr>
<tr>
<td>Prospectus and Oral Presentation to Committee</td>
<td>End of 3rd semester</td>
<td>D - 1</td>
<td></td>
</tr>
<tr>
<td>Biannual Progress Evaluations</td>
<td>End of Fall and Winter Semesters</td>
<td>D - 2</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>End of 2nd year</td>
<td>D - 3</td>
<td></td>
</tr>
<tr>
<td>At least two manuscripts prepared for publication</td>
<td>Prior to Graduation approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>During first month of final semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling of Defense</td>
<td>At least 2 weeks before defense</td>
<td>GS - ADV 8c</td>
<td></td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>See Department Deadlines</td>
<td>GS – ADV 9 GS– ADV 10</td>
<td></td>
</tr>
<tr>
<td>Submit final copy of Dissertation to Dean for signature</td>
<td>See College Deadlines</td>
<td>GS - ADV 8d Reference Form</td>
<td></td>
</tr>
<tr>
<td>Submit ETD electronically for Department and College approval</td>
<td>See University deadlines</td>
<td>GS - ADV 8d</td>
<td></td>
</tr>
<tr>
<td>Submit GS – ADV Form 8d to Graduate Studies Proquest Submission</td>
<td>See University deadlines</td>
<td>GS - ADV 8d ADV Form 13</td>
<td></td>
</tr>
<tr>
<td>Doctoral Survey to Office of Graduate Studies</td>
<td>one week after final submission to library</td>
<td>ADV Form 14</td>
<td></td>
</tr>
</tbody>
</table>

**GS** = Graduate Studies Form—forms located at [https://gradstudies.byu.edu/page/form-list](https://gradstudies.byu.edu/page/form-list)

**D**= Department Forms-forms located at [https://pws.byu.edu/graduate-student-forms](https://pws.byu.edu/graduate-student-forms)

**Note:** Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.
Form can be found at [http://gradstudies.byu.edu/page/form-list](http://gradstudies.byu.edu/page/form-list). A list of graduate course offerings and descriptions can be found at [https://pws.byu.edu/admissions](https://pws.byu.edu/admissions) under the courses offered section.
# Graduate Studies Program of Study Change ADV Form 3b

## Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>BYU ID number</th>
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<tr>
<th>Current Mailing Address</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>State or Province</th>
<th>Postal Code</th>
<th>Country</th>
<th>Graduate Program</th>
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<th>Telephone Number</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Graduate Degree</th>
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<thead>
<tr>
<th>Semester/Term and Year Admitted:</th>
<th>Program Type (Dissertation, Thesis, Selected Project, Project, Non-thesis)</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
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<td>Winter</td>
<td></td>
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<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Year</td>
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</table>

## Coursework Information

### Courses to Delete

<table>
<thead>
<tr>
<th>Department and Course Number*</th>
<th>Requirement Type</th>
<th>Requirement Satisfied By</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
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</table>

### Courses to Add

<table>
<thead>
<tr>
<th>Department and Course Number*</th>
<th>Requirement Type</th>
<th>Requirement Satisfied By</th>
<th>Credit Hours</th>
<th>Course Title</th>
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</table>

1. List prerequisites first. If a course designated with an ‘R’ will be repeated, list it only once with the total hours to be earned. If more space is needed, use a second form.

2. Identify the requirement type with one of the following designations: Dissertation, Elective, Major, Minor, PhD, Skill, Prereq, Project, Thesis.

3. If applicable and approved, identify courses to count toward your degree using one of the following designations: Transfer (courses from other accredited schools), Senior (courses taken before receiving your bachelor’s degree). Post-baccalaureate courses taken after receiving your bachelor’s degree but before you were admitted to your current graduate program.

Note: Transfer credits may constitute no more than 50% of the required credits for the degree, and may not exceed 15 credit hours. Up to 15 senior and/or post-baccalaureate studies credits may count towards a degree. If senior and/or post-baccalaureate studies credits is used in conjunction with transfer credit, the total may not exceed 15 credit hours.

## Graduate Committee Approval

Master’s committees must consist of at least 2 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

<table>
<thead>
<tr>
<th>Printed Name of Graduate Committee Chair</th>
<th>Original Signature of Graduate Committee Chair</th>
<th>Date</th>
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<table>
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<tr>
<th>Printed Name of Graduate Committee Member</th>
<th>Original Signature of Graduate Committee Member</th>
<th>Date</th>
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<th>Printed Name of Graduate Committee Member</th>
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<th>Date</th>
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<th>Original Signature of Graduate Committee Member</th>
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<th>Printed Name of Graduate Committee Member</th>
<th>Original Signature of Graduate Committee Member</th>
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<table>
<thead>
<tr>
<th>Printed Name of Graduate Coordinator or Department Chair</th>
<th>Original Signature of Graduate Coordinator or Department Chair</th>
<th>Date</th>
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</thead>
<tbody>
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</tbody>
</table>

☐ Check here if these signatures constitute a change in the graduate advisory committee.

---

Form can be found at [http://gradstudies.byu.edu/page/form-list](http://gradstudies.byu.edu/page/form-list)
# Graduate Studies Petition for Exception OGS Form 2

**Applicant Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Mailing Address</td>
<td>BYU ID Number</td>
</tr>
<tr>
<td>City</td>
<td>State or Province</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Degree Sought</td>
</tr>
</tbody>
</table>

**Exception Information**

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

**Recommendation of Department and College**

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Signature of Graduate Committee Chair</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Signature of Graduate Coordinator</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Signature of Department Chair</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Signature of College Dean</td>
<td>Date</td>
<td></td>
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</table>

**Action of Graduate Studies Exceptions Committee**

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Comments:</th>
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</thead>
<tbody>
<tr>
<td>Initials</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Office Use Only:**

- GS 09
- GS 10
- ADV 06
- GS 02
- GS 03
- ADV 01
- ADV 08
- ADV 13

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

Student: ___________________________ Date Approved: ___________________________

Comments: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Committee Chair ___________________________ Date

Committee Member ___________________________ Date

Committee Member ___________________________ Date

Committee Member ___________________________ Date

Committee Member ___________________________ Date

Student Signature ___________________________ Date

Graduate Coordinator ___________________________ Date

Submission instructions: Submit this form along with an electronic copy of your Prospectus to the Graduate Program Manager before the stated deadline (i.e. last day of classes second semester for MS students and last day of classes third semester for PhD students). Form can be found at https://pws.byu.edu/graduate-student-forms
# Graduate Student Biannual Evaluation

*(Due end of Fall & Winter Semesters)*

Name of Student: ____________________________  

Proposed Date of Graduation: ________________  

Review Date: ________________  

Semester/year review attributed ____________________

## Plant & Wildlife Sciences Department Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due Date</th>
<th>Approved Date</th>
<th>*Over Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish a graduate committee and submit Program of Study Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(complete by end of 1st semester for MS and 2nd semester for Ph.D.)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Prospectus to committee for approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Approval of Prospectus Form to Graduate Program Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(complete by end of 2nd semester for MS &amp; 3rd semester for Ph.D.)</em></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><em>Note: Spring/Summer is counted as one semester</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Examination (Ph.D. Only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(Completed at least a year before student defends dissertation)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Student Performance

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Work on Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Work Grades</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>(must be above 3.0 and has not obtained a C- or less in a course)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Progress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis Preparation</td>
<td></td>
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</tbody>
</table>

## Overall Evaluation Score

<table>
<thead>
<tr>
<th>Category</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

* *Graduate Students who have missed a deadline cannot be marked as Satisfactory*

## Comments:

Specific goals to be accomplished before next review:

Committee Chair, signature

Committee Member 1, signature

Committee Member 2, signature

Committee Member 3, signature

Committee Member 4, signature

Student signature

Note: Graduate Program Manager will send students an updated copy of their Graduate Biannual Review at the start of each semester that includes all the deadlines, comments, and goals from their past biannual reviews. Biannual reviews are due the last day of classes in Fall and Winter semesters. Submit this form to Graduate Program Manager when completed.
Doctoral Comprehensive Exam

Student: ___________________________       Date of Examination: ______________

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

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

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

Signature of Committee Chair                                            Date

_________________________________________                 ____________________________
(please print name)

[ ] Final approval that all qualifications have been completed.

_________________________________________
Signature of Committee Chair                    Date

_________________________________________
Signature of Graduate Coordinator              Date
Graduate Studies ADV Form 8c

Departmental Scheduling of Final Oral Examination
ADV Form 8c

ADV Form 8c must be submitted to your department and the exam scheduled in AIM (ADV08) at least two weeks prior to the final oral examination.

Student Instructions
In order to schedule your final oral examination, you must:
1. Apply for graduation (GRADAPP in AIM).
2. Submit copies of your work to each member of your graduate committee, your Graduate Coordinator or Department Chair.
3. After obtaining approval to have a final oral examination, work with your major department to arrange the date, time, and location of the exam. (Final oral examinations may not be held during semester breaks.)

Note: All members of the academic community will be invited to attend the examination.

☐ The Graduate Committee names listed below match the approved committee on my progress report.
This work: ☐ involves a patent OR ☐ has export control restrictions

Student Information

Name ___________________________ Graduate Department ____________________________ BYU ID number ____________________________

Graduate Committee Recommendation

The graduate committee has reviewed and read the manuscript and certify that the student is ready for the final oral examination.

Printed Name of Graduate Committee Chair ____________________________ Original Signature of Graduate Committee Chair ____________________________ Date ____________________________

Printed Name of Graduate Committee Member ____________________________ Original Signature of Graduate Committee Member ____________________________ Date ____________________________

Printed Name of Graduate Committee Member ____________________________ Original Signature of Graduate Committee Member ____________________________ Date ____________________________

Printed Name of Graduate Committee Member ____________________________ Original Signature of Graduate Committee Member ____________________________ Date ____________________________

Printed Name of Graduate Committee Member ____________________________ Original Signature of Graduate Committee Member ____________________________ Date ____________________________

Printed Name of Graduate Committee Member ____________________________ Original Signature of Graduate Committee Member ____________________________ Date ____________________________

Note: Only graduate committee members may question the candidate or vote on performance at the examination.

Examination Information for Publication

Proposed title of dissertation or thesis (use uppercase and lowercase letters):

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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Graduate Studies ADV Form 8d

Approval for Final Dissertation or Thesis
ADV Form 8d

INSTRUCTIONS: (a) Complete both pages of ADV Form 8d and obtain the necessary signatures. (b) Deliver ADV Form 8d to Graduate Studies (105 FPH), once your ETD shows “Grad Office Review” status. For information on format and ETD submission, refer to the document Minimum Standards for Submitting Dissertations or Theses (ADV Form 11, available at the Graduate Studies website).

Student Information
1. Name (as it appears on your university record; please include appropriate punctuation)
   First Middle or Initial Last or Surname
2. BYU ID number
3. Graduation Date (month/year)
4. Email

Dissertation or Thesis
5. Type of Submission
   - Dissertation   - Master’s Thesis

6. Department

7. Select a Release Status
   My graduate committee and I agree that my work should be placed in the ETD archive with the following status (choose one):
   - Release the entire work immediately for worldwide access.
   - Delay release of the entire work for up to one year for publication purposes. After the one year delay, automatically release the work for worldwide access.
   - Secure the entire work for patent purposes or export controls. The Request to Secure Dissertation or Thesis (ADV Form 8e, available on the Graduate Studies website) must be submitted to the Dean of Graduate Studies, 105 FPH, before submitting ADV Form 8d to Graduate Studies. The copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from BYU. At the end of the secure period, the work will be released for worldwide access.
   - I have approval from my Committee Chair to request secure status and have completed ADV Form 8e, indicating
     - patent OR export control restrictions
     - Creative Works. This is an English MFA Creative Writing ETD and I have approval of my committee chair to select this status.

Doctoral Students
- I have also submitted my ETD to ProQuest/UMI Dissertation Publishing online (see ADV Form 13)
- I have filled out the Survey of Earned Doctorates online (see ADV Form 14)

Note: Student is responsible to order and pay for bound copies (personal and department). See gradworksonline.com.

Office Use Only:

Graduate Studies Date: ________________________ Initials: ________________________
□ ADV 08 / □ ADV 01 / □ OP / □ Update Metadata / □ UMI Tracker (doc) Initials: ________________________ Date: ________________________

Form can be found at http://gradstudies.byu.edu/page/form-list
## Thesis/Dissertation Submission Form

**BYU College of Life Sciences**

**5000 LSB**

**Thesis/Dissertation Submission Form**

Name: __________________________  Department: __________________________

Major: __________________________ Date of Defense: ______________________

Type of Submission:  
- [ ] Dissertation  
- [ ] Master’s Thesis

To which journal will the manuscripts be submitted? __________________________

- Citation style used by above journals: __________________________

How much of this work has been submitted, accepted, and/or published? ___________

________________________________________________________________________

- Indicate the journals: ____________________________________________
  __________________________________________________________________

**Dean’s Office**

Date draft submitted to Dean: __________________________

Notes or Comments for the Dean: __________________________________________

________________________________________________________________________

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________________________________________________________________________

Please include this completed form, along with ADV Form 8d, when you submit your draft to the Dean’s Office.

Form can be found at [https://pws.byu.edu/graduate-student-forms](https://pws.byu.edu/graduate-student-forms)
APPENDIX

Guidelines for Departmental Use of Research Facilities

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

Laboratories

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

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

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

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

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

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

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

8. LEARN AND PRACTICE LABORATORY SAFETY PROCEDURES.

9. USE PROPER MAINTENANCE PROCEDURES AND TECHNIQUES ON ALL EQUIPMENT.

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

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

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

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

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

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

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

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

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

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

COMPUTER FACILITIES

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

FACILITIES AVAILABLE

**Laboratories and Equipment in the Department**

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

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

**GREENHOUSE AND FARM FACILITIES**

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

LABORATORY SAFETY AND ETIQUETTE

Dr. Tom Smith chairs the Departmental Safety Committee. Questions about safety and appropriate laboratory procedures should be directed to your Committee Chair, or to Dr. Tom Smith, 5050 LSB, 801-422-2151. A notebook containing the Materials Safety Data Sheets (MSDS) is located in the Environmental Analysis Laboratory and the Genetics Laboratory. Be sure you are familiar with the location of these notebooks. Students who work in laboratories are required to attend both Departmental and University safety meetings. The University HAZCOM program provides instructions in safe laboratory procedures.

Food and drink may not be stored or consumed in laboratories. Food waste and wrappers disposed of in lab waste containers are considered evidence of food consumption in the laboratory. Infants and young children are not allowed to enter laboratories.

Chemicals, glassware, and equipment used in graduate research are to be provided by the Committee Chair. Do not use laboratory supplies or equipment located in other laboratories without permission. Do not disturb chemicals or glassware on bench tops that may be in current use by others. These policies also apply to the use of materials and equipment in the Environmental Analysis Laboratory. Permission and instruction to use equipment and supplies in these two labs should be through Dr. Bryan Hopkins (5117 LSB).

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

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

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