Graduate Student Handbook
MS and Certificate Students

School for the Environment

School for the Environment

University of Massachusetts Boston

2018-19

Contents

*Please note: **This handbook does not replace, change, add, modify or supersede any information or requirements found in the University Graduate Bulletin. The Graduate Bulletin is the official document for all procedures and responsibilities of all graduate students at the University. The Graduate Bulletin is available online. The requirements for YOUR graduation are those that are in existence at the time of YOUR matriculation into the School (the so-called "grandfather clause").**

For additional information or questions, graduate students should
contact:
- • The School for the Environment Graduate Programs Director (School for the Environment Office; 617-287-7400)
- • The Office of Graduate Admissions and Records (Campus Center, 2nd floor, Suite 2000, 617-287-6400)
- • The Office of Graduate Studies (Campus Center, 3rd floor, rm. Suite 2000, 617-287-5700)
- • The School for the Environment Office (Science Center, 1st floor, Room 012, 617-287-7400)
- • The School for the Environment Website (http://www. umb.edu/environment)

School for the Environment Graduate Admissions Committee and the Graduate Program Director

The School has a Graduate Admissions Committee composed of the Graduate Program Director, Graduate Program Manager, and School faculty members.

The admissions committee assists in student recruitment, evaluation of applications, makes admission recommendations to the School faculty.

The Graduate Programs Director (GPD) oversees the academics of the graduate program, works with the Graduate Program Manager to ensure student progress towards their degree, assists faculty mentors with advising and serves as the advocate for graduate students to the administration of the School and University.

The Graduate Program Manager (GPM) manages the day-to-day operations of the graduate program, assists with advising, admissions, and retention, maintains student records, and works with the GPD to ensure student progress towards their degree.

The GPD and GPM also report to the Office of Graduate Studies on enrollment, recruiting and other administrative matters, certifies and completes student thesis and dissertations, graduation applications, and, with the Undergraduate Program Director, assigns graduate teaching assistantships.

The Office of Graduate Admissions and Records

The Office of Graduate Admissions and Records is responsible for the following:
- Graduate Admissions
- Graduate Registration
- Graduate Transcripts
- Graduation Certification for Graduate Students
- Enrollment Certification
- Name/Address Changes

The office of Graduate Admissions and Records is located on the 2nd Floor of the Campus Center (Suite 2000) and is open M-F 8:30 - 5:00. The main telephone number is 617-287-6400. If you have any question about university requirements, please stop by their office, *e*-mail (bos.gadm@umb.edu) or call.

General Information

Degree Requirements

The requirements for MS Environmental Science thesis and non-thesis students have changed and are NOT in the [Graduate Catalog](#) (2010) or this more recent version of the [Graduate Catalog](#) (2015). Refer to this handbook and the School website for guidance. The requirements for MS-Professional Science students and MS-Marine Science and Technology students are found in the graduate catalog as well as on-line.

Transfer of Courses and Credits

In accordance with University policy, only six (6) credits taken as a non-degree student may subsequently be transferred into a student's degree program (these are courses taken at UMass Boston or from an acceptable academic institution). If you took courses during the summer or winter session immediately preceding your matriculation date that would result in you having more than six (6) such credits, they can be transferred in as well. For any transfer credits you will need the approval of your academic advisory committee, the School GPD, and the Graduate Dean. *A copy of [this form](#) is found in the back of this handbook.*

The School allows you to apply one undergraduate course (up to 4 credits) at the 300 level towards the credits you need to graduate. This is contingent upon approval of your Master's Committee and the understanding of the course instructor that the course is being taken at the graduate level.

Progress Reports

You and your mentor (academic advisor) will provide a yearly progress report (due by June 15) to the GPM. The GPM will e-mail all students in the Spring for this information. *A copy of [this form](#) is found in the back of this handbook.*

Master's Committee

Upon admission, you will have already chosen a faculty mentor to work. Within your first semester, you and your academic advisor will choose a Master's Committee and will submit this proposed committee to the GPD for approval. The Committee will comprise your faculty mentor and two additional members chosen from the School faculty (full or affiliate). You may also appoint an external member from outside the University as a fourth member. You, in consultation with your Committee, will plan an appropriate course of study. During your graduate study, the Committee will monitor your progress. Your faculty mentor must be a full member of the School Faculty (full Graduate Faculty Privileges). You can change your faculty mentor or rearrange your Committee upon approval of the GPD. *A copy of [this form](#) is found in the back of this handbook.*

School for the Environment Seminars

The School Seminar (every Wednesday afternoon at 2:00 during the Fall and Spring semesters) plays a vital role in your professional development. The breadth of the School's research and educational programs is reflected in the diversity of speakers we bring to campus each year. The seminar provides unique networking opportunities as well as provides students with important cutting-edge insights into hot topics of discovery in our field. Therefore, attendance by ALL graduate students at the seminar is MANDATORY.

Program Fee and Financial Aid Waiver

"Each degree-seeking graduate student is required to maintain continuous registration until the degree that the student is seeking has been formally awarded. If a graduate student does not register for course, thesis, or dissertation credits during any semester, the student must pay a **program fee** to maintain continuous registration. The **program fee** for all students is $225.00 per semester and is paid to the One Stop Student Center. Note: Payment of the **program fee** does not extend the time limit for completion of the degree, nor does it make a student eligible for student loan deferments. Any questions regarding the **program fee** should go through the One Stop Student Center." Source: https://www.umb.edu/bursar/tuition_and_fees#program_fee. See Q&A below. *Forms are available online.*

If you are required to pay the program fee and do not do so by the last day of the add/drop period you will be subject to administrative withdrawal from the University. If you later seek readmission or apply for graduation, you must pay all accumulated program fees, as well as a $25.00 readmission fee.

A Graduate Student Status form should be submitted to the One Stop Student Center along with the Program Fee form if you have any outstanding student loans. If you do not let your student loan provider know that you are still registered (even though you are paying the Program Fee) they may ask you to start paying back your student loans immediately even though you have not yet graduated.

IMPORTANT: International students should be aware that your active visa is contingent on you being a full-time student at the University. After completing your course work and having moved on to Program Fee status, you must ask the GPD to inform the Graduate Office that you are full-time, so that you don't come up on an Alert List as not being full-time, which will result in your visa being terminated. Additionally, the Office of International Student and Scholar Services (ISSS) asks that "in order to keep your record updated in SEVIS, you need to document the continuity of your final work properly. Please submit a letter from your program of study to indicate your active participation, at the beginning of each semester until graduation time." For continued updates visit ISSS online.

Program fee Q&A

1. Can a student be on program fee and also have TA or RA support?
   Yes! Lots of students do this.
2. What happens to health insurance when a student goes on program fee?
   Nothing, they are still eligible.
3. Can program fee be waived like tuition fees are waived when a student is on a TA or RA?
   No.
4. Is program fee only limited to PhD students?
   No.

Program fee and full-time status:
Program fee keeps student as active in system, but **not as full-time enrollment status** so would not qualify for loans. HOWEVER, if a graduate student is on program fee and still working full-time on dissertation or thesis, the GPD needs to send an email to Graduate Studies letting them know so the student stays on full-time status. So...**GPD needs to be notified when a student registers for program fee and needs to be remain on full-time status**. Sadly, this has to be done every semester that the student needs to remain on full-time status.

Program fee and health insurance:
The Fall/Spring 2018-19 insurance policy is effective from August 1, 2018 through July 31, 2019 at the rate of $2075. The student will be charged health insurance once they are registered for 7 or more credits. If student is enrolled in 6 credits, they have the option of adding the insurance by emailing me to request.

Students on program fee can also request insurance by emailing Shirley.Condon@umb.edu (tel: 617-287-5350) in the Bursar's office. If a student is enrolled in the annual policy, he/she is active September through July regardless of enrollment so there is no need to email her.

Academic Average for Graduate Degrees

In the courses you take to satisfy degree requirements, a minimum standard for satisfactory work is a 3.0 average. It is important to note that for graduate students in the School additional criteria must be maintained.

Incompletes

After a one-year period, if a grade is not submitted by the faculty member, a Failure will be recorded, turning the grade on your transcript to an F. You will be dismissed from your graduate program in the School and may be dismissed from the University.

Academic Probation

The University will place you on probation when your GPA falls below a 3.0. The GPD will request you be placed on probation when you receive a grade below a B in any course regardless of overall GPA. A student who receives a grade of C+ or below more than once will be dismissed from the program. ANY student who received an F will be dismissed from the program. If you are placed on probation the GPD will require that you and your faculty mentor draft a memorandum explaining how you will return to good standing within the program and the time limit for achieving this (no more than 1 academic year from the time the student was placed on probation). Probation can be removed only by the Dean of Graduate Studies and only upon the recommendation of the GPD. Justification for either restoration to degree-seeking status or dismissal must accompany the request.

Academic Dismissal

If you (in any two semesters, consecutive or otherwise) have semester averages of below 2.8 or receive grades of C+ or below, you will be subject to academic dismissal upon recommendation of the GPD to the Dean of Graduate Studies. If you receive an F, you will be subject to academic dismissal upon recommendation of the GPD to the Dean of Graduate Studies.

Statute of Limitations Policy

Achievement of an MS degree signifies mastery of one's chosen discipline. Rather than being merely a collection of courses, a graduate degree requires intense commitment to scholarship and practice within a specific period of time. Such focus and coherence is lost if the degree is not completed within a reasonable time period. Therefore, our programs require that you complete your course of study within designated time limits.

For graduate students in the School, if you fail to complete the MS degree program within 4 years of your initial enrollment you will be subject to dismissal. Time limits for completion are included on your grade reports, class schedules and invitations to register. In exceptional cases, the Dean of Graduate

Studies may grant an extension of the time limit. In such cases, you must submit a request to the GPD with a letter of explanation accompanied by a detailed schedule for completion. A letter from the GPD concurring with the request must be submitted to the Dean of Graduate Studies with your request.

Leave of Absence Policy

You may obtain a leave of absence up to a maximum of two years by filing a request that must be approved by the GPD. A leave of absence extends the time limit by the length of the leave, but you must pay the program fee for each semester of the leave.

Satisfactory or Reasonable Progress

You must make satisfactory or reasonable progress toward completion of a degree program within the University's policy on time limits for that degree. If you are not making satisfactory or reasonable progress, you can be subject to probation and dismissal upon the recommendation of the GPD to the Dean of Graduate Studies.

Student Union

All graduate students are members of the UMass Boston Graduate Employee Organization. In order to receive a TA, stipend, tuition and fee waivers you must belong to the union.

The MS in Environmental Sciences

You may choose either of three options:

 a. A program of study with a research-based thesis, designed to provide competence for research or further study (Thesis Track)

 b. A program of student with an applied project, designed to meet the needs of students who do not plan to pursue further study and seek employment in the field upon graduation (Non-Thesis Track - a.k.a. Project Track)

 c. A program of student with a professional internship, designed to meet the needs of students who seek employment in a management role in the field upon graduation (Professional Science Master's Track - a.k.a. PSM)

Course Work Requirements

Thirty credits are required for the MS degree in Environmental Sciences. You may select courses at the 600 level or above.

If you choose option "a" you will have a faculty mentor and Committee, and you must enroll for at least six credits in ENVSCI 699 (Thesis Research). More than 6 ENVSCI 699 credits may be taken; however, only 6 credits will count towards your graduation requirements.

If you choose option "b" you will have a faculty mentor and a Project Reader (School Faculty Member), and you must enroll for at least six credits in ENVSCI 698 (Projects in Environmental Sciences).

If you choose option "c" you will have a faculty mentor and an Internship Supervisor, and you must enroll for at least six credits of ENVSCI 798 (Internships in Environmental Sciences)

You must fulfill the remainder of your course work (25 credits) which includes required core courses and electives acceptable to your faculty mentor and committee (for option "a" students).

If you choose option "a" you must submit a thesis draft to your faculty mentor and Committee; if you choose option "b" you must submit a project draft to faculty mentor and reader; if you choose option "c" you must submit a report to your faculty mentor and internship supervisor as well as have your internship supervisor submit a report to your faculty mentor. Option "a" students will publicly present their thesis research and complete an oral comprehensive examination administered by their faculty mentor and Committee. Option "b" may publicly present their master's project work and do complete an oral comprehensive examination administered by the faculty mentor and reader.

Environmental Science, Thesis and Non-Thesis Tracks ("a" and "b")

Students are required to complete a minimum of 30 credit hours past the Bachelor's. The Thesis (option "a") and Non-Thesis (option "b") include coursework as well as research components.

Program of Study

Core Courses (6 credits)
ENVSCI 603 – Coasts and Communities I
ENVSCI 604 - Coasts and Communities II

Skills Course (3 credits, choose 1 from)
ENVSCI 601 – Intro. Prob. & Applied Stats (3 credits)
ENVSCI 611 – Applied Stats (3 credits)
ENVSCI 662L – Chemometrics (3 credits)

Ethics (1 credit)
ENVSCI 600 – Responsible Conduct of Research

School for the Environment Seminar (2 credits)

All option "a" and option "b" MS students must attend seminar each week throughout their enrollment in the program. MS students will earn credit for each semester they enroll in ENVSCI 791 (Seminar in Environmental Sciences). Option "a" students are required to present a short research seminar in their second year.

Science Electives (choose 1 course not already taken)
ENVSCI 601 – Intro. Prob. Applied Stats (3 credits)
ENVSCI 607 – Intro. To Envir. Innov. Clinic (3 credits) (new course)
ENVSCI 611 – Applied Statistics (3 credits)
ENVSCI 613 – Oceans and Human Health (3 credits)
ENVSCI 623 - Introduction to GIS (4 credits)
ENVSCI 625 – Princ. & Appl. Remote Sensing (4 credits)
ENVSCI 630 – Biological Oceanography (3 credits)
ENVSCI 635 – Environmental Toxicology (3 credits)
ENVSCI 640 – Chemistry of Natural Waters (3 credits)
ENVSCI 650 – Physical Oceanography (3 credits)
ENVSCI 657 – Fluvial Hydrology (3 credits)
ENVSCI 658 – Geomorph. Coastal Water. (3 credits)
ENVSCI 660L – Coastal Ecological Processes (3 credits)
ENVSCI 662L – Chemometrics (3 credits)
ENVSCI 665L – Ecological Risk Assessment (3 credits)
ENVSCI 710 – Environ. Biogeochemistry (3 credits)
ENVSCI 715 – Isotope Geochemistry (3 credits)

Policy Electives (choose 1 course not already taken)
ENVSCI 616 – Environ. Policy & Admin. (3 credits)
ENVSCI 645 - Env. Issues Horn of Africa (3 credits (new course)
ENVSCI 654 – Profess. Science Comm. (3 credits)
ENVSCI 670L – Environ. Policy & Admin. (3 credits)

ENVSCI 674L – Climate and Energy (3 credits)
ENVSCI 675L – Economics of Renewables (3 credits)
ENVSCI 680 – Coastal and Ocean Law (3 credits)
ENVSCI 688 - Advanced Marine GIS (4 credits)
ENVSCI 685 – Ecosystem Manage. Law, Policy (3 credits)
ENVSCI 710 – Environ. Biogeochemistry (3 credits)
ENVSCI 715 – Isotope Geochemistry (3 credits)
ENVSCI 716 - Sci. & Tech. Info. & Policy Proc. (3 credits)
ENVSCI 726 - Coastal Zone Management (3 credits)

Thesis/Project (6 hours)
Track "a" 6 hours ENVSCI 699
Track "b" 6 hours ENVSCI 698

Additional Electives (courses and independent research hours to fulfill 30 credit hour requirement)
Choose from any of the above courses not taken to satisfy core requirement or choose from additional 600+ level electives as approved by your faculty mentor.

Environmental Science, Professional Science Master's Track (option "c")

The Professional Science MS Track in Environmental Sciences directly addresses the need for environmental science enterprise to place cross-trained environmental science and business management professionals into important roles that require a breadth of skills and knowledge. The degree is comprised of 30 graduate credit hours. Students take one graduate course in environmental law, policy, administration, management, or economics, two graduate courses in a core science (e.g., ecology, geoscience, oceanography), one graduate course in Professional/Scientific Communication, one graduate management course, 3 graduate elective courses across the policy, science, management, etc. disciplines. Students complete a required 3-credit internship.

Required Courses

Science Communication (select 1 course) (3 credits)
ENVSCI 654 Professional Science Communication;
BIOL 650 Scientific Communication;
MBAACM 681 Analytical Writing in Management,
MBAACM 682 Oral Communication for Managers

Internship in Environmental Sciences (3 credits)
ENVSCI 798 Environmental Science Internship (with Professor John Duff)

Environmental Law, Policy and Management (select 1 course) (3 credits)
ENVSCI 616 Environ. Policy & Admin.
ENVSCI 670 Environ. Policy & Admin.
ENVSCI 675 Economics of Renewables
ENVSCI 680 Coastal and Ocean Law
ENVSCI 684
ENVSCI 685 Ecosystem Manage. Law, Policy
ENVSCI 718
MBA AF 631 Environmental Accounting and Finance

Quantitative Analysis (select 1 course) (3 credits)
ENVSCI 601 Intro. Prob. & Applied Stats
ENVSCI 611 Applied Statistics
ENVSCI 623 Introduction to GIS

Environmental Sciences (select 2 courses) (6 credits)
ENVSCI 630 Biological Oceanography
ENVSCI 635 Environmental Toxicology
ENVSCI 640 Chemistry of Natural Waters
ENVSCI 650 Physical Oceanography
ENVSCI 655
ENVSCI 657 Fluvial Hydrology
ENVSCI 665 Ecological Risk Assessment
ENVSCI 688 Advanced Marine GIS
ENVSCI 693 Ecophysiology & Conservation of Fishes

ENVSCI 710 Environ. Biogeochemistry
CHEM 661 Analytical Instrumentation
BIOL 6XX level courses (numerous courses)

Business Management (select 1 course) (3 credits)
MBAMGT 650 Organizational Analysis and Skills
MBAMGT 651 Personnel and Human Resource Management
MBAMS 651 Project Management

Elective A from courses above not taken to satisfy core requirement as well as from: ENVSCI 605, 612, 625, 629, 635, 627, 645, 660, 716, 726; BIOL 605, 628, 636, 638, 639, 640, 641, 644, 648, 658, 666, BIOL 608 / PHYS 608; MGT 688 (3 or more courses to fulfill 30 credit hour requirement)

Elective B (same terms as Elective A)

Elective C (same terms as Elective A)

School for the Environment Seminar
Option "c" students are strongly encouraged to attend but are not required to register for ENVSCI 791 (Seminar in Environmental Sciences). Seminars meet weekly during the academic year from 2pm to 4pm.

The MS in Marine Science and Technology

You may choose either of three options:

    a. A program of study with a research-based thesis, designed to provide competence for research or further study (Thesis Track)

    b. A program of student with an applied project, designed to meet the needs of students who do not plan to pursue further study and seek employment in the field upon graduation (Non-Thesis Track - a.k.a. Project Track)

    c. A program of student with a professional internship, designed to meet the needs of students who seek employment in a management role in the field upon graduation (Professional Science Master's Track - a.k.a. PSM)

Course Work Requirements

Thirty credits are required for the Thesis Track (option "a") MS degree in Marine Science and Technology, for the Non-Thesis (option "b"), and for the Professional Science Masters Track (option "c"). You may select courses at the 600 level or above.

NOTE – courses for this degree are offered by distance learning from the UMass Boston and UMass Dartmouth campuses. Students should look at course listings at UMass Dartmouth to see if a required course is offered on that campus.

If you choose option "a" you will have a faculty mentor and Committee, and you must enroll for at least six credits in ENVSCI 699 (Thesis Research). More than 6 ENVSCI 699 credits may be taken; however, only 6 credits will count towards your graduation requirements.

If you choose option "b" you will have a faculty mentor and a Project Reader (School Faculty Member), and you must enroll for at least three credits in ENVSCI 698 (Projects in Environmental Sciences).

If you choose option "c" you will have a faculty mentor and an Internship Supervisor, and you must enroll for at least three credits of ENVSCI 798 (Internships in Environmental Sciences).

You must fulfill the remainder of your course work which includes required core courses and electives acceptable to your faculty mentor and committee (for option "a" students).

If you choose option "a" you must submit a thesis draft to your faculty mentor and Committee; if you choose option "b" you must submit a project draft to faculty mentor and reader; if you choose option "c" you must submit a report to your faculty mentor and internship supervisor as well as have your internship supervisor submit a report to your faculty mentor. Option "a" students will publicly present their thesis research and complete an oral comprehensive examination administered by their faculty mentor and Committee. Option "b" may publicly present their master's project work and do complete an oral comprehensive examination administered by the faculty mentor and reader.

Marine Science and Technology, Thesis and Non-Thesis Tracks ("a" and "b")

Students are required to complete a minimum of 30 credit hours past the Bachelor's for the Thesis Track (option "a") and 30 credit hours past the Bachelor's for the Non-Thesis Track (option "b"). The Thesis (option "a") and Non-Thesis (option "b") include coursework as well as research components.

Required Courses

Environmental Law, Policy and Management (select 1 course) (3 credits)
ENVSCI 616
ENVSCI 670
ENVSCI 675
ENVSCI 680
ENVSCI 674
ENVSCI 685
ENVSCI 718

Marine Sciences (select 2 course) (6 credits)
ENVSCI 630
ENVSCI 640
ENVSCI 650

School for the Environment Seminar (2 credits)
All option "a" and option "b" MS students must attend seminar each week for 2 semesters throughout their enrollment in the program. MS students will earn credit for each semester they enroll in ENVSCI 791 (Seminar in Environmental Sciences). Option "a" students are required to present a short research seminar in their second year.

Thesis/Project Research Credit Hours
Option "a" students must complete a minimum of 6 credit hours toward their thesis research and option "b" students must complete 6 credit hours of project research resulting in a substantial research paper.

Technical Electives (courses and independent research hours to fulfill 30 credit hour requirement)
Choose from any of the above courses not taken to satisfy core requirement or choose from additional 600+ level electives as approved by your faculty mentor.

Marine Science and Technology, Professional Science Master's Track (option "c")

Students are required to complete a minimum of 30 credit hours past the Bachelor's. The PSM Track (Coastal and Ocean Administration, Science and Technology (COAST) incorporates both science and policy with business courses.

Required Courses

Internship in Environmental Sciences (3 credits)
ENVSCI 798

Environmental Law, Policy and Management (select 1 course) (3 credits)
ENVSCI 616
ENVSCI 670
ENVSCI 675
ENVSCI 680
ENVSCI 674
ENVSCI 685
ENVSCI 718

Marine Sciences (select 2 courses) (6 credits)
ENVSCI 630
ENVSCI 640
ENVSCI 650

"Plus" Courses (select 2 courses) (6 credits)
MBAMGT 650
MBAACM 681
MBAACM 682
MBAMS 651
ENVSCI 654

Science Electives (Select 2 courses) (6 credits)
Choose from any of our 600+ level electives approved as by your faculty mentor.

Additional Electives (Select 1 or 2 courses) (6 credits)
Choose any "plus" or science elective courses.

School for the Environment Seminar (1 credit per semester)
Option "c" students are strongly encouraged to attend but are not required to register for ENVSCI 791 (Seminar in Environmental Sciences). Seminars meet weekly during the academic year from 2pm to 4pm.

Additional Information for MS Degree Students

Oral Examination (Thesis Defense; Option "a")

Before you submit your final graduation materials, you must pass an oral examination that is administered by your Committee. The examination consists of two-parts. The first part is a short (40 - 45 minute) oral presentation of your research work to the School for the Environment. The oral examination should not be scheduled until you and your Committee agree that you are appropriately prepared. School faculty, students, and friends are invited to attend. Following the presentation, a meeting between the Committee and you will be held for further questions and to discuss any final amendments, if necessary. The Committee will then meet and decide if you have satisfactorily met the requirements for the MS degree. If the majority of your Committee members cast positive votes, you shall be deemed to have passed the final oral examination. If the majority of your Committee cast negative votes you shall be deemed to have failed the final oral examination. The degree will be held up pending satisfactory resolution by you of the objections of your Committee. Final program approval is represented by the signature of the GPD on the final version of your thesis. *A copy of [this form](#) is found in the back of this handbook.*

You must notify the office staff (with the date and time) at least one month before your defense so a suitable room can be found and the Office of Graduate Studies can be notified. You must submit your thesis to your Committee at least 3 weeks before your thesis defense and only upon approval of your faculty mentor.

Project Presentation (Non-Thesis; Option "b")

Before you submit your final graduation materials, you must pass an oral examination that is administered by your Faculty Mentor and Reader. The examination consists of two-parts. The first part is a short (40 - 45 minute) oral presentation of your project work to your faculty mentor and Reader. The oral examination should not be scheduled until you and your Faculty Mentor and Reader agree that you are appropriately prepared. School faculty, students, and friends may be invited to attend. Following the presentation, a meeting between your faculty mentor, reader and you will be held for further questions and to discuss any final amendments, if necessary. The faculty mentor and reader will then meet and decide if you have satisfactorily met the requirements for the MS degree. If the faculty mentor and reader both cast positive votes, you shall be deemed to have passed the final oral examination. If one of the members cast a negative vote you shall be deemed to have failed the final oral examination. The degree will be held up pending satisfactory resolution by you of the objections of the dissenting member. Final program approval is represented by the signature of the GPD on the final version of your project report. *A copy of [this form](#) is found in the back of this handbook.*

You must notify the office staff (with the date and time) at least one month before your presentation so a suitable room can be found. You must submit your project report to your Reader at least 2 weeks before your presentation and only upon approval of your faculty mentor.

Internship Report (PSM; Option "c")

Before you submit your final graduation materials, you must submit, and have approved, your Internship Report and your Internship Supervisor's Report. The report must be approved by both your faculty mentor and internship supervisor. Your Internship Supervisor's Report must be accepted by your faculty mentor. You must also pass an oral examination that is administered by your Faculty Mentor and Internship Supervisor. The examination consists of two-parts. The first part is a short (40 - 45 minute)

oral presentation of your internship work to your faculty mentor and supervisor. The oral examination should not be scheduled until you and your Faculty Mentor and Supervisor agree that you are appropriately prepared. School faculty, students, and friends may be invited to attend. Following the presentation, a meeting between your faculty mentor, supervisor and you will be held for further questions and to discuss any final amendments, if necessary. The faculty mentor and supervisor will then meet and decide if you have satisfactorily met the requirements for the MS degree. If the faculty mentor and supervisor both cast positive votes, you shall be deemed to have passed the final oral examination. If one of the members cast a negative vote you shall be deemed to have failed the final oral examination. The degree will be held up pending satisfactory resolution by you of the objections of the dissenting member. Final program approval is represented by the signature of the GPD on the final version of your internship report. *A copy of this form is found in the back of this handbook.*

You must notify the office staff (with the date and time) at least one month before your presentation so a suitable room can be found. You must submit your internship report to your Supervisor at least 2 weeks before your presentation and only upon approval of your faculty mentor.

Transfer from an MS to PhD Program

Occasionally, a faculty mentor may recommend that an MS student working with them on the thesis track be made eligible to switch to a PhD program from their MS program. Such recommendations, made in writing, will go before the GPA and Graduate Admissions Committee, which may then decide to invite the student to apply to switch programs. *A copy of this form is found in the back of this handbook.*

Applicants who wish to switch programs must provide the following information to the Graduate Admissions Committee:
- A statement (of a paragraph or two), describing why you want to move, your MS work so far (along with any papers published, abstracts presented, *etc*.) and what research you plan to pursue (one page maximum),
- A copy of your current transcript (an unofficial copy is OK as long as it is up to date),
- Signatures from your thesis committee that they approve of the move, and
- A statement from your faculty mentor about their approval and your plans for the future.

When a student is given permission to advance to a PhD program, the written and oral qualifying examinations must be taken after the completion of at least 18 credits of course work; and it should generally be taken by the end of four semesters or 36 credits of course work (see School for the Environment Handbook for PhD Students for more detailed information).

The Graduate Certificate in Clean Energy and Sustainability

Note - this program is joint with the Department of Marketing and Management. It is administered through this unit and so the GPD of record for students includes the GPD in that unit (phdcm@umb.edu).

Students choosing to pursue the Graduate Certificate in Clean Energy and Sustainability are given a sound working knowledge of fundamental concepts in businesses as environmental stewards and the relation between business strategies in developing sustainable clean tech sectors.

The Graduate Certificate is only open to students who have completed a Bachelor's degree. Students need not be matriculated in a graduate degree program to register for and complete the Graduate Certificate.

To earn the certificate, you must complete 4 courses with a grade point average of at least 3.0. Courses are chosen from the list below:

Required Courses

MGT 688 "Business and Climate Change"
MGT 698/669 or ENVSCI 798 "Internship/Practicum"

Elective Courses (select 2)

ENVSCI 670 "Environmental Economics"
ENVSCI 675 "Economics of Renewables: Marine and Energy Resources
ENVSCI 674/MGT 674 "Climate and Energy: Law, Policy, and Management"
MBA AF 697 "Environmental Accounting and Finance"
MGT 671 "Environmental Management and Organizational Sustainability"
MBAMGT 678 "Environmental Management Implementation and Operations"
MBAMGT 697 "Clean-Tech Entrepreneurship"

Studies for the certificate must be completed within four years. Part-time students may be granted an additional year to complete your studies by petitioning the Certificate GPD (either through the School or Department of Marketing and Management) and the Office of Graduate Studies and Research.

Graduation

To complete a Graduate degree from UMass Boston the first step is to check to make sure that all the course requirements for the degree are being satisfied in a timely fashion and according to graduate school policy. The best time to do this is either the first semester of the final year of study, or within l5 credits of completing the degree.

If you wish to check on your progress you can check your courses on WISER and map them to your degree requirements. You can also use the form provided in this handbook. You should review the transcript with your faculty mentor. If there are gaps or inaccuracies, allow time to ensure that your transcript is correct yourself.

The following steps should be completed in the order listed (see deadlines below):

- You and your faculty mentor: Meet with your thesis committee/faculty mentor to ensure that your course work and research is complete and to schedule an oral comprehensive examination.
- Your faculty mentor: Inform the GPD of the results of the oral comprehensive examination. The GPD will notify the Office of Graduate Records.
- You: Obtain the "Application for the Degree" form (M4) from the Office of Graduate Studies. Complete the form and sign. Submit the completed form to the GPD.
- You: Pay a Commencement Fee at the Bursar's Office (check only) (remember deadlines below).
- You: Submit the thesis on-line through the ProQuest ETD system and pay a binding fee for two bound copies are for the library and the other bound copy is for the School for the Environment files. Additional bound copies for yourself can also be ordered at a cost. For Non-Thesis students your report does NOT need to be bound or submitted to the Office of Graduate Studies. For PSM students your reports do NOT need to be bound or submitted to the Office of Graduate Studies

Thesis Submission Deadlines

Initial Submissions:

By 11:59 PM (EST/EDT) on the dates below, you must submit a copy of your defended and revised thesis/dissertation, approved in full for content by your program, to the Office of Graduate Studies (OGS) via the UMass Boston/ProQuest/UMI ETD website.

August 1   for an August degree date (Master's Degree only)
December 1   for a December degree date
April 10   for a June degree date

Final Submissions:

Before your final submission, the format of your thesis/dissertation must have been approved in full by your OGS format editor, and you must have been authorized by this advisor in writing to submit the final version of your thesis/dissertation.

You must submit the final copies of your thesis/dissertation via the UMass Boston/ProQuest/UMI ETD website by 11:59 PM (EST/EDT) on or before the dates below.

August 20   for an August degree date (Master's Degree only)
December 20 for a December degree date
May 15   for a June degree date

You need to follow the rules for the preparation of a thesis contained in the "Standards for the Preparation of Theses and Dissertations at the University of Massachusetts Boston".

Submission of Your Thesis

After its approval at a thesis defense, and no later than the above deadlines, the final version of the work, including a completed signatory page, is on-line through the ProQuest ETD system. The document must be clear and grammatically correct. Errors in this final version may delay the award of your degree. You should work closely with your faculty mentor on issues of format and style, using the "Standards for the Preparation of Theses and Dissertations at the University of Massachusetts Boston" to guide you.   Your mentor should review the final copy before you submit it. Your Committee certifies that your document is "Approved as to style and content...," but the Office of Graduate Studies has final authority in the acceptance of the work.

Master's Theses - After the thesis defense, you must submit a final version to the Office of Graduate Studies through the ProQuest ETD system.

Once the Office of Graduate Studies has reviewed the thesis, you will be notified of any necessary format changes.

The signature page is submitted in hard copy to the Office of Graduate Studies. Be sure that all signatures on the signatory page are in black ink.

The Registrar must receive all other materials required for graduation by the same deadlines.

Once the Office of Graduate Studies has accepted the final version of a thesis, it becomes the property of that office and cannot be removed by the degree candidate, a member of the faculty or staff, or other students. No further corrections can be made.

Financial Information

Assistantships

The University offers a limited number of graduate assistantships in teaching (TA) to qualified students. You should consider applying for assistantships. You must be a currently enrolled degree-seeking (matriculated) graduate student in good academic standing. Teaching assistants must be registered for at least nine course credits, or thesis/dissertation credits.

During the summer there are rarely TA positions available. If there are positions, you would be paid an additional stipend to be a TA in these courses. Information is usually available during the middle part of the Spring semester from the office staff. Please talk to your faculty ,mentor beforehand to see if being a TA in a summer course will fit into your research responsibilities.

Stipends and Tuition Waivers

All assistantships carry stipends, tuition and fee waivers. The amount of each stipend depends upon your workload. If you are awarded at least half of the full-time stipend you are eligible for a tuition waiver. It is possible to maintain full-time status without paying tuition by paying the Program Fee.

Responsibilities and Periods of Appointment

Full-time graduate assistants are expected to work twenty hours per week; half-time assistants work ten hours weekly. Most assistants undertake teaching responsibilities or instructional support activities. Reappointment is possible, but the University is under no obligation to reappoint any student to an assistantship.

Applications

The GPD is responsible for recommending to the Office of Graduate Studies and Research that students be awarded teaching assistantships (TA). You will receive notice of continuation of TA support in the Spring semester. The GPD notifies the Office of Graduate Studies regarding funding courses for all continuing students at the end of each Spring semester. Your appointment as a TA will be reviewed by the Office of Graduate Studies and you will be notified by the Office of Graduate Studies and the GPD regarding your appointment as a TA. Teaching assignments are not made until just prior to the start of each semester and you will be notified of your assignment by the GPD. Students seeking teaching assistantships should apply as early as possible. General information about assistantships is also available from the Office of Graduate Studies.

Financial Aid

Through UMB's Office of Financial Aid Services, loans and part-time summer employment opportunities are available to degree-seeking graduate students. You are encouraged to apply early as funds are limited. Once you have applied for financial assistance, you are automatically considered for every form of currently available University administered aid for which graduate students are eligible.

Note: You have the right to apply for financial aid and must be considered fairly and equally, without regard to race, color, sex, age, religion, national origin, sexual orientation, disability, or veteran status. A complete list of your other student rights and responsibilities in connection with financial aid may be found under "Regulations, Procedures, and Degree Requirements" in the Graduate Bulletin.

Research and Travel Support

Graduate Student Assembly Grants for Research Expenses

The Dr. Robert W. Spayne Research Grant (for work leading to a Master's thesis) is a competitive grant awarded to assist you in defraying research expenses. Up to two grants of $1,000 (maximum) are awarded each fall and spring semester by a committee of UMB graduate students, faculty and staff. The grants are usually announced in the Spring semester. See their website (http://www.gsa.umb.edu/programs.htm) for information.

The School for the Environment Research Fellowships

The School for the Environment awards one to two competitive research fellowships to MS or PhD students in Environmental Science or Marine Science and Technology. These funds are awarded annually to the highest achieving students in our program. Solicitations for fellowship applications will be made via email from the GPD at the start of the Fall semester.

The Graduate Student Assembly Professional Development Grants for Travel Expenses

The GSA (Graduate Student Assembly) also has funding available [professional development grants (PDG)] to defray the cost of traveling to meetings and conducting research. Their deadline for submission of forms is usually the end of November. See their website (http://www.gsa.umb.edu/programs.htm) for specific information.

School for the Environment Computing Requirements

The following are minimum hardware requirements for students entering the School for the Environment at UMass Boston in Fall 2017.

Whether you choose to purchase a new laptop or you already own a laptop, make sure it satisfies as many of the components listed in the "Hardware Requirements" as possible. Ideally, the system age should be 2 years old or less when you begin at UMass Boston. Then, expect to purchase a new laptop every 2 – 3 years. The software you will need at UMass Boston will evolve during your time as a student, so it is likely to be more cost effective to purchase a more powerful machine now than to upgrade later. We do not recommend that you purchase a low-end system from any manufacturer. The IT department at UMass Boston has prepared several packages that meet or exceed the UMass Boston hard-ware requirements. Please feel free to check with the IT department and their hardware website for suggested laptops configurations

(https://www.umb.edu/it/getting_services/hardware_software_equipment/hardware_purchase)

or with the School for the Environment's Director for Geographic Analysis and Modelling for the Environmental program, Dr. Crystal Schaaf (crystal.schaaf@umb.edu) if you have specific purchasing questions. UMass Boston students may take advantage of special pricing on Apple, Dell, and Lenovo products by visiting www.umb.edu/it.

Students need to meet the minimum standards below. The laptop should be fast enough and have enough memory and disk space to provide satisfactory performance over a usable life of at least two to three years. All student laptops should have the following components:

Form Factor: Notebook. (A netbook or tablet should not be used as the primary computing device.*)
Battery Life: A minimum of 4 hours of battery life is required.
Processor: 64 bit Multi-core processor or better.**
Memory: 8 GB or more. For best performance, we recommend that you install as much memory as affordable at the time of purchase.
Primary Hard Drive: 128GB solid state drive or 250GB hard disk drive or larger. (Note: check with your school/department to determine if greater storage capacity is needed.)
Backup Device or Service: For local backup, an external hard drive with double the size of the internal hard drive or a subscription to a cloud based backup solution like Crashplan is needed. Having a quality backup of your important files is vital to your success as a student. While external drives are acceptable forms of backup, cloud based solutions are also an excellent alternative. A quality backup service will

run continuously as you work and will back up your documents to a cloud based storage location. Even if your laptop becomes unavailable due to loss, theft, or physical failure, the files will have been saved and are fully recoverable. The cloud based backup will be accessible from any computer with an internet connection.

Networking: Dual-Band (2.4 GHz/5 GHz) Wireless 802.11n capable.

Recovery options: It is highly recommended that all computers include a recovery partition or recovery utility that allows quick restoration of the factory image should a re-installation be necessary. If the system does not have a recovery partition, then students should have their software media with them in the event a re-installation is necessary.

Warranty: Extended warranties (three years, in general) are highly recommended. These warranties normally cover hardware problems as well as system troubleshooting via phone or email. (Additional accidental damage coverage should be considered, if available.)

Accessories (optional):

- If you purchase a MAC you MUST understand that you will need to BootCamp or install options such as VMWare Fusion or Parallels to enable Windows10, so that software such as ESRI's ArcGIS will run on your machine for certain required and recommended classes. Windows10 is now available for all UMB students. Licenses for VMware and one year student licenses for ArcGIS will be provided for GIS classes.

- Dongles for connecting to an external display or projection device are desirable so that you can project your work on larger displays for group work and/or presentations. All classrooms on campus utilize VGA as the standard connectivity option for projection systems and 3.5 mm or 1/8" jack for audio; and newer classrooms may also have DVI and/or HDMI connections. Video adapters for notebooks, tablets or other mobile devices are not provided by the School or University.

- USB flash drive

- Ethernet cable (15' recommended)

- Laptop anti-theft cable lock

- A webcam and microphone is recommended, or an external webcam, as well as a USB microphone and headphones

*Note that most netbooks and tablets (e.g. Apple iPad, Galaxy Tab and others that run on an operating system designed specifically for the device) – even if they have a full keyboard - do NOT meet the minimum hardware requirements above. While they may initially provide sufficient performance for basic tasks such as web browsing or simple word processing, use of technical software in courses may not be possible. Surface Pro 4 running Windows (and with extensive storage) may be an option (albeit a rather expensive solution).

**The use of Virtual Computer Lab (a Virtual Lab that provides students a way to access 'virtual machines' on campus and use of software such as MATLAB and AutoCAD from any computer with Internet access) does not diminish the need for personal laptops with these requirements. (See https://www.umb.edu/it/getting_services/computer_labs/vcl). Your system will still need to independently support the required software.

University Facilities and Services

The Healey Library

The university's Joseph P. Healey Library is easily accessible through the library's homepage (http://www.umb.edu/library). You can draw upon more than 100 online indexes and databases and obtain articles from more than 26,000 electronic and print journal subscriptions.

The library homepage also provides access to its catalog of nearly 600,000 volumes, and to a Virtual Catalog that includes all UMass system libraries along with those of Brown, Northeastern, Tufts, Boston University, the Universities of New Hampshire and Connecticut, the Woods Hole Oceanographic Institution, and several public library networks. The Virtual Catalog offers online order tracking and rapid delivery. With 9 million book titles and a total of nearly 30 million volumes available at a point-and-click, it provides a collection surpassed by no individual academic library in the world. In addition to Internet searching and ordering, you may obtain a consortium-borrowing card that is also valid in these libraries.

You can obtain a library barcode for your University ID card by stopping at the circulation desk on the 2nd floor of the library at the circulation desk. Library staff provides instruction on the use of all resources in the collection and those available online, including RefWorks, EndNote Web, and Zotero. The catalog and interlibrary loan systems are also integrated with Google Scholar to enable saving of references, rapid download of full text articles, and quick interlibrary loan requests.

To learn more about library services, go to the reference desk on the 4th floor or contact the reference staff:

- *e*-mail: library.reference@umb.edu
- Phone: 617-287-5940
- 24-hour online chat: http://umb.libanswers.com

Research Facilities

You have access to all of the university's modern research laboratories and equipment. Field stations are located on Nantucket and, collaboratively with the New England Aquarium, in Lobec Maine. Analytical instrumentation, available through the Environmental Analytical Core Facility, includes SEM/EDS, ICP-MS, GC-MS, HPLC-UV, HPLC-F, IR-MS (GC, EA, GB, and TC/EA), and more. Molecular tools such as PCR, NexGen sequencing, etc are also available. Individual faculty laboratories also house a wide array of instrumentation. Marine facilities include the R/V Neritic and other vessels supported by Marine Operations. Additional lab and field support is available through our partners at the National Park Service Boston Harbor Islands, Provincetown Center for Coastal Studies, and New England Aquarium. We also offer comprehensive training, software, and support in GIS/Remote Sensing and mathematical modeling of environmental systems.

Computing Services

Both teaching and research at UMB benefit from the extensive facilities coordinated by the university's Information Technology Services Division. This office provides a variety of information technology and data communications resources to the UMB community, with network connections in every office and classroom on the campus. Additional research computer infrastructure is also available through the Massachusetts Green High Performance Computing Center (http://www.mghpcc.org/) as well as within

the School through GIS/Remote Sensing instructional and research services.

Media Services

UMB's Media Services provide a full range of audio-visual equipment, located in several media labs, and consultation, for instructional and other university-related purposes. The media labs provide access to display and mini-production audio, video, and mixed media equipment on a scheduled university-wide basis. Additional instruction technologies and support are available through the Center for E-Learning and Center for Innovative Teaching.

Publication services including poster printing etc are available through Quinn Graphics which also provides support for graphics development and design for publication.

State Archives

The archives of the Commonwealth of Massachusetts are housed adjacent to the campus in the Massachusetts Archives and Commonwealth Museum. You can benefit greatly from this rich resource, whose research materials cover three and a half centuries.

John F. Kennedy Library

The John F. Kennedy Presidential Library and Museum is dedicated to the memory of our nation's thirty-fifth president and to all those who through the art of politics seek a new and better world. Located on the UMass Boston Campus, overlooking the sea that he loved and the city that launched him to greatness, the Library stands as a vibrant tribute to the life and times of John F. Kennedy. Students and scholars can also arrange to conduct research using our collection of historical materials chronicling mid-20th century politics and the life and administration of John F. Kennedy.

Edward M. Kennedy Institute for the United States Senate

The Edward M. Kennedy Institute for the United States Senate (the EMK Institute) is dedicated to educating the public about our government, invigorating public discourse, encouraging participatory democracy, and inspiring the next generation of citizens and leaders to engage in the public square. A new 40,000-square foot facility houses the EMK Institute, in partnership with the University of Massachusetts Boston (UMass) and on the UMass Boston campus adjacent to the John F. Kennedy Presidential Library.

FORMS

Application for Pre-Matriculation Waiver of the Non-Degree Transfer Credit Limit
Please return signed form to the Registrar's Office

In accordance with University policy, only six (6) credits taken as a non-degree student at UMass Boston may subsequently be transferred into a student's degree program. In cases where a newly admitted student wishes to take courses during the summer or winter sessions immediately preceding their matriculation date that would result in their having more than six (6) such credits, the Graduate Program Director may approve a Pre-Matriculation Waiver by signing this form, after advising the student concerning the appropriate courses to register for.

Student's Name_____Student ID #_____
Program_____Degree_____
Acceptance Date: _____For Matriculation in Fall / Spring (circle one)_____(year)

A. The student listed above is applying for a pre-matriculation waiver of the non-degree transfer credit limit. Please allow the student to transfer the following courses, **taken between the date of acceptance and his/her official date of matriculation** (as noted above), into his/her degree program. Courses so approved will be exempt from the normal non-degree transfer credit limit.

Dept./ Subject	Catalog/ Course #	Schedule/ Class #	Course Name	Units/ Credits	Term/Year
1.					
2.					
3.					
4.					

B. The student listed above also has my authorization to transfer the following courses taken as a non- degree student *before* his/her acceptance date into his/her degree program. (List no more than 6 credits)

Dept./ Subject	Catalog/ Course #	Schedule / Class #	Course Name	Units/ Credits	Term/Year
1.					
2.					

I certify that the student was accepted into the program on the date entered above, that the student has been duly advised by program faculty, that the courses listed on this form are acceptable and properly sequenced courses for this student's program of study, and that they otherwise meet all University eligibility standards for transfer.

Graduate Program Director (Print Name) _____Date _____

Signature _____

Annual Graduate Student Report (MS/PhD)

School for the Environment
Environmental Sciences & Marine Science and Technology Graduate Programs
University of Massachusetts Boston

The Annual Graduate Student Report (ASGR) is the School's assessment of a student's degree progress for the period of one academic year from July 1 to June 30. In addition to the university general academic regulations, graduate students should meet School standards for satisfactory degree progress including:

- An overall 3.0 GPA each semester of enrollment
- No grades below B- regardless of GPA
- Satisfactory and timely completion of degree requirements including qualifying examinations and completion of core course requirements
- Satisfactory performance in teaching assistant and/or research assistant duties

Instructions:
1. Graduate students fill out sections I-V and then forward a copy by email to their faculty mentor.
2. Faculty mentors complete section VI and forward a copy by email to the GPD.
3. The GPD will add comments as needed. GPD will then have the student and mentor review the AGSR and sign off in section VII. All parties may attach additional statements to the AGSR report if necessary.

DUE DATE: Complete AGSR sections I-VI by the third Wednesday of July each year. Faculty mentors and students should not sign form until the GPD has included feedback, if any.

SECTION 1   STUDENT INFORMATION

Date	UMS ID	First Name	Middle Initial	Last Name

Admission Date (semester, year)	MS or PhD	Env Sci or Mar Sci Thesis/Non-Thesis/PSM		Full or Part-time

SECTION 2   DEGREE PROGRESS FROM JULY TO JUNE

Courses Completed. Enter courses taken towards your degree. Include those taken outside of the School. Do not include ENVSCI 791 (Seminar), ENVSCI 698 (Project), ENVSCI 699 (Thesis), ENVSCI 798 (Internship), ENVSCI 899 (Dissertation), or Program Fee.

Semester	Year	Course	Course #	Core (Y/N)	Elective (Y/N)
Fall				Yes	Yes
Fall				Yes	Yes
Fall				Yes	Yes
Fall				Yes	Yes
Fall				Yes	Yes
Fall				Yes	Yes

Degree Requirements. If not completed, enter anticipated target semester for completion. _____

All Students	Overall GPA	Fall Semester GPA	Spring Semester GPA
	Date Faculty Mentor Identified	Date Committee Form Filed	Date Candidacy Form filed (PhD only)

Degree Requirements (continued). If not completed, enter the anticipated target semester for completion.

PhD Students			
	Written Qualifier	Oral Qualifier	Dissertation Defense

MS Students			
	Thesis Defense	Project Report	Internship

SECTION 3   Teaching Assistantship

Semester	Year	Course	Course #	TA1 or TA2
				TA1
				TA1
				TA1
				TA1
				TA1
				TA1

Briefly describe any major changes in your teaching approach or responsibilities. Include information for students who have worked under your supervision.

SECTION 4   Service and Accomplishments

Briefly list service to your research group, the School for the Environment, and other notable accomplishments.

SECTION 5   Research Activity

A. Publications. Give a full citation of all articles you have authored. List those in print, accepted for publication, submitted or in progress.

B. Presentations. Cite seminars presented, posters presented, or talks about your research given by you.

C. Research Projects. Give a brief summary of all the research projects you have worked on this past academic year along with a progress report of those projects.

D. Research, creative, or other professional activities not adequately covered in any of the previous sections. Include specific information about activity.

SECTION 6   Faculty Mentor Comments on Student Progress

Faculty Mentor _____

A. Is the student behind schedule, on-schedule or ahead of schedule for earning their degree?

B. Are there any concerns about the student?

C. Has the student addressed concerns and recommendations from previous AGSR report(s)?

D. Do you have specific recommendations for the student?

GRADUATE CO-MENTOR (ONLY FOR STUDENTS WITH CO-MENTORS)

Co-Mentor Name _____

A. Is the student behind schedule, on-schedule or ahead of schedule for earning their degree?

B. Are there any concerns about the student?

C. Has the student addressed concerns and recommendations from previous AGSR report(s)?

D. Do you have specific recommendations for the student?

SECTION 7   Teaching Assistantship Request

Check as appropriate.
_____ I DO NOT want a teaching assistantship (TA) for next year
_____ I have another source of funds: What is it (e.g. RA, NSF GRF, etc.)? _____
_____ I am on program fees
_____ I DO want a teaching assistantship for next year?
     _____ Full-time:
     _____ Half-time:
_____ I am not sure at this point whether I want a teaching assistantship next year:

You must take at least 9 credits to be full-time and at least 6 to be half-time.

SECTION 8   Acknowledgement. The student certifies the accuracy of sections 1-5 and 7 of the Annual Graduate Student Report. In addition, the student has read the mentor and GPD comments and conditions. Additional statements may be appended.

Graduate Student	**Signature**	**Date**

Faculty Mentor	**Signature**	**Date**

Graduate Program Director	**Signature**	**Date**

University of Massachusetts Boston-School for the Environment

MS Student Checklist (MSF-01)

NAME: _____   **UMS#:** _____

This form outlines the 4 steps of your degree progress and indicates the forms you will need to fill out during that process. For each of these forms, you should keep a photocopy for your own records and the originals will be in your graduate file.

1. **REQUIREMENTS**   **Completion/Expectation Date**
   a. Degree: MS Env Sci
   b. Program: Thesis
   c. NAME OF FACULTY MENTOR
      a. Name: _____   Date
      b. Advisor Change? Name_____
   d. SELECTION OF MASTERS ADVISORY COMMITTEE/READER/INTERNSHIP (**MSF-02**)   Date
      a. Thesis and Project Students - Due by end of 2nd semester

   e. Program of Study (**MSF-03**)   Date
      a. Filled in by student and reviewed by committee. Will be used to
         fill in "Registrars Office Graduate Degree Application" form at the
         end of your degree

2. **GRADUATION INTENT**
   a. Intent to Graduate Form (**MSF-04**)   Date
      i. Must have approval from your advisor and committee that you
         are going to be ready to defend/complete your degree before
         filling out item 2b (Registrars Office Graduate Degree
         Application Form) and pay graduation fees (2c)
   b. **Registrar Office Graduate Degree Application Form**
      i. Part I of form filled out by student/candidate
      ii. Part II of form filled out by the GPD
   c. Register for Graduation Fees

3. **THESIS DEFENSE (see below if Non-Thesis or PSM track)**
   a. MS Defense Announcement (**MSF-05**)   Date
      a. Arrangements for defense must be made through the
         School office with Admin. Asst. 4 weeks in advance
      b. Check Graduate School deadlines, usually occurs in April
         for May/June graduation and November for December
         graduation).
   b. MS Defense Results (**MSF-06**)   Date
      a. Bring this form to defense for committee to fill out

4. **THESIS COMPLETION**
    a. Submit **Initial** Online Submission*   Date
          i. Due Dates: April 10 for June Graduation Date; August 1 for August Graduation Date; December 1 for December Graduation Date **(If date falls on weekend, deadline is following Monday)**
    b. Pay Thesis Binding Fee as part of Initial Submission
          ii. Mandatory 2 copies – Library and School
    c. Turn in Signatory Page to Format Editor
          iii. Make copy for student file in School Office
    d. Submit **Final** Online Submission (by midnight)*   Date
          iv. Due Dates: May 15 for June Graduation Date; August 20 for August Graduation Date; December 20 for December Graduation Date ***(If date falls on weekend, deadline is following Monday)**

5. **PROJECT (see below if PSM track)**
    a. Project Seminar (**MSF-07**)   Date
      i. Arrangements for seminar must be made through the School office 4 weeks prior to the seminar date
      ii. Check Graduate School deadlines, usually occurs in April for May/June graduation and November for December graduation).
    b. MS Project Results (**MSF-08**)   Date
      i. Bring this form to defense for committee to fill out and return to GPD

6. **PROFESSIONAL SCIENCE MASTERS COMPLETION**
    a. Internship (**MSF-09**)   Date

      i. Arrangements for internship must be made by the student in collaboration with the faculty mentor and must be completed prior to filing for graduation
    b. Internship Results (**MSF-10**)   Date

      a. Your faculty mentor should complete this form and return it to the GPD

MS Advisory Committee (MSF-02)

MS Thesis and Non-Thesis students are highly encouraged to assemble a Project/Thesis Committee by the end of their first year if not sooner. All members of the committee must sign this form.

1. Master's committees must have a minimum of 3 members (Advisor, plus 2).
2. One member may be from outside the School/University (adjunct graduate faculty must be approved by Graduate Program Director in advance)
3. Master's committee may consist of addition members
4. If an Advisory Committee member is changed, the faculty mentor must write a memo to the GPD regarding the change (if a member is dropped, please indicate in memo) and the new member must sign this original document (Replacement Member section).

Student Name	Student Signature	Date
Faculty Mentor	Mentor Signature	Date
Member #2/Reader Name	Member/Reader Signature	Date
Member #3 Name	Member Signature	Date
Additional Member Name	Member Signature	Date
Replacement Member Name	Member Signature	Date
Graduate Program Director	Signature	Date

UNIVERSITY OF MASSACHUSETTS BOSTON- School for the Environment

MS Program of Study Form (MSF-03)

STUDENT NAME _____   **UMS #** _____

Program Environmental Sciences   **Track** Thesis

List courses completed for the degree. The distribution of courses must comply with the requirements of the program under which the student intends to graduate.

Course	Title	Credit Hours	When taken? *If completed elsewhere please note**	Grade

**Transcripts will be required for transferred courses and be approved by the GPD for use toward completion of degree requirements.

NOTE: This form should be updated as the student progresses through the program. A copy of this form should be submitted to the School office for records. A final completed version of this form, and a copy of your transcripts need to be turned in with the "Registrar's Office Graduate Degree Application" form (this form will be used along with a copy of your transcripts, to complete the "Registrar's Office Graduate Degree Application" Form.

MS Intent to Graduate Form (MSF-04)

Before filling out the form, **the graduate student and faculty mentor** are urged to email their Masters Advisory Committee for conformation. This form is to be filled out by the graduate student and mentor and submitted to the Graduate Program Director. After this form has been signed by the GPD, the student may fill out Part I of the "Registrar Office Graduate Degree Application" form and submit it to the GPD.

We certify that _____ has discuss their plans to finish their MS degree in Environmental Sciences in the Fall semester of

….. with their advisory committee, the committee has agreed, and may fill out the Graduate Studies Intent to Graduate

Form and pay their graduation fees.

NOTES:

Graduate Student Signature: _____ Date

Research Advisor Signature: _____Date

Graduate Program Director Signature: _____ Date

Thesis Defense Announcement Form (MSF-05)

I hereby declare my intention to present a Thesis Defense for the M.S. in <u>Environmental Sciences</u>

on _____   at _____ .

The approved title of my Project/Thesis is:

_____

_____	_____	<u>Date</u>
Student (print)	Signature	
_____	_____	<u>Date</u>
Advisor (print)	Signature	
_____	_____	<u>Date</u>
GPD (print)	Signature	

NOTES: 1) The graduate student and faculty mentor must discuss and confirm the proposed defense time and date with the thesis committee prior to submission and 2) This form must be sent to the School Administrative Assistant at least 4 weeks before the defense (**Additionally, please email the School Administrative Assistant a copy of your abstract and an image you would like associated with the official announcement at least 2 weeks before defense date).**

Results of the MS Thesis Defense (MSF-06)

This is to certify the results of the thesis defense by:

_____ on <u>Date</u>
       Student Name

Masters Advisory Committee:

Faculty Mentor _____   Pass/Fail _____

Member _____   Pass/Fail _____

Member _____   Pass/Fail _____

Member _____   Pass/Fail _____

Member _____   Pass/Fail _____

Thesis Advisory Committee's suggested course of action to rectify any perceived deficiency:
Click here to enter text.

Graduate Student Signature: _____   <u>Date</u>

Faculty Mentor Signature: _____   <u>Date</u>

Graduate Program Director Signature: _____   <u>Date</u>

NOTE: This form is to be brought to defense, filled out by the committee, and submitted to the Graduate Program Director after the defense.

Project Presentation Announcement Form (MSF-07)

I hereby declare my intention to present a Non-Thesis(project) for the M.S. in Environmental Science,

on _____ at _____.

The approved title of my Project is:

_____

_____		Date
Student (print)	Signature	

_____ Date
Faculty Mentor (print)   Signature

_____ Date
GPD (print)   Signature

NOTES: 1) The graduate student and faculty mentor must discuss and confirm the presentation time and date with the project reader prior to submission and 2) This form must be given to the GPD 4 weeks before the presentation (**Additionally, please email the School Administrative Assistant a copy of your abstract and an image you would like associated with the official announcement at least 2 weeks before the seminar date).**

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Results of the MS Project Seminar (MSF-08)

This is to certify the results of the thesis defense by:

_____ on <u>Date</u>

         Student Name

Masters Advisory Committee:

Faculty Mentor _____ Pass/Fail _____

Reader _____ Pass/Fail _____

Project Advisory Committee's suggested course of action to rectify any perceived deficiency:

Click here to enter text.

Graduate Student Signature: _____ <u>Date</u>

Faculty Mentor Signature: _____ <u>Date</u>

Reader Signature _____ <u>Date</u>

Graduate Program Director Signature: _____ <u>Date</u>

NOTE: This form is to be brought to the seminar, filled out by the faculty mentor, and submitted to the Graduate Program Director after the oral examination.

Internship Approval Form (MSF-09)

I hereby declare my intention to complete my internship requirement for the Professional Science Master's Track for the M.S. in Environmental Science,

In <u>Fall</u> semester of _____ (year)

Details on the internship are below:

1. Internship Supervisor
   a. Name _____
   b. Email _____
   c. Phone _____

2. Internship Organization _____

3. General Summary of Internship Duties and Responsibilities

_____ Date
Student (print)   Signature

_____ Date
Faculty Mentor (print)   Signature

_____ Date
Grad. Program Director (print)   Signature

NOTES: 1) The graduate student and faculty mentor must discuss and confirm the internship and associated timing and the faculty mentor must approve the internship placement and 2) This form must be given to the GPD at least 4 weeks before the start of the internship.

Results of the Professional Science Master's Internship (MSF-10)

This is to certify the successful completion of the internship requirement by

_____ on <u>Date</u>.
Student Name

Internship Requirements

Internship Report   Satisfactory

Internship Supervisors Report   Satisfactory

Mentor/Supervisor suggested course of action to rectify any perceived deficiency:
Click here to enter text.

Graduate Student Signature: _____   <u>Date</u>

Faculty Mentor Signature: _____   <u>Date</u>

Graduate Program Director Signature: _____   <u>Date</u>

NOTE: This form is to filled out by the faculty mentor and submitted to the Graduate Program Director upon completion of the internship requirement.

Transfer from the MS to PhD Program

Student Name   **UMS ID**

Please provide the following information to the Graduate Admissions Committee:

1) A statement (a paragraph or two), describing why you want to transfer, your MS work to date (along with any papers published, posters presented, *etc*.) and what research you plan to pursue.

2) Signatures from your thesis committee denoting their approval of the transfer.

_____ Date
Faculty Mentor Name   Signature

_____ Date
Member   Signature

_____ Date
Member   Signature

3) A statement from your faculty mentor regarding their approval and your future plans).

Transfer is approved by the Graduate Admissions Committee and completed upon approval by the GPD and notification of the Office of Graduate Studies.

	Date
Grad Admissions Member	Signature

	Date
Grad Admissions Member	Signature

	Date
Grad Admissions Member	Signature

	Date
Grad Admissions Member	Signature

	Date
Grad Admissions Member	Signature

	Date
Graduate Program Director	Signature