



Environmental Science and Policy

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PHD

GUIDELINES

AND

TIMELINES

GRADUATE STUDENT SEQUENCE OF EVENTS

Department of Environmental Science and Policy

Ph.D. Students

1. During the first year after admission:

- **Transfer of credit:** During this period, you can apply for transfer of credit for coursework, taken before your admission to ESP. To be eligible, the credits need to have been earned within six years prior to first enrollment in the Ph.D. degree program, must be related to your program of study, must be at the graduate level, and must have a minimum GPA of 3.00 or better. If all these criteria are met, you will need to provide an official transcript of the coursework to the ESP Graduate Coordinator and also submit a complete Graduate Transfer of Credit Request form found at <http://registrar.gmu.edu/forms/index.html>.
- **Reduction of credit hours:** Also during this period, you can apply for a transfer of credit if you received a Master's degree before entering the ESP Ph.D. program. In this case, you may apply for a 30 credit reduction based on your Master's degree (MA or MS coursework credit). You will need an official transcript showing when you obtained your Master's degree. This form is also processed by the ESP Graduate Office.
- **Coursework Proposal:** Another very important task during this first period is, in consultation with your advisor, to prepare a Coursework Proposal, laying out the sequence of courses you will use to achieve your academic and research goals and to meet program requirements. Once you have completed this, you must submit it for approval to the ESP Graduate Program Director.

2. Requirements by the end of the first year after admission:

- **Committee Formation:** With the assistance of your advisor, it is highly recommended that you form a dissertation committee upon the completion of your first 12 credits of coursework and no later than the completion of your first 18 credits. It is in your best interest to do so since this is the committee that will serve to mentor and facilitate your professional development. This committee consists of at least four and up to five faculty members. One of whom must be full time faculty members of ESP, and two can be either ESP or GMU graduate faculty from a department outside of ESP. The Director must be a member of the GMU graduate faculty who is at least affiliated to the ESP department. Graduate faculty are full time tenure or tenure track faculty members, or term faculty who have been approved as graduate faculty by the Dean. One member of the committee can be a specialist from outside of the University. Such specialists must possess a terminal degree (PhD or equivalent) and must provide a CV and be approved by the Dean of the College of Science. Non-GMU committee members who have been approved as ESP affiliate faculty are considered to be pre-approved outside specialists. To formally establish this committee, use the form located on the ESP website at <http://www.gmu.edu/depts/espp/graduate/forms/index.html>. The designated chair and all members must sign and date the form and you, the student, must return it to the Graduate Office.

- **Program of Study:** Once your committee is established, your next task is to prepare a Program of Study, in consultation with your advisor and your committee. The Program of Study lays out the sequence of courses you will use to achieve your academic and research goals and meet program requirements. Use the form, available at our website: <http://www.gmu.edu/depts/espp/graduate/forms/index.html> and secure approval from your advisor, committee members, and the Graduate Program Director.

3. Advance to candidacy within six years from admission to the program:

- **Dissertation Proposal – EVPP 998:** In order for the student to advance to candidacy, the student must be enrolled in a course to write the dissertation proposal. This proposal must be approved by the dissertation committee at the time of the oral qualifying examination then by the ESP Graduate Program Director, and Department Chair. A copy of the signed approval page and the proposal will be kept on file by the ESP Program and a copy of the signed approval page will be sent by the Department to the Dean of the College of Science. The student may enroll in dissertation proposal credit (ESPP 998) only after having an established dissertation committee and an approved Program of Study. To register for the course, an email must be sent to the Graduate Coordinator at espgrad@gmu.edu with the student's name, G#, Dissertation Chair's name, and the number of credits for which you wish to register. If the student meets the qualifications for EVPP 998, they will be emailed the five digit course record number (CRN). With this information, the student may register online through PatriotWeb. Information on the dissertation proposal format and content requirements is available at: <http://www.gmu.edu/library/specialcollections/dtwebguide.htm>.
- **Human Subjects Review Board (HSRB):** The primary goal of the HSRB is to assure that the rights and welfare of human research subjects recruited to participate in research activities conducted at and/or under the auspices of George Mason University are adequately protected. The HSRB reviews all planned research involving human subjects prior to the initiation of the research, approves research that meets Federal regulations and Mason policies for the protection of human subjects and monitors approved research to ascertain that human subjects are indeed protected. This includes all research by Mason faculty, staff, and students conducted at Mason or at off-campus sites, with the exception of some classroom projects. As well, any research conducted at Mason by outside researchers, must be reviewed and approved by the HSRB. All researchers must receive written approval from the Office of Research Subject Protections prior to conducting either exempt or non-exempt research. The form for submission can be found at their website at <http://research.gmu.edu/ORSP/HumanFormsAndInstructions.html>. All research activities must abide by University protocols.
- **Animal Use in Research:** All work with live animals, whether for research, teaching, or testing, must be approved by the Institutional Animal Care and Use Committee (IACUC) prior to initiation of the work. All care and use of animals at Mason must be carried out under the supervision of a faculty member who is qualified and experienced in the work being conducted and assumes responsibility for legal and ethical conduct. Further information and submission forms can be found at the Office of Research Subject Protections web site at www.gmu.edu/research/ORSP/AnimalCareAndUse.html.

- **Qualifying examinations:** Upon completion of all coursework outlined in your Program of Study, your next step is to take oral and written qualifying examinations. The oral exam is a continuation of the written exam, with an eye for follow up on the written questions and on being prepared to do the dissertation research, with no more coursework required. Then the Proposal itself is presented, and defended, and there will be questions about the proposal itself. These are two separate items, passing comps, and passing the proposal defense. They can be at the same meeting, or done in two steps at separate meetings, depending on how much needs to be covered on the oral portion of the exam. So the oral exam is follow up to the written. The ultimate goal is to be prepared to do the doctoral research.
- **Advancement to candidacy:** Requirements to advance to candidacy are (1) completion of all coursework, (2) completion of both oral and written qualifying examinations (3) submission of the Program of Study, and (4) submission of an approved dissertation proposal (following completion of EVPP 998) with a signed signature page. The PROPOSAL signature page is available on the ESP website at <http://www.gmu.edu/depts/espp/graduate/forms/index.html>. The student is then recommended by the ESP Graduate Program Director for advancement to candidacy to the Dean of the College of Science. The Dean's Office will send an approval of advancement to candidacy letter to you. All students must advance to candidacy within six years of first enrollment in the Ph.D. degree program. The six year period begins when you were originally admitted to the PhD program. The "Advancement to Candidacy and Non-Coursework Requirement" form is located at <http://registrar.gmu.edu/forms/ATC.pdf>.

4. After Advancing to Candidacy, the Dissertation must be completed within 5 years!

- **Doctoral Dissertation Research – EVPP 999:** To enroll in doctoral dissertation research (EVPP 999), the student must have officially advanced to candidacy. Registration for EVPP 999 is done by emailing the College of Science at ghodges@gmu.edu, mhayes5@gmu.edu, and copying the Graduate Program Coordinator at espgrad@gmu.edu. In the SUBJECT line state "**EVPP 999 Registration Request – NAME OF STUDENT – SEMESTER – G#.**" In the BODY of the email please restate your *name, G#, Semester, Advisor's name, and the number of credits for which you wish to register*. Once you are emailed the course record number (CRN), you may then register online through PatriotWeb. Registration for doctoral dissertation (EVPP 999) courses must be completed before the "Last Day to Register" for a course; otherwise the student will have to register the following semester.
- **CONTINUOUS DISSERTATION REGISTRATION IS REQUIRED:** Once you have advanced to candidacy and are conducting research and working on your dissertation, you must be continuously registered for dissertation credits (EVPP 999). You must initially register for a minimum of three credits per semester (six credits per semester is required to be considered full time). You must complete a minimum of 12 credits of EVPP 999 to graduate. Once you have three or fewer credits remaining, you may register for one credit of EVPP 999 per semester. Different criteria may be applied for full-time status for tuition, verification, and financial aid purposes. Contact Student Accounts, the Registrar's Office, and Student Financial Aid, respectively, for questions regarding student-specific status.

- **Format review:** Your dissertation format must be reviewed by the Theses and Dissertation Electronic Text Coordinator, C201 Fenwick Library at 703-993-2222, at least one month prior to the last day of classes in the semester that you plan to defend and graduate. The Coordinator will sign the transmittal letter that you will submit with the final copies of your dissertation as described below.
- **Public copy of dissertation and website posting of dissertation:** Each candidate is required to provide a draft of their dissertation on plain paper to the Johnson Center Library Circulation/Reserves Desk at least one week before your defense so that it can be made available for members of the GMU community to read and review prior to your defense.
- **Scheduling the date and time of your defense:** You must coordinate the date and time of your defense with your committee members. Once the date and time have been agreed upon, you must then email the Graduate Office with the request to reserve a room (preferably at least 3 weeks before the defense), on your choice of GMU's three campuses. You must email the Graduate Office at espgrad@gmu.edu with the following information to have their dissertation defense posted on both the College of Science and ESP websites: In the SUBJECT line: "student name" dissertation defense – date – time – location. In the BODY of the email, please state your name, Dissertation Chair, Dissertation Committee Members names, Date, Time, Location, Title of Defense, and an abstract (to be sent as a Word attachment).
- **Defense of Dissertation:** The student must present the completed dissertation in a public seminar and defend the work before the dissertation committee. Awarding of the degree is contingent upon approval of the dissertation by the dissertation committee, ESP Department Chair, and Dean of the College of Science. The dissertation and defense must be completed within five years of advancement to candidacy.

5. Scheduling graduation:

- **Filing for Graduation:** Graduation information is provided on the Registrar's website at <http://registrar.gmu.edu/graduation/index.html>. You must file both in PatriotWeb and by paper application, which is submitted to the Graduate office for an audit. All requirements for graduation must be met before the Degree Conferral date in the semester you graduate.
- **Registration:** To be eligible for conferral of a degree you must be an active student in that semester either by being enrolled for classes or through special registration.
- **Dissertation Submission:** Three original copies of the signature page (all original signatures in **black ink** only) and dissertation on 20 to 24 weight 100 percent cotton bond (two for the library and one for the ESP Program), one CD copy of the dissertation, and the submittal sheet must be provided for approval to the ESP Department Chair and the Dean of the College of Science. After the Dean's approval, the following documents should be submitted to the Theses and Dissertation Electronic Text Coordinator, C201 Fenwick Library at 703-993-2222, C201 Fenwick Library. Submission dates are posted on the UTDS website at <http://infoguides.gmu.edu/udts>.

6. Time Limits and Re-Enrollment

- **Time Limits:** A student must advance to candidacy six years from the date of initial registration as an admitted degree or provisional graduate student. Even though a student may take time off, the deadline ends from the date of initial registration
- **Re-Enrollment:** If you fail to register for two consecutive semester, you will be required to complete a Graduate Reenrollment form available on the ESP website at <http://www.gmu.edu/depts/espp/graduate/forms/index.html>. Please fax the form to the ESP main office (703-993-1066 for the Graduate Program Director's signature).

Supervised Internship/Practicum (0-12 credits – optional)

Course # and Title	Semester	(Cr) Grade
<i>EVPP 894 – Supervised Internship</i>		(3-12)

Doctoral Dissertation *Students must complete a dissertation (12 to 24 credits). This may be accomplished by taking EVPP 999 (Doctoral Dissertation) alone, or in combination with EVPP 998 (Doctoral Dissertation Proposal). However, no more than half the credits specified for dissertation credit on the student's program of study may be taken as EVPP 998. NOTE: You must take a minimum of 3 credits of 998 before registering for 1 credit – the same is true for 999.*

Course # and Title	Semester	(Cr) Grade
<i>EVPP 998 – Doctoral Dissertation Proposal</i>		(1-6)
<i>EVPP 999 – Doctoral Dissertation Research</i>		(12-24)

SUMMARY

Courses	GMU Credit taken after admission only	Reduction/Transfer Cr.
Natural Sciences		
Public Policy		
Research Methods & Technology		
Seminar		
Internship (if chosen)		
Dissertation (998/999 – Combined)		
	<i>39/48=GMU Residency Requirement</i>	
SUBTOTAL	(48)	(30)
TOTAL	78	

SIGNATURES

Student _____ **Date** _____

Advisor _____ **Date** _____

Graduate Program Director _____ **Date** _____

IMPORTANT NOTE: *Courses previously taken as part of a previous master's degree can be used for a reduction of credit. Please place the course number, title, and university where the course was taken in the appropriated sections. You must complete 39 hours of coursework at Mason after being admitted to the program to meet the residency requirement.*

Environmental Science and Policy

PhD in Environmental Science and Public Policy (EVPP)

Program of Study

(Please submit by the end of your fourth semester.)

Name _____ G# _____
 Admitted _____ Advisor _____ Concentration: ___ Environmental Science (ES)
 ___ Environmental Policy (EP)

Natural Science Courses *(EP-12 credits; ES-24 credits)*

Course # and Title	Semester (University)	(Cr) Grade
		(3)
		(3)
		(3)
		(3)
		(3-ES)
		(3-ES)
		(3-ES)
		(3-ES)

Public Policy Courses *(ES-12 credits; EP-24 credits)*

Course # and Title	Semester (University)	(Cr) Grade
EVPP 670 – Environmental Law		(3)
		(3)
		(3)
		(3)
		(3-EP)
		(3-EP)
		(3-EP)
		(3-EP)

Research Methods and Technology Courses *(9 credits)*

Course # and Title	Semester (University)	(Cr) Grade
		(3)
		(3)
		(3)

Doctoral Seminar *(4 credits)*

Course # and Title	Semester	(Cr) Grade
EVPP 991 – Adv. Seminar in Environmental Science		(2)
EVPP 991 – Adv. Seminar in Environmental Science		(2)

Supervised Internship/Practicum (0-12 credits – optional)

Course # and Title	Semester	(Cr) Grade
<i>EVPP 894 – Supervised Internship</i>		(3-12)

Doctoral Dissertation Students must complete a dissertation (12 to 24 credits). This may be accomplished by taking EVPP 999 (Doctoral Dissertation) alone, or in combination with EVPP 998 (Doctoral Dissertation Proposal). However, no more than half the credits specified for dissertation credit on the student's program of study may be taken as EVPP 998. NOTE: You must take a minimum of 3 credits of 998 before registering for 1 credit – the same is true for 999.

Course # and Title	Semester	(Cr) Grade
<i>EVPP 998 – Doctoral Dissertation Proposal</i>		(1-6)
<i>EVPP 999 – Doctoral Dissertation Research</i>		(12-24)

SUMMARY

Courses	GMU Credit taken after admission only	Reduction/Transfer Cr.
Natural Sciences		
Public Policy		
Research Methods & Technology		
Seminar		
Internship (if chosen)		
Dissertation (998/999 – Combined)		
	<i>39/48 – GMU Residency Requirement*</i>	
SUBTOTAL	(48)	(30)
TOTAL	78	

QUALIFYING EXAMS

Written – Date passed _____ Oral – Date passed _____

SIGNATURES (required)

Student _____ Date _____

Dissertation Committee

Chair _____ Date _____

Member _____ Date _____

Member _____ Date _____

Member _____ Date _____

Graduate Program Director _____ Date _____

IMPORTANT NOTES:

Reduction of Credits: Courses previously taken as part of a previous master's degree can be used for a reduction of credit. Please place the course number, title, and university where the course was taken in the appropriated sections.

***Residency Requirement:** You must complete **39 hours of coursework** at Mason after being admitted to the program to meet the residency requirement. Consortium courses are considered part of the residency requirement.