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*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 PhD in Environmental Science have changed and are NOT in the Graduate Catalog. Refer to this handbook and the School website for guidance. The requirements for PhD in 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 Dissertation Committee and the understanding of the course instructor that the course is being taken at the graduate level.

Advanced standing for students with Master's Degrees
With a master's degree earned no more than seven years prior to matriculation, students may be eligible for advanced standing awarding them 12 credit hours to be counted toward elective courses. Contact your advisor to discuss the process for obtaining advanced standing.

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.

Dissertation 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 Dissertation 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 spring semester 2016 insurance policy is effective from January 1st thru July 31st at the rate of $1127. 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 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 IF. 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 or IF you will be subject to academic dismissal upon recommendation of the GPD to the Dean of Graduate Studies.

Statute of Limitations Policy
Achievement of a PhD degree signifies significant independent contributions to the field and a deep understanding and mastery of one’s chosen discipline. Rather than being merely a collection of courses, a PhD requires intense commitment to research and to advancing the state of knowledge in their chosen field. Such focus, coherence, ad capacity to contribute to the field 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 PhD degree program within 7 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.

**Leaves 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 PhD in Environmental Sciences

The PhD in Environment Sciences is designed for students who are seeking deep and broad training across the environmental disciplines. Students in the PhD program are expected to complete original research that advances, significantly, our understanding of environmental issues facing coupled human and natural systems across spatial and temporal scales. Students are expected to integrate multiple disciplinary perspectives into their research, to seek external funding for their work in collaboration with their faculty mentors, and to actively engage in professional development.

Course Work Requirements
Sixty credits are required for the PhD degree in Environmental Sciences. You may select courses at the 600 level or above.

PhD students will have a faculty mentor and committee, and you must enroll for at least 18 credits in ENVSCI 899 (Dissertation Research) upon attaining candidacy. More than 18 ENVSCI 899 credits may be taken; however, only 18 credits will count towards your graduation requirements.

You must fulfill the remainder of your course work (42 credits) which includes required core courses and electives acceptable to your faculty mentor and committee.

Environmental Science PhD Program Courses
Students are required to complete a minimum of 60 credit hours past the Bachelor's. The PhD requires limited coursework and significant research components. Students must submit an approved program of study to the GPD by the end of their second semester. A copy of this form is at the back of this handbook.

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 (4 credits)

All PhD 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. & Energy Economics (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 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)

Dissertation Research (18 credits)
PhD students must complete 18 credits of dissertation research (ENVSCI 899). More than 18 hours may be taken but only 18 are applied to the degree.

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.
Program Fee
PhD students who have completed the 60 credits required for the degree but who have not defended their dissertation may enroll in “Program Fee” which is a non-credit course that enables students to maintain full-time status without registering for formal courses.

Candidacy
PhD students may attain candidacy upon completion of required core courses and successful completion of written and oral qualifying examinations. Students must submit the Dissertation Tracking form #1 (Candidacy) to the Office of Graduate Studies upon completion of all required examinations.

Written Qualifying Examination
No later than the end of the 4th semester (no later than the end of the 6th semester) of PhD study, upon completion of required courses, PhD students must successfully pass a written comprehensive examination to test the student’s command and knowledge areas of environmental science. The student will take a written examination given by their doctoral committee across a minimum of 3 fields in environmental science. Copies of the relevant forms are at the back of this handbook.

Oral Qualifying Examination
PhD students are required to write and have approved by their committee a PhD research proposal that will serve as the guiding document for their dissertation research. The Oral Qualifying Exam, taken after successful completion of the written qualifying examination, will include a public defense of the research proposal followed by an oral examination given by the student’s Dissertation Committee. Students must submit a form to announce their proposal defense and also their results to the GPD. Once these forms have been submitted the student may apply for candidacy. Copies of these forms are at the back of this handbook.

Dissertation Defense and Oral Qualifying Examination
A final public dissertation defense will be administered by the dissertation committee. The defense will be chaired by the student’s faculty mentor, and will be scheduled after the student has submitted an advanced draft of the dissertation to the entire advisory committee and after the committee has agreed that the document is ready for defense.
The PhD in Marine Science and Technology

The PhD in Marine Science and Technology is a doctoral program providing cross-disciplinary training and research in the marine sciences. It includes significant focus on oceanographic courses and research that contributes significantly to our understanding of marine sciences.

Course Work Requirements

Fifty-four credits are required for the PhD in Marine Science and Technology. You may select courses at the 600 level or above. PhD students are required to submit an approved Program of Study to the GPD no later than their second semester. A copy of this form is in the back of this handbook.

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.

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 3 course) (9 credits)
ENVSCI 630
ENVSCI 640
ENVSCI 650
Or comparable course offered at another UMass Campus.

School for the Environment Seminar (2 credits)
PhD students must attend seminar each week throughout their enrollment in the program. PhD students will earn credit for each semester they enroll in ENVSCI 791 (Seminar in Environmental Sciences) however only 2 credits are applied to the required 54 credits for graduation.

Option Areas

The program offers 7 option areas where students pursue advanced study in their elective courses. These option areas are most often focus areas for the UMass campuses that offer this degree. At UMass Boston students can focus on the following option areas:

CSS - Coastal Systems Science
ICM - Integrated Coastal Management
MBEC - Marine Biogeochemistry and Environmental Change
OHH - Ocean and Human Health
Dissertation Research (18 credits)
PhD students must complete 18 credits of dissertation research (ENVSCI 899). More than 18 hours may be taken but only 18 are applied to the degree.

Program Fee
PhD students who have completed the 60 credits required for the degree but who have not defended their dissertation may enroll in “Program Fee” which is a non-credit course that enables students to maintain full-time status without registering for formal courses.

Candidacy
PhD students may attain candidacy upon completion of required core courses and successful completion of written and oral qualifying examinations. Students must submit the Dissertation Tracking form #1 (Candidacy) to the Office of Graduate Studies upon completion of all required examinations.

Written Qualifying Examination
No later than the end of the 4th semester (no later than the end of the 6th semester) of PhD study, upon completion of required courses, PhD students must successfully pass a written comprehensive examination to test the student’s command and knowledge areas of environmental science. The student will take a written examination given by their doctoral committee across a minimum of 3 fields in marine science. A form must be submitted to the GPD when planning to take the examination and for submission of results. These forms are found at the back of this handbook.

Oral Qualifying Examination
PhD students are required to write and have approved by their committee a PhD research proposal that will serve as the guiding document for their dissertation research. The Oral Qualifying Exam, taken after successful completion of the written qualifying examination, will include a public defense of the research proposal followed by an oral examination given by the student’s Dissertation Committee. Students must submit a form to announce their proposal defense and also their results to the GPD. Once these forms have been submitted the student may apply for candidacy. These forms are found at the back of this handbook.

Dissertation Defense and Oral Qualifying Examination
A final public dissertation defense will be administered by the dissertation committee. The defense will be chaired by the student’s faculty mentor, and will be scheduled after the student has submitted an advanced draft of the dissertation to the entire advisory committee and after the committee has agreed that the document is ready for defense.
MS along the way to the PhD

Occasionally, PhD students may wish to earn an MS along the way to the PhD or may exit the PhD with an MS degree. Students who plan to earn the “MS along the way” must complete all core course requirements and have earned 30 credits past the BS, pass the written and oral qualifying examinations, and submit their dissertation proposal as a “project” report to the GPD. The GPD then notifies the Office of Graduate Studies, that the student has completed the requirements for a non-thesis MS degree. The student must then apply for graduation with the MS.
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 15 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 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.

Dissertation Submission Deadlines

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

- December 1 for a December degree date
- April 10 for a June degree date

**Final Submissions:**
Before your final submission, the format of your 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 dissertation.

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

- 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”.

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Submission of Your Dissertation

After its approval at a dissertation 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.

Dissertations - 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 dissertation, 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 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](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 2016.

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.

<table>
<thead>
<tr>
<th>Dept./ Subject</th>
<th>Catalog/ Course #</th>
<th>Schedule/ Class #</th>
<th>Course Name</th>
<th>Units/ Credits</th>
<th>Term/Year</th>
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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)

<table>
<thead>
<tr>
<th>Dept./ Subject</th>
<th>Catalog/ Course #</th>
<th>Schedule/ Class #</th>
<th>Course Name</th>
<th>Units/ Credits</th>
<th>Term/Year</th>
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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 __________________________


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

<table>
<thead>
<tr>
<th>PhD Students</th>
<th>Written Qualifier</th>
<th>Oral Qualifier</th>
<th>Dissertation Defense</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Students</td>
<td>Thesis Defense</td>
<td>Project Report</td>
<td>Internship</td>
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</tbody>
</table>

SECTION 3 Teaching Assistantship

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Course</th>
<th>Course #</th>
<th>TA1 or TA2</th>
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<tbody>
<tr>
<td>Fall</td>
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<td>TA1</td>
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<tr>
<td>Fall</td>
<td>2014</td>
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<td>Fall</td>
<td>2014</td>
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<td>TA1</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Graduate Student</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Mentor</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Graduate Program Director</td>
<td>Signature</td>
<td>Date</td>
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</tbody>
</table>
PhD Student Checklist (PHD-01)

NAME: _______ UMS#: _______

This form outlines the 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. OGS forms are REQUIRED of all PhD students. PHD forms are recommended to assist the student on maintaining progress towards completion of the degree.

1. **REQUIREMENTS**
   a. Degree: PhD Env Sci
   b. NAME OF FACULTY MENTOR
      a. Name: _______
      b. Advisor Change? Name____
   c. SELECTION OF DISSERTATION COMMITTEE (OGS-02)
      a. Due by end of 2nd semester
   d. Program of Study (PHD_02)
      a. Filled in by student and reviewed by committee. Will be used to fill in “Registars Office Graduate Degree Application” form at the end of your degree

2. **CANDIDACY**
   a. Intent to take Written Qualifying Examination (PHD_03)
   b. Results of Written Qualifying Examination (PHD-04)
   c. Intent to take Oral Qualifying Examination (PHD-05)
   d. Results of Oral Qualifying Examination (PHD-06)
   e. Intent to defend proposal (PHD-07)
   f. Results of proposal defense (PHD-08)
   g. Acceptance of Proposal (OGS-03)
   h. Admission to Candidacy (OGS-01)

3. **DISSERTATION DEFENSE**
   a. Intent to defend the dissertation (OGS-04)
   b. Results of dissertation defense (OGS-05)

4. **GRADUATION**
   a. Intent to Graduate Form (PHD-09)
      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 (Registars Office Graduate Degree Application Form) and pay graduation fees (2c)
   b. Register for Graduation Fees

5. **DISSERTATION COMPLETION**
   a. Submit Initial Online Submission*
      i. Due Dates: April 10 for June Graduation Date; December 1 for December Graduation Date (If date falls on weekend, deadline is following Monday)
b. Pay Dissertation Binding Fee as part of Initial Submission
   ii. Mandatory 2 copies – Library and School Date

c. Turn in Signatory Page to Format Editor
   iii. Make copy for student file in School Office Date

d. Submit **Final** Online Submission (by midnight)*
   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) Date
Dissertation Tracking Form

Student Name and ID: __________________________    _____________________

Stage 2 - Notification of Proposed Dissertation Committee:

Submit for approval by the Dean of Graduate Studies. This must be done prior to the committee’s approval of a student's dissertation proposal.

Proposed Dissertation Committee. If a committee member is external to the university, please attach a cv and indicate their relationship to the candidate. If you would like to nominate a member outside your program to be the Dean of Graduate Studies representative*, please indicate with an X in the appropriate column. The Dean’s initials will indicate approval of your nomination.

<table>
<thead>
<tr>
<th>Proposed Committee</th>
<th>Dept/Affiliation</th>
<th>Approved</th>
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<td>Dean, OGS</td>
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</table>

Chair: ____________________________________________

Member: ___________________________________________

Member: ___________________________________________

Member: ___________________________________________

External Member: ____________________________________

Approved by Graduate Program Director ____________________________

Date ________________

Approved by the Dean of Graduate Studies _______________________

Date: __________________

*According to the 1997-99 Graduate Catalog, "Each dissertation committee must have one external member designated by the Dean of Graduate Studies as the Dean's representative. At the option of the program, the Dean's representative may serve as a working member from the inception of the committee, or may participate only at the time of the defense. In either case, the Dean's representative is a voting member of the committee and must sign the dissertation."
List courses to be completed for the degree. The distribution of courses must comply with the requirements of the program under which the student intends to graduate. Under “Type”, choose: [Required Core (RC), Current Literature (CL), Internship (IN), Dissertation (DC) or Elective (EC)]; Under “semester taken”, choose: FAYY, SPYY, or SUYY.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Type</th>
<th>Semester Taken</th>
<th>Grade</th>
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**Transcripts will be required for transferred courses and be approved by the GPD for use toward completion of degree requirements.
PhD Written Qualifying Examination Intent Form (PHD-03)

Please submit this form to the Graduate Student Coordinator in the School Office. In order to schedule exam rooms, we ask that students and their advisors schedule their written exams 2-4 weeks in advance. Students must discuss their exam taking wishes with their advisors and their committee well in advance. The Graduate Coordinator will inform the student and the research advisor of the room in which the exams will take place.

I, ________________________________, hereby declare my intention to take the PhD Written Qualifying Examination to be administered by my dissertation committee on _________ to __________.

__________________________  _________________  ____________

Examination Committee Members, please indicate extra or non-standard instructions for the exam here:

Click here to enter text.

__________________________  _________________  ____________

NOTE: A copy of this form is to be filled in each semester by the student and turned in to the Graduate Program Coordinator. 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.)
This is to certify the results of the written qualifying examination taken by:

________________________________________ on _______ to _______

PhD Dissertation Committee (Print Names):

___________________________________
___________________________________
___________________________________
___________________________________
___________________________________
___________________________________
___________________________________

Dissertation Committee’s suggested course of action to rectify any perceived deficiency:
Click here to enter text.

________________________________________
________________________________________
________________________________________
________________________________________
University of Massachusetts Boston - School for the Environment

PhD Oral Qualifying Exam Intent Form (PHD-05)

Please submit this form to the Graduate Student Coordinator 2-4 weeks before scheduling the Oral Qualifying Exam.

I, ________________________________, hereby declare my intention to take the PhD Oral Qualifying Examination to be administered by my academic advisory committee on ________ at ______.

________________________ ________________________ _______

________________________ ________________________ _______

________________________ ________________________ _______
University of Massachusetts Boston- School for the Environment

Results of Oral Qualifying Exam Form (PHD-06)

This is to certify the results of the oral qualifying examination taken by:

__________________________________________ on ________.

____________________________________________________________.

PhD Dissertation Committee (Print Names):

__________________________________________

__________________________________________

__________________________________________

__________________________________________

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Dissertation Committee’s suggested course of action to rectify any perceived deficiency:
Click here to enter text.

__________________________________________

__________________________________________

__________________________________________

__________________________________________
I, __________________________, hereby declare my intention to publically present my research in the School Seminar Series on Click here to enter a date.

_________________________________________________________________

Please provide the Graduate Coordinator and School Seminar Chair(s) with your abstract and an announcement image at least 2 weeks prior to your seminar. A copy of this intent will be given to the School Seminar Chairs to scheduling.

________________________  ________________________  __________

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Results of Seminar Form (PHD-08)

This form should be brought to the seminar on the day the student presents to be filled out by the student and the advisor.

This is to certify that ____________________________ gave a Proposal Defense Seminar on ______________.

The title of the seminar was:  Click here to enter text.
Dissertation Tracking Form

Student’s Name ______________________________ ID# ____________________________

Stage 3 - Notification of Proposal Acceptance

Submit when a student's dissertation proposal has been accepted. Attach a copy of the approved proposal. A disk copy of the proposal will be accepted in Microsoft Word for Macintosh, or Word for Windows. Proposals formatted in Wordperfect for Windows can be accepted on paper only.

Title of Accepted Dissertation Proposal: Click here to enter text.

Dissertation Committee and their vote on the proposal. ("A" = approve, "AR" = approve with reservations, or "N" - do not approve)

<table>
<thead>
<tr>
<th>Dissertation Committee</th>
<th>Dept/Affiliation</th>
<th>Proposal Vote</th>
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Approved by Graduate Program Director: ________________________________

Date: ________________________________

Received by the Dean of Graduate Studies: ________________________________

Date: ________________________________
Dissertation Tracking Form

Graduate Program Directors should complete and forward the appropriate portion of this form to the Office of Graduate Studies at each stage of the dissertation process. Signed copies will be returned when notification of each stage is received and approved, if required, by the Dean of Graduate Studies.

Stage 1 - Notification of Candidacy

Submit when a student has passed the preliminary or comprehensive examination and is ready to begin working on a dissertation proposal.

Graduate Program: ________________________________________________

Student's Name: _________________________________________________

Student Number: ________________________________________________

Date of Admission to program (m/d/y): __________ Admission to Candidacy: __________

Major Advisor: ________________________________________________

Approved by Graduate Program Director_________________________ Date___________
   (signature)

Received by Dean of Graduate Studies___________________________ Date___________
   (signature)
Dissertation Tracking Form

Student’s Name and ID: ____________________________________________________________

Stage 4 - Notification of Intent to Defend Dissertation

Proposed Date of Dissertation Defense: ________________

Final Dissertation Title: __________________________________________________________

A student’s readiness to defend a dissertation must be approved by all parties listed below, and adequate time must be allowed for review of the dissertation by the Dean of Graduate Studies or a representative. Notice of the defense shall appear in the "Mass Media" and "The University Reporter".

<table>
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<th>Final Dissertation Committee</th>
<th>Dept/Affiliation</th>
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<td>Outside Member: ______________</td>
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Date of Dissertation Defense (if different from above): ________________

Approved by Dissertation Committee Major Advisor (for the Committee)

________________________________________ Date __________________

Signature

Approved by Graduate Program Director

________________________________________ Date __________________

Signature

Received by the Dean of Graduate Studies

________________________________________ Date __________________

Signature
Dissertation Tracking Form

Student's Name and ID: _________________________________

Stage 5 - Results of Dissertation Defense

Report on the results of the dissertation defense, include the committee's vote.

Date of Dissertation Defense: _________________________

Action by the Committee: _____ Approve _____ Disapprove

Dissertation Committee

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| Outside Committee Member: _________________________________ |   |
|                                                          |   |

Approved by the Graduate Program Director

_________________________________________ Date__________
Signature

Received by the Dean of Graduate Studies

_________________________________________ Date__________
Signature
Before filling out the form, the graduate student must have received the approval of their advisory committee. This form is to be filled out by the graduate student and advisor 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 degree in the ____________ semester of 20____ with their dissertation committee and the committee has agreed. The graduate student may fill out the Graduate Studies Intent to Graduate Form and pay their graduation fees.

NOTES: __________________________________________

Graduate Student Signature: _______________________________ Date: ____________

Faculty Mentor Signature: ________________________________ Date: ____________

Graduate Program Director Signature: __________________________ Date: ____________