

**DRAFT**

# Huxley College

Master of Science  
Geography

**GRADUATE  
STUDENT  
HANDBOOK**

**2011/2012**

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## PROGRAM REQUIREMENTS CHECK LIST

IE-Sign Forms on the Graduate School web site <http://www.wvu.edu/depts/gradschool/forms/index.shtml>

Current quarter deadlines [http://www.wvu.edu/depts/gradschool/pdfs/Deadlines\\_Current.pdf](http://www.wvu.edu/depts/gradschool/pdfs/Deadlines_Current.pdf)

_____	*Plan of Study ( <b>E-sign</b> )	Complete during the first quarter—signed by your faculty adviser and the Graduate Program Adviser. Amend if coursework changes.
_____	Form the Thesis Committee	As soon as a thesis topic has been chosen-- <u>two</u> graduate faculty from Huxley <u>plus</u> a third person
_____	Submit Draft Research Proposal	To entire committee after you have formed your thesis committee and developed initial ideas for your project
_____	Pre-Proposal Presentation	All committee members to attend. Peers and other faculty welcome to participate
_____	*Thesis Topic Approval Form ( <b>E-sign</b> )	Prior to 690 thesis registration—must be approved by all committee members, Grad Program Adviser, Department Chair the Graduate Dean
_____	Apply for Huxley research funds (optional)	Mid-November and mid-April
_____	Apply for RSP research funds (optional)	Apply spring quarter for funding in summer/next year
_____	Apply for Ross Travel Funds (optional)	Application dates: October 1, November 15, March 15 and May 15--notification within one week of deadline
_____	Register for Thesis Credits (requires override from Huxley and Grad School)	After satisfactory completion of 12 credits on Plan of Study, completion of prerequisites <u>and</u> approval of Thesis Topic by the Graduate School
_____	Thesis Drafts	<u>First draft to faculty adviser at least one quarter prior to the quarter of graduation</u> —make revisions as necessary. Entire committee should have at least <u>two weeks</u> to read before oral defense is scheduled
_____	*Master's Degree Application ( <b>E-sign</b> )	Due by end of the quarter prior to your graduation
_____	Public Presentation	Usually scheduled just before the Oral Defense--presented on WWU main campus; <u>program requirement</u>
_____	*Oral Defense Schedule ( <b>E-sign</b> )	Due in the Graduate School <u>two weeks</u> prior to the Oral Defense.
_____	*Application for Master's Degree ( <b>E-sign</b> )	Due before last day of classes the quarter prior to graduation
_____	Submit signed camera-ready thesis for Graduate Dean signature	Signature pages signed at the oral defense by all committee members. For procedures and formatting see <a href="http://www.wvu.edu/gradschool/pdfs/Thesis_Guidelines.pdf">http://www.wvu.edu/gradschool/pdfs/Thesis_Guidelines.pdf</a>
_____	*Recommendation for the Master's Degree ( <b>E-sign</b> )	Submit by the final deadline for completion of the degree. Fully approved form must be received by grad school two weeks before the end of the quarter you graduate

**Note:** All graduate students must be registered for at least 2 credits 690 or 699 continuous enrollment in the quarter of graduation or in the quarter immediately prior to graduation (not including summer quarter)

**\*Required by the Graduate School.**

- Ask the graduate program coordinator about geography program specifics, required forms, timelines, deadlines, TA assignments, room requests, TA payroll, stipends, tuition waivers, office space, registration and course overrides, thesis copying and binding, etc:

**Dorene Gould**

[dorene.gould@wwu.edu](mailto:dorene.gould@wwu.edu)

360-650-3646, ES 545

(mailbox in ES 539)

- Ask the department manager for assistance before making travel arrangements, with all types of grant spending, RA, GA and temporary exempt staff payroll questions:

**Diane Knutson**

[diane.knutson@wwu.edu](mailto:diane.knutson@wwu.edu)

360-650-3277, AH 217

- The geography graduate program adviser will be approving and signing most everything you do toward completion of the degree.

**Dr. Andy Bach**

[andy.bach@wwu.edu](mailto:andy.bach@wwu.edu)

360-650-4774, AH 226

- Ask the scientific lab technician questions about laboratory preparation and availability, research equipment and supplies, and TA needs. Geography graduate students typically have less contact with Scott than environmental science graduate students, but know he is there for all Huxley graduate student needs:

**Scott Wilkinson**

[fraser.wilkinson@wwu.edu](mailto:fraser.wilkinson@wwu.edu)

360-650-3667, ES 422

## Graduate School Forms

Forms are available in E-sign format. **E-sign forms must be submitted electronically from your WWU e-mail account only.** See <http://www.wvu.edu/depts/gradschool/forms/index.shtml>

To check on the current status of an E-sign form you have submitted, use the [Form Finder](#).

### **FUNDING:**

#### **Research and Sponsored Programs (RSP)**

##### **Internal**

- [Summary of Funding Sources from the Graduate School](#)
- [Ross Travel Grant Application](#) (E-sign)
- [Fund for the Enhancement of Graduate Research](#) (Select Form at the bottom of the page)

##### **External**

- [National Science Foundation Graduate Fellowship Program](#)
- [Additional links to external funding sources for Students](#)

## M.S. - GEOGRAPHY, THESIS ONLY

Graduate Program Adviser: Andy Bach

Welcome to the geography Master's program. Through your course work and thesis research we hope you will gain insights and experience in many of the following types of activities:

- development and management of environmental resources
- development and integration of social and natural science course work in a regional context
- understanding the spatial, ethical and societal basis for the protection and management of resources
- synthesis from disciplinary sources and communication of final results in management plans
- how to conduct scientifically sound research

## HUXLEY GRADUATE FACULTY

A faculty member from this list has agreed to serve as your faculty adviser and serve as the chair of your thesis committee. Faculty marked with an [\*] generally serve as faculty advisers of geography graduate students (one underlined faculty member must serve on your thesis committee). If you want to change advisers you need to find another faculty member who agrees to serve. For complete faculty information: <http://www.wvu.edu/huxley/> [click on Faculty and Staff Resources, then on Faculty and Staff Information, then on individual names].

\***Troy Abel** -- environmental policy, conservation politics, civic environmentalism, policy analysis, globalization and environmentalism

\***Andy Bach** -- physical geography, geomorphology, soils and weathering, water resources, geoarcheology, Elwha Dam removal and restoration, landforms of the Missoula Floods

\***Gigi Berardi** -- all-hazards planning, resource management, agroecology, food security, international development

**Brian Bingham** -- invertebrate biology, marine ecology, experimental design

**Leo Bodensteiner** -- fisheries biology, aquatic ecology, fish ecology

\***Patrick Buckley** -- Quality of Life and Delphi modeling, optimization modeling, international focus: Japan and US-Canadian Borderlands, economic and development geography, quantitative/qualitative methods

**Andy Bunn** -- climate change, paleoecology, energy, ecological models

**Rebecca Bunn** -- belowground ecology, toxicology, restoration, energy

**Jim Helfield** -- ecology of rivers/riparian forests, terrestrial-aquatic ecosystem linkages, watershed management and restoration

**Peter Homann** -- biogeochemistry, soil sciences, forest ecology

**Wayne Landis** -- environmental toxicology, population biology, risk assessment

**Robin Matthews** -- freshwater ecology, aquatic toxicology, statistical ecology

**John McLaughlin** -- terrestrial ecology, population biology, conservation biology

\***Mike Medler** -- biogeography, GIS, remote sensing, forest fire and wilderness management

\***Jean Melious** -- environmental and land use law and policy, international environmental policy

**John Miles** -- environmental education and history, public lands management

\***Scott Miles** -- sustainable development for risk reduction, local self-reliance, community disaster recovery, participatory modeling and GIS, environmental conflict resolution, group dynamics, collaborative efforts

\***Debnath Mookherjee** -- comparative urbanization, regional development and planning, developing countries

**Gene Myers** -- environmental education, conservation psychology, evaluation, environmental ethics, human ecology

\***David Rossiter** -- cultural-historical geography, political-ecology, Canada

**John Rybczyk** -- wetlands ecology and management, ecosystems modeling, global climate change

**David Shull** -- structure and function of marine benthic communities, pollution and marine ecosystems

**Brad Smith** -- global environmental policy, sustainable development

**Ruth Sofield** -- aquatic toxicology, biochemical and genetic toxicology, and environmental

chemistry

\***Paul Stangl** -- pedestrian planning, New Urbanism, urban landscapes, memory and meaning, Europe and Berlin

**Steve Sulkin** -- invertebrate biology, larval ecology

**Tom Terich** -- shoreline processes, natural hazards, geomorphology

**David Wallin** -- terrestrial ecology, forest ecosystems

\***Grace Wang** -- natural resource policy, cultural resources management, community-based forestry

\***Nicholas Zaferatos** – community/sustainable development, environmental planning, EU policy, Native American political development

## 1. COURSE WORK

### A. GRADUATE PLAN OF STUDY – required (E-sign)

The Plan of Study is simply a form required by the Graduate School outlining the courses you plan to complete for your degree. It is important in that it identifies the minimum curricular requirements and serves as a means to determine when these requirements have been satisfied. The Plan of Study should be completed during your first quarter at Western. Failure to submit the Plan will result in a registration hold. You and your faculty adviser together identify the appropriate course work.

- must include Egeo 501 – History and Philosophy of Geography (3)
- must include Egeo 502 - Geographic Resource Assessment (4)
- must include Egeo 503 - Research Problems (4)
- must include Egeo 504 - Geographic Methods and Techniques (5)
- must include 12 credits minimum (repeatable to 36 credits) of Egeo 690 - Thesis
- must include electives to total 45 credits
- maximum of 10 credits of 400-level courses allowed
- maximum of 10 credits of Directed Independent Study (Egeo 500) allowed
- maximum of 9 quarter or 6 semester credits of transfer courses allowed
- after completing the form, have it signed by the Graduate Program Adviser, then give it to Dorene Gould for a final check before it goes to the Graduate School
- the student and adviser will receive a copy when the Plan is approved by the Graduate School
- the WWU Financial Aid office refers to the approved plan of study to determine eligibility for financial aid (having an approved Plan on file by the second quarter ensures that Financial Aid can determine your eligibility more quickly and easily)
- changes require an amendment initiated by you and signed by the Graduate Program Adviser, and the Graduate Dean
- when you apply for your degree, the Plan is compared with courses completed for the degree evaluation

### B. ADVANCEMENT TO CANDIDACY

Completing 12 cr. of coursework listed on your Plan of Study and submission of the Thesis Topic Approval will allow you to begin registering for thesis credits (Egeo 690). The following criteria are monitored by the department (no form).

- your Plan of Study has been approved by the Graduate Dean
- you have completed all admission stipulations listed on your Plan of Study
- you have completed a minimum of 12 cr. of coursework listed on your Plan of Study while maintaining a 3.0 (B) grade point average

### C. THESIS PROPOSAL PRESENTATION AND OTHER REQUIREMENTS

- You will be required to make a public presentation of your **proposed** research in order to share

your ideas with a broader audience than the thesis committee, in order to facilitate further refinement of the work. You may be asked to expand the discussion on specific theoretical and/or empirical content of your intended thesis, as well as the broader scholarly field. The presentation will be made as soon as you and your thesis committee have agreed on a topic, typically in the third quarter. Major changes to the thesis topic will require a new presentation at the discretion of the thesis committee.

- A thesis/research proposal and a one- to two-page document describing your specialization, i.e., regional geography, water resources, cultural geography of Whatcom County, etc., must be submitted via e-mail to your committee and all faculty and staff in the Department two weeks prior to your presentation. Your adviser will solicit questions based on this statement. You will be given three or four questions one week before the presentation to prepare (verbally and in writing).

## D. OPTIONAL FORMS

### AMENDMENT TO THE GRADUATE PLAN OF STUDY (E-sign)

If it becomes necessary to make changes in the courses listed on your Plan of Study, the Graduate School requires an amendment listing all courses to be added and/or dropped. The form is initiated by you and signed by your adviser, the graduate program adviser and the Graduate Dean.

### INDEPENDENT STUDY CONTRACT AND REGISTRATION APPROVAL (E-sign)

Graduate independent study courses (Egeo 500) are available to enable students to pursue educational experiences not available through the regular graduate courses listed in the catalog. The content of a Directed Independent Study course, and the reason for requesting it, must be detailed in the contract initiated by you and sent to the graduate faculty member of the course you're creating. The scope and rigor of a Directed Independent Study proposal and the intellectual demands of the proposed study must equal or exceed regular graduate courses offered in the department.

No more than 10 cr. of Directed Independent Study may be applied toward the degree without additional approval from the Graduate School. Thesis-related work (such as survey of literature, library searches, data collection or proposal writing) is appropriate use of independent study credits. The Independent Study Contract and Registration Approval is available as an E-sign form using **your WWU email address** as follows:

- the student completes Section I and forwards the form to the **instructor's WWU email address**
- the instructor completes Section II and forwards it to the Graduate Program Adviser, eventually ending up in the Graduate School for final approval
- the Graduate School authorizes registration by forwarding it to the Registrar
- the Registrar will create the course CRN and complete registration and lock the form, triggering an automated email to the **student's WWU email address** that registration is complete
- by initiating this form, the student takes full responsibility for completion of routing and tuition charges incurred by registration for the course
- up to 10 cr. of Directed Independent Study (Esci 500) may count toward your degree
- typically, you should expect to work three hours per week for each credit

### RETURNING STUDENT APPLICATION (E-sign)

Once admitted to the Graduate School, you must submit a Returning Student Application (RSA) if you do not register continuously (not counting summers). The RSA activates your student record

which allows you to register. Submit the RSA to [gradschool@wwu.edu](mailto:gradschool@wwu.edu) the quarter before you plan to register. There is no fee for this application. NOTE: If you attended spring quarter and plan to register for fall quarter, you do not need to submit the RSA.

## 2. THESIS

### A. THESIS TOPIC APPROVAL [E-sign] -- required

Before registering for thesis credits, your topic and committee must be approved. This form indicates you have a thesis committee and research topic, which helps solidify discussions you have had with your thesis adviser and serves to protect the progress you have made. This must be approved by your entire thesis committee. This will generally happen after each of your thesis committee members has reviewed your **written** research proposal.

### B. EGEO 690 - THESIS (1-36 credits) -- [registration]

In order to begin registering for thesis credits the following steps are required:

- you must have an approved Plan of Study on file in the Graduate School
- you must be Advanced to Candidacy
- the Thesis Topic Approval must be on file in the Graduate School
- at least 12 thesis credits are required (repeatable to 36 credits for financial aid purposes)
- you must register for the final two credits the quarter you defend your thesis [Note: if you are registered in the spring and defend by fall quarter deadlines you do not have to register again]
- you can register for 699--Continuous Enrollment credits if you have completed all coursework on your Plan, including 12 cr. of thesis, and if you have submitted the Application for Degree
- thesis credits are graded incomplete (K) until the Degree Recommendation, with S satisfactory or U unsatisfactory assigned, is received by the Graduate School
- in geography 12 credits will convert to S or U following submission of the Degree Recommendation (all credits beyond 12 will remain an incomplete on your final transcript)

Graduate School guidelines to register for thesis credits:

- ask your adviser or Dorene Gould to enter an instructor override for the specific quarter you wish to register [this has to be done each quarter]
- contact the Graduate School (x3170 or [gradschool@wwu.edu](mailto:gradschool@wwu.edu) for their override for the specific quarter [this also has to be done each quarter]
- each faculty has a different CRN for thesis each quarter [the reason this has to be done each quarter]

### C. THESIS / RESEARCH PROPOSAL

Although we speak of independent and original research, you must necessarily rely on your adviser and committee for guidance. You should plan to meet with your adviser upon arrival to begin the discussion of a thesis topic. You will be given every opportunity to pursue a research hypothesis that is particularly intriguing to you that is within your capability and the expertise of your adviser. Remember to consider the time required and the availability of needed equipment. Students whose research involves human subjects (including surveys) or live vertebrate animals **must** comply with University policies regarding these types of research. Approval **must** be obtained **before** research begins.

Faculty will typically ask to see a written research proposal before agreeing to serve on your committee and approving the Thesis Topic Approval. Consult your adviser (and other committee members) about what format they think suits your topic. There is no set format for a proposal, but it will probably be easier in the long run to use the margins, heading style, etc., required for the thesis so you can move parts of the proposal directly into your thesis.

Your research proposal should include:

- a short, clear statement of the research hypothesis and its scientific context
- a review of the relevant literature to help the reader understand the topic of the questions

- methods that will be used to test the hypothesis, with explanations of how the tests will be concluded
- questions posed by the research hypothesis
- possible outcomes to the hypothesis
- a statement of the applications and importance of the research
- references

**NOTE:** This type of proposal, with modifications and the addition of a budget, can be submitted to the Graduate Program Committee for Huxley research funds both fall and spring, and to the Office of Research and Sponsored Programs (RSP) for university research funds available each spring for the following year.

## D. THESIS COMMITTEE

Your thesis committee will advise you and approve the proposed research topic. It also acts as a body of consultants during research and writing, and conducts the final oral examination. The selection of committee members should be based on expertise they can contribute to the research and writing.

- consists of three members: the chair and second member must be graduate faculty in Huxley
- at least one member must be a geographer (see underlined faculty for geographers)
- your third committee member can be from Huxley, WWU or the professional community
- off-campus committee members send an e-mail to the Graduate School [gradschool@wwu.edu](mailto:gradschool@wwu.edu) indicating your name and the geography program, his/her title, affiliation and e-mail address
- all members must attend your oral defense (keep this in mind when considering out-of-town members)

What to consider when selecting your thesis committee:

- What are their research interests, expertise, and theoretical orientation? Can they provide you with the guidance needed when writing your thesis? Will you be comfortable with the scientific approaches that they are likely to recommend?
- What will they be like to work with? Are they supportive, reliable, constructively critical, and able to communicate well with you? How busy are they?
- How good are they at getting their students through the program? What is their track record in getting proposals written and approved? How long do their students take to finish? How well do they work with other faculty members on your committee?
- Do they and their students typically publish the results of research in the peer-reviewed literature?
- Are they likely to be helpful in getting you a job or into a Ph.D. program? What is their reputation in their field? How strongly will they support you when writing letters of recommendation?

## E. THE THESIS

The thesis is the culmination of your graduate work, indeed the purpose of the Masters degree--to educate, guide and train the student to be an independent scientific investigator. The thesis demonstrates you are capable of doing an original and independent research project: designing and carrying out a research problem and reporting on the investigation in a proper scientific manner--all in a timely fashion. Writing a thesis teaches not just how to plan and carry out a research project, but also how to negotiate work through revisions and manage your time. If difficulties arise, or modifications are necessary, it is important that you discuss the matter with all committee members--*preferably as a group rather than individually.*

A thesis can get out of hand! Longer does not necessarily mean better! The outline of the thesis should be developed early and revised often--with frequent review by your adviser. The style of the thesis should be discussed with and approved by your adviser. One style is to write a portion of the thesis in journal publication format, which can help in the development of a manuscript for

publication. There are other styles, too--check with your adviser.

The Graduate School provides Thesis Guidelines on their website. Your **first draft should be completed and presented to your adviser during the quarter prior to the quarter you wish to graduate**. When the thesis has undergone sufficient revision and when your adviser agrees, a draft of the thesis is circulated to your entire committee. The committee should have at least two weeks to read it before you schedule your oral defense.

**Some rewriting should be anticipated at each stage of this review process.**

## **F. APPLICATION FOR MASTERS DEGREE [E-sign] -- required**

The application for degree must be submitted by the last day of classes in the quarter prior to the quarter you intend to graduate. You should double-check to be sure all graduation requirements have been met before you submit the application. The non-refundable graduation fee will be charged to your student account. If you don't meet the deadlines for the quarter you applied, you will have to apply again (generally, one or two applications are done without a fee).

## **G. PUBLIC PRESENTATION -- required**

A public presentation of the data, analysis, logic, philosophy and conclusions of the thesis must be given to a Huxley College audience on campus within an academic quarter. This is carried out in the form of a seminar. Ideally, your entire committee will be in attendance and you can then adjourn to your oral defense.

## **H. ORAL DEFENSE -- required**

An oral defense in the presence of your thesis committee is required and must be scheduled within an academic quarter. The oral defense may cover any aspect of your education, but usually the questions are concerned with the thesis itself.

- you should discuss with your adviser the nature of the oral defense and prepare accordingly
- you may not schedule your public presentation or oral defense between quarters
- all committee members are expected to attend your oral defense
- two weeks before your defense submit the Oral Defense Schedule to Graduate School
- one week before your defense deliver the latest draft of your thesis to the Graduate School for review by the Graduate Council representative (the role of the Graduate Council representative at your defense is that of student advocate--to insure impartiality)
- if a Graduate Council representative is not available to attend, this copy is not necessary
- one week before your defense give your thesis chair the latest draft for Huxley College review
- take a minimum of **four** signature pages to your defense (you will probably need seven)--two of the four thesis copies are delivered to the Graduate School, one is given to your thesis chair, one remains in Huxley College (give to Dorene Gould)
- additional copies for other committee members and yourself are in addition to the required four
- the student initiates the Recommendation for Masters Degree via e-sign
- some committees prefer not to sign your thesis until corrections are completed and reviewed
- the Recommendation for Masters Degree is the final requirement toward receiving the degree

## **I. MEETING DEADLINES TO COMPLETE YOUR DEGREE**

See published deadlines on the Graduate School website:

- you must be enrolled for at least 2 cr. in the quarter the degree is awarded or the preceding quarter
- in order to receive your degree, it is imperative that you complete all program requirements within five years. After five years, your computer account, library privileges and all other technology services will be discontinued and all associated files will be purged, and you are withdrawn from the Graduate School
- you may participate in commencement only in the quarter in which your degree requirements are

met

## J. EXTENSION OF GRADUATE PROGRAM

You can request an exception of completing the degree within five years. The request can be for 1-3 quarters:

- you need to discuss, then request, an extension with your thesis chair
- your thesis chair and the program adviser determine if they will support the request
- if approved, you and your adviser work to develop a mutually agreed upon timeline
- the request, faculty statement of support, and detailed timeline are submitted to the Graduate School

## K. TIMELINE FOR COMPLETION OF DEGREE

All requirements must be completed within five years. Students who have not completed their program after three years are required to file a plan for completion within the five-year limit. Otherwise it is understood that the student has decided to withdraw from the program. Below is a sample TIMELINE to submit to the Graduate School due to (a) not graduating after three years or (b) excess registration of thesis credits. Specific dates or quarters are required for everything you have **not** completed.

### TIMELINE FOR COMPLETION OF DEGREE

\_\_\_\_\_  
(PRINT OR TYPE YOUR NAME)

Date / Quarter

- |                                                                         |       |
|-------------------------------------------------------------------------|-------|
| • Completion of all program prerequisites and/or admission stipulations | _____ |
| • Completion of remaining courses on Plan of Study                      | _____ |
| • Submission of thesis topic approval                                   | _____ |
| • Completion of research                                                | _____ |
| • Completion of literature review                                       | _____ |
| • Completion of analyses                                                | _____ |
| • Submission of first draft                                             | _____ |
| • Submission of subsequent drafts                                       | _____ |
| • Anticipated quarter of graduation                                     | _____ |
| • Submission of Application for Masters Degree                          | _____ |
| • Submission of Oral Defense Schedule                                   | _____ |
| • Registration for 2 cr. during quarter the degree is awarded           | _____ |
| • Tentative date of public presentation                                 | _____ |
| • Tentative date of Oral Defense                                        | _____ |
| • Submission of <u>defended</u> thesis to Graduate School               | _____ |
| • Submission of Recommendation for Master's Degree                      | _____ |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Chair Signature

\_\_\_\_\_  
Date

When the Graduate Dean has signed the **minnum two (or more)** original signature pages, the Graduate School will notify you so you can deliver it to **Haggard Hall Campus Print and Copy Services (HH 246, 360-650-3762)**. The Copy Services staff will not accept any thesis without the Graduate Dean's signature.

- You are encouraged to submit the text of your thesis electronically to Campus Print and Copy Services. The files must be in PDF format. The signature page (with your thesis committee and the Graduate Dean's signatures) must still be delivered in hard copy. If you choose to submit electronically, contact Campus Print and Copy Services (x3762) before to make sure the files are compatible--they will require you to proof one copy before they proceed with making multiple

copies.

- If you ask another person to submit your thesis for printing/binding the following is required:
  - ✓ your email address and phone number
  - ✓ the number of hard- and soft-bound copies you want
  - ✓ any special instructions regarding photos, maps, graphs, etc.
  - ✓ delivery instructions
  - ✓ **payment in full must be submitted in advance for all services** regardless of who delivers your manuscript to Campus Print and Copy Services.
- We do not require the copying be done on campus, although they provide this service very inexpensively. We do require that the binding be done with them. This insures that all bound theses are of standard size, color, title lettering, etc.
- At the time you place your copying/binding order, the costs for the copying, hard binding, soft binding and lettering must be paid in full. Call Campus Print and Copy Services for current charges (x3762).
- When you place your order, the type for the gold stamping of the front hard covers will be ordered. Once the type has been ordered, changes may not be made in the title, or additional fees will be charged for the re-order. **Title length on the cover can be no more than 50 spaces per line** (including punctuation and spacing), with a **maximum of 4 lines, or 3 lines** with 1 line of underlining; or 2 lines with 2 lines of underlining. (If your title is longer than this, it must be shortened for the cover, but may remain in its original length on the pages of your thesis.)
- Have Campus Print and Copy Services deliver 1 copy to the Graduate School and the others to any on-campus office (you can have all others delivered to Dorene Gould in ES 539/545).
- Allow six (6) weeks for the completion of your thesis copying/binding order.

#### Order Binding and Printing:

- make all recommended corrections and take your unbound corrected thesis in its final form (with at least **TWO (2) original signature pages signed by all committee members**) to the Graduate School--for the Graduate Dean's signature (additional editorial changes may be required)
- after retrieving the final copy, signed by the Graduate Dean, you can proceed with duplicating/binding
- **two (2) hard-bound copies are required**; additional copies made at your discretion
- the original to the Graduate School and one to Huxley College (deliver to graduate program coordinator)
- one copy to Huxley College (given to Dorene Gould)
- soft- or hard-bound copies may be provided to chair and each committee member (ask them if they want one)
- you should be prepared to bear the cost of duplicating and binding (approximately \$23 for each hard-bound cover, approximately \$13.00 for each soft-bound cover, five cents/page for copying, thirty cents/page color copies -- they accept Visa and MasterCard). As always, prices are subject to change.
- voluntary placement of a digital copy of the thesis for online access is available--one hard-bound copy of the thesis, delivered to the Graduate School, is still required (for placement in the library, available for check-out)
- if you agree to make your thesis available via the web, you must submit the thesis for copying purposes in .PDF format
- if you want your thesis available through the WWU digital library, you will be required to sign a release form, the Digital Thesis Authorization Esign form
- if you decide to make the thesis available through the web, the original must be submitted in PDF format for copying purposes, to meet both the requirements of the library and Campus Print and Copy Services
- the **Student Technology Center** (Haggard Hall 121, [www.wwu.edu/techcenter](http://www.wwu.edu/techcenter), x4300) will provide support and expertise to students who need assistance in converting text files into **PDF format**; they say the process works best if you take your thesis to HH121 and sit down with their staff

Your diploma will be mailed and your degree posted to your official transcript **after** ALL the hard-bound copies have been delivered to:

- **Thesis Chair (optional)**
- **Huxley College (one)**
- **Graduate School (one)**

Outstanding fines or campus parking tickets must be paid before the diploma is issued.

### **3. MISCELLANEOUS INFORMATION**

#### **A. ACADEMIC LOADS (Graduate School and Financial Aid requirements)**

Enrollment requirements for GRADUATE SCHOOL purposes –

- full-time = 8 cr. minimum / 20 cr. maximum
- graduate students (including TAs) who have completed all courses on your Plan of Study except thesis credits will meet the Graduate School requirement for holding a TA if enrolled for a minimum of two credits. [**Note:** For full financial aid register for 8 credits, for three-quarter financial aid register for 6-7 credits, for half financial aid register for 4-5 credits. In this case, Financial Aid requirements supersede the Graduate School requirement allowing you to register for two credits. The two-credit enrollment works only for graduate students who are not on financial aid or other credit load conditions, such as international students]

Teaching Assistant (TA):

- TAs can register for 2-7 credits if they have completed all course work except thesis registration
- full- and part-time TAs are required to register for 8 cr. minimum each quarter [refer to above statement regarding the 2 cr. exception]
- full-time TAs work 20 hrs/wk, receive tuition waiver up to 18 cr. (may not work elsewhere on campus)
- part-time TAs work 10 hrs/wk, receive a half tuition waiver (may work 9 hrs/wk elsewhere on campus)
- student fees are never waived -- expect to pay \$400-500 yourself each quarter
- students can work on campus full-time during intercessions (the time period when school is not in session, including weekends and summers) -- may not exceed 40 hrs/wk
- assistantship canceled if a GPA of 3.0 is not maintained, or student fails to meet departmental expectations or performs duties in an unsatisfactory manner
- TAs receive health benefits through the Graduate School
- **you have to sign up for health benefits** -- they're not automatic because you're eligible or because they're provided -- contact the Graduate School at 360-650-3170.

Research Assistant (RA):

- RAs are required to register for a minimum of 2 cr. each quarter (except summer)
- if you decide not to register you must be employed in an exempt position (non-student)
- graduate student employees who have completed all course work on their approved Plan of Study, except for thesis or research work, will be considered full-fee paying if enrolled for a minimum of two credit hours of **thesis or research**
- RAs may receive a partial tuition waiver; check with your faculty sponsor
- RAs may be eligible for health benefits; check with your faculty sponsor
- **you have to sign up for health benefits** -- [see TAs above]

Graduate Hourly Employee (GA):

Students hired as Graduate Hourly Employees earn \$18/hr, must be registered for a minimum of 2 cr. each quarter, and generally have the same level of responsibility as a TA. Graduate Hourly Employees are exempt from paying social security and unemployment as long as the required credit load is maintained. As stated, these positions do not provide a tuition waiver or health benefits.

### Temporary Exempt Staff:

These positions exist primarily to accommodate a graduate student who has RA support but is not registered for the minimum 2 cr. required for an RA. These positions may or may not provide a tuition waiver or health benefits; check with your faculty sponsor.

### Graduate Work-Study Program:

Graduate work-study students serve as a graduate research assistant to faculty involved in research projects. The typical award amount for work-study is equivalent to approximately 15 hrs/wk for the student during the academic year. The current hourly wage is \$18/hr. These positions require the student be registered for 8 or more credits each quarter to receive full financial aid. **Graduate Work-Study is Financial Aid.**

Eligibility for graduate work-study (financial aid) is determined during the summer

### Enrollment requirements for **FINANCIAL AID** purposes --

- full financial aid award requires registration of 8 credits or more each quarter
- three-quarter financial aid award requires registration of 6-7 credits each quarter
- half financial aid award requires registration of 4-5 credits each quarter
- students on financial aid (those with graduate work-study and/or RA support) can work up to 40 hrs/wk during intercession--the time period when school is not in session (i.e., during the Christmas break between fall/winter quarters and during spring break, but cannot submit time for actual holidays when the University is closed, i.e., Christmas Day, New Year's Day, etc.) weekends included as long as the 40 hrs/wk is not exceeded
- you may attempt up to 125% of the credits required for completion of your program of study (however, these credits are expected to be on your approved Plan of Study)
- students enrolled in thesis option programs are eligible for federal financial aid for the number of credits allowed by the program for thesis (**Environmental Science = 12-36 credits**)
- you are encouraged to plan your academic course loads efficiently to reduce excessive student loans; in other words, you cannot receive financial aid indefinitely

## B. HEALTH INSURANCE INFORMATION

**STUDENT HEALTH CENTER** -- website at

[http://www.wvu.edu/chw/student\\_health/index.shtml](http://www.wvu.edu/chw/student_health/index.shtml)

- graduate students enrolled for at least six (6) credits have access to the **Student Health Center**
- if you are serving as a graduate TA or an RA, you may be enrolled for as few as two (2) credits and still be eligible for services from the Student Health Center (notify the Graduate School so your account can be manually charged)
- the fee, which is included in your tuition and fee statement, is approximately \$70/qtr for the academic year, subject to a yearly increase

**BASIC HEALTH** -- website at <http://www.basicealth.hca.wa.gov>/**MAY NOT BE AVAILABLE**

- the Graduate School encourages all eligible students to apply for coverage through **Basic Health**
- all independent and low income graduate students who are a U.S. citizen or a resident alien and who are a resident of Washington State are eligible to apply for Basic Health (a federal and state subsidized health insurance program) where eligibility and amount of premium are determined by family income
- if you are a graduate TA or an RA whose grant provides funding for health insurance, and you are eligible in terms of residency status and income, you are eligible to apply for membership into the WWU Graduate TA/RA group (the Graduate School or your grant will pay your premium)
- if you are not a TA or an RA, you are eligible to apply as an Individual ([www.basicealth.hca.wa.gov](http://www.basicealth.hca.wa.gov))
- the monthly premium is \$30-50/month (in the very rare instance where the premiums are over \$100/month, the insured is requested to pay the difference between the actual amount and \$100)
- for TAs and RAs an advantage to the Basic Health program is that after you have graduated your coverage may be transferred to an Individual, self-pay account until you obtain employment which makes you ineligible in terms of income.
- international students are never eligible for Basic Health (however, if an international student is serving in a TA or a qualified RA position, the Wells Fargo premium is paid for the student health insurance)
- for students who are a U.S. citizen or a resident alien, and who are moving to Washington State to attend school, you will qualify as residents 30 days after you have established physical domicile (residency for health care is defined differently than it is for tuition fee paying purposes)
- for TAs and eligible RAs, the Graduate School sends you the Basic Health application [return the completed application with required documents to the Graduate School -- if you do not receive the application, contact the Graduate School (x3170 or [gradschool@wvu.edu](mailto:gradschool@wvu.edu)) immediately]

**WELLS FARGO STUDENT HEALTH INSURANCE PLAN** -- also see Student Health Center website above

- graduate students who are registered may enroll in the **Wells Fargo Student Health Insurance Plan** (with whom WWU contracts to provide health insurance to our students)
- if you are an international graduate TA or an RA whose grant provides funding for health insurance, and you are not eligible for Basic Health, the Graduate School or your grant fund will pay for this insurance premium -- the premium is paid directly to the insurance company.

If none of these options meets your needs or fits your circumstances, please contact the Graduate School for assistance at 360-650-3170.

## C. RESIDENCY

Washington law does not allow a non-resident who comes to the state primarily for education purposes to be reclassified as a resident, unless that person remains out of school for a full year while establishing the domicile in Washington and fulfilling all other requirements. The law (RCW 28.15) also stipulates that enrolling in six (6) credits or more upon arrival in the state will be regarded as constituting educational purposes. Registering as a non-matriculated student through SPAN for a year (to avoid non-resident tuition) before gaining residency will not work. Do not register for more than five (5) credits per quarter or you will jeopardize ever becoming a resident of Washington State for fee paying purposes.

## D. GRADES AND GRADING

- students must maintain a 3.0 GPA in courses listed on your Plan of Study
- satisfactory/unsatisfactory (S/U) grading is allowed, but not computed in your GPA
- pass/no pass grades are not applicable toward a graduate degree (a grading mode chosen by student)
- incomplete (K) grades must be completed within one calendar year from quarter posted, an incomplete received in fall must be removed by the end of the following fall or convert to a failing grade of Z (ideally the student and instructor will have a written agreement as to when the work will be complete)
- incomplete (K) grades received for thesis credits are an exception to the one-year time limit
- a maximum of 10 credits of C+ or U grades is allowed toward completion of approved program; however, required courses graded "unsatisfactorily" (S/U) must be repeated

## E. FUNDING OPPORTUNITIES

- Each fall and spring Huxley provides a limited number of small grants to foster and facilitate graduate research in environmental science and geography. These grants are intended only to cover small expenses, such as expendable supplies (chemicals, glassware, computer disks), travel to field sites, or attendance to present results at a professional meeting. Awards are competitive and will likely be in the range \$300-\$800. Maximum duration to spend funds without requesting an extension is 18 months. Deadlines for applying are mid-November and mid-April. Your Thesis Topic Approval card must be on file in the Graduate School before these research funds will be made available.
- The Fund for the Enhancement of Graduate Research, sponsored by the Office of Research and Sponsored Programs (RSP) and the Graduate School, awards students currently enrolled in graduate programs research support in amounts up to \$1,000. Students must apply in the spring for funding the following year, therefore first year students are encouraged to apply. Awards are designed to assist students in accomplishing their thesis work (equipment, computer software, consumable items, travel, etc.).
- The Ross Travel Funds for Graduate Students provides support for students to travel to present papers at professional meetings and conferences. The awards cover the amount equivalent to the minimum airfare or other public transportation cost to the conference city, with a maximum of \$500 granted to any single applicant. Ground transportation, lodging, per diem and registration fees are not covered.

## F. SAFETY TRAINING

The University has a responsibility to provide safety training to new employees and students (graduate and undergraduate) who will be working with chemicals and performing hazardous tasks. It is ultimately the responsibility of each faculty member to ensure that his or her employees and students are trained. Contact Environmental Health & Safety (x6582) for the safety orientation checklist and the specific job safety orientation for new employees including student workers.

Graduate students who perform research in the field and laboratory should be trained in issues such

as transportation of chemicals in vehicles (personal and university) and the potential risks if they transport chemicals in luggage via air. In addition, personal protective equipment, hazard communication, lab safety and hazardous waste are among the other topics that should be reviewed. It cannot be assumed that graduate students have already had this training at other institutions prior to attending Western.

## G. GRANT SUPPORT

### GRANTS FOR THESIS RESEARCH (from **on-campus** sources)

If you apply for a "small grant" through Huxley College or a Research and Sponsored Programs (RSP) grant for thesis work, the funding will be deposited into the department account. Purchases can be made with WWU purchase forms or through Purchasing, as reimbursements using services/reimbursement forms, or petty cash reimbursement (if the purchase is under \$50). However, for some purchases, such as computer software, there are rules to be followed. There are various ways to spend your grant--see Diane Knutson for assistance. Refer to the travel section below for grant money of any sort being used for travel to seminars, research sites, and any type of travel. In all cases, **keep your receipts**.

### GRANTS FOR THESIS RESEARCH (from **off-campus** sources)

Grants administered through RSP must follow guidelines. If you are overseeing a grant with your faculty adviser, all paperwork will require his/her signature. If you or anyone else (other students) are to be paid out of grant monies, you must have a Payroll Appointment form in the university payroll system before you begin working on the grant. Grants all have a designated five-digit number beginning with a "5." See Diane Knutson to be placed on the payroll, for travel, for purchases, and for reimbursements.

## H. TRAVEL--Regulations and Procedures

**First, consult your department manager Diane Knutson about procedures.**

A Travel Authorization form is required **prior to** traveling to seminars, research sites, etc. A Travel Expense Voucher is required upon your return. You will need a Travel Authorization number in order to book your travel. Airline travel must go through a state-qualified travel agent. **Do not charge airfare to your private credit card.** Refer to the WWU Travel Desk site on-line for the currently-approved local travel agencies.

For day travel involving your personal vehicle, a new form is available on-line at the Travel Desk site. For the current reimbursement rate for private vehicle expenses, see [www.gsa.gov/travel.htm](http://www.gsa.gov/travel.htm). For overnight travel when lodging and meals are authorized, see Diane Knutson for information. In all cases, keep your receipts.

## I. 12-Passenger Van Rentals from ENTERPRISE--Regulations and Procedures

### Vehicle Reservations

As a TA, or when conducting research, you may be asked to reserve a 12-passenger van from Enterprise and drive the van for the class. Contact department manager, Diane Knutson, as early as possible for complete instructions and van rental procedures. Information you will need to provide:

- Date of trip
- Time of pick up and return of vehicle
- Destination
- Purpose of trip
- Driver's name

Vehicles must be reserved for individual trips. Remember to cancel vehicle reservations if plans change.

## Van Training

Van safety training is required for everyone who drives a 12- or 15-passenger Motor Pool van. After receiving training, you will be issued a card as proof that you are trained. Secure training early in the year in order to be prepared for potential TA assignments. Van training is provided by Risk Management (x6582). Training is available on ***Blackboard***.