

**GRADUATE STUDENT
SEQUENCE OF EVENTS**
Department of Environmental Science and Public Policy

M.S. Students

1. During the first two semesters after admission:

- ***Transfer of credit:*** Apply for transfer of credit for coursework taken before admission that was not part of a degree program, if applicable. To be eligible, the coursework must be taken within six years prior to first enrollment in the M.S. degree program, must be related to your program of study, must be at the graduate level, and must have a minimum grade of 3.00 or better. You will need to provide an official transcript of coursework to the ESP Graduate Coordinator after review by your advisor. (GMU 2002-2003 Catalog, p. 39, (<http://jiju.gmu.edu/catalog/apolicies/studyelsewhere.html> and <http://mason.gmu.edu/~espp/transferofcredit.pdf>). Student should complete the Arts and Sciences Graduate Transfer of Credit Request form available from the ESP Graduate Coordinator.
- ***Completion of provisional admission requirements:*** If you were admitted on a provisional status, complete any requirements and provide proof of completion—generally an official transcript of coursework—to the ESP Graduate Coordinator. You may request removal of the provisional status by providing a copy of your official transcript showing satisfactory completion of the required coursework to the ESP Graduate Coordinator. The ESP Graduate Coordinator will then request removal of the provisional status from the Dean of the College of Arts and Sciences.
- ***Supervisory Committee:*** Form a supervisory committee within the first 12 credits of coursework.
- ***Program of Study:*** In consultation with your advisor, prepare a Program of Study for approval by the ESP Graduate Coordinator and your advisor (GMU 2002-2003 catalog, p. 90-91, and ESP Policies available at: <http://mason.gmu.edu/~espp> and (http://jiju.gmu.edu/catalog/cas/envs_ms.html). The Program of Study (available at <http://mason.gmu.edu/~espp/studentinfo.html>) lays out the sequence of courses you will use to achieve your academic and research goals and meet program requirements. The POG may be modified at the request of the student with concurrence of the advisor and subject to review by the ESP Graduate Coordinator.
- ***Re-enrollment:*** You must apply for re-enrollment if you fail to register for two consecutive semesters at George Mason University. To apply for re-enrollment, use the “Student Information Update—Graduate Re-enrollment” form available from the Registrar’s Office or online at: <http://registrar.gmu.edu/forms/ReenrollGrad.PDF>.

- **Time limits:** A student must complete all degree requirements within six years from the date of initial registration as an admitted degree or provisional graduate student. A graduate student who terminates enrollment and later is granted permission to re-enroll may not count the six-year time limit as beginning on the date of re-enrollment. Information on how to request an extension of time limits may be found at: <http://mason.gmu.edu/~espp/Extension%20Requests1.pdf>.

2. Within six years of admission:

- **Establish a thesis committee:** A thesis and a project option are available. The same quality of work is expected for either option. Assemble a thesis or project committee of at least three faculty members, with at least two members from the graduate faculty, with one member from the ESP department. We recommend that at least one member be from another department. Graduate faculty are full time tenure or tenure-track faculty member, or others as approved by the Dean of the College of Arts and Sciences. This committee may be the same as the supervisory committee described above. The student should obtain approval from each proposed member of the thesis or project committee and, after review and approval of the student's advisor, submit an e-mail request to establish the committee to the ESP Graduate Coordinator. The request should include the name and affiliation of each member and identify the committee chair. If non-GMU faculty members are included, the e-mail should include their full address and business phone number. The committee is established by the ESP Program Director, who also names a member of the graduate faculty as the committee chair. Student initiated changes in the thesis or project committee may occur only with the approval of the ESP Program.
- **Thesis Proposal:** Before the student may enroll in thesis research (EVPP 799), a thesis proposal must be approved by the thesis committee and the ESP Graduate Coordinator. Information on the thesis proposal format and content requirements is available in the *Guide for Preparing Graduate Theses, Dissertations, and Projects*, from the Johnson Center course materials store. It is also available at: <http://www.gmu.edu/library/specialcollections/dtwebguide.htm>. A copy of the signed approval page will be sent by the ESP Program to the Dean of the College of Arts and Sciences.
- **Thesis:** Once the thesis proposal has been approved, the student may enroll in EVPP 799 at the beginning of the next semester by completing an Individualized Section Form and obtaining the signature of the advisor and the ESP Graduate Coordinator. The form is then sent to the Dean of the College of Arts and Sciences. Information on the thesis format and content requirements is available in the *Guide for Preparing Graduate Theses, Dissertations, and Projects*, from the Johnson Center course materials store. It is also available at: <http://www.gmu.edu/library/specialcollections/dtwebguide.htm>. A summary of procedures is also available at: <http://www.gmu.edu/library/specialcollections/dtprocedure.htm>. Advice

on thesis formatting is available from Robert Vay, Theses and Dissertation Electronic Text Coordinator, C201 Fenwick Library [703-993-2222 or rvay@gmu.edu]. You will find him very helpful and you are encouraged to contact him early in the process.

- ***Continuous thesis registration:*** All registration for thesis research (EVPP 799) must be planned with the thesis committee chair and ESP Graduate Coordinator. Students must register for a minimum of three credits per semester (six credits per semester is required to be considered full time) until the last three thesis credits are reached. Once the student has three or fewer credits remaining, a student may register for one credit of EVPP 799 and be considered a full-time student as long as his/her advisor and the ESP Graduate Coordinator certify each semester that the student is working full time on the thesis.
- ***Formal approval:*** At least one month prior to the last day of classes in the semester that you plan to graduate and before your defense you must have the format of your thesis approved by Robert Vay, Theses and Dissertation Electronic Text Coordinator, C201 Fenwick Library [703-993-2222 or rvay@gmu.edu]. He will sign the transmittal sheet and you will need to retain this document for your final approval by the ESP Program and the CAS Dean's Office.
- ***Defense of Thesis:*** The student must present the completed thesis in a public seminar and defend the work before the thesis committee. Awarding of the degree is contingent on approval of the thesis committee, ESP Graduate Coordinator, and Dean of the College of Arts and Sciences. **The defense must be completed within six years of admission (degree or provisional) to the M.S. program.**

3. Scheduling graduation:

- Graduation information is provided inside the front cover of the Schedule of Classes for each semester. For a detailed list of deadlines, refer to Graduation Timelines at <http://registrar.gmu.edu/gradchek.html>. You must meet all requirements well in advance of the conferral (graduation) date.
- To be eligible for conferral of a degree you must be an active student that semester, either by being enrolled for classes or through special registration.
- Confirm your intent to graduate by visiting the web site: <http://registrar.gmu.edu/gradchek.html> and completing the Graduation Intent Form. You will **not** receive any graduation material through the mail. Step 2 and 3 of the Graduation Intent Form will give you instructions for your particular major.
- Process your paper Graduation Application through the ESP Graduate Coordinator to the Dean of the College of Arts and Sciences.
- Final approvals of your thesis: Three original copies of thesis (two for the library and one for the ESP Program), each with original signed cover sheets (**all signatures must be in black ink only**) on 20 to 24 weight

100% cotton paper, and the Transmittal sheet are given to graduate dean or director for final approval and transferal to University Libraries (Robert Vay in C201 Fenwick Library). Please see Dissertation and Thesis Web Guide: Submitting Your Thesis, Dissertation, or Project for more details [<http://www.gmu.edu/library/specialcollections/dtprocedure.htm>].

Submission Deadlines are as follows: 5 P.M. on the Friday before the last day of Spring Semester classes as published in the Schedule of Classes for May graduation and participation in Commencement Ceremony and 5 P.M. on the Friday before the last day of Summer Term or Fall Semester classes for August or January graduation, respectively

Summary of M.S. Program Timeline

Timeline	Event	Approvals	Form or Paperwork
First two semesters after admission to program	Apply for transfer of credit, if applicable	Advisor, ESP Graduate Coordinator and CAS Dean's Office	CAS Graduate Request for Transfer of Credit and official transcripts
	Completion of provisional admission requirements, if applicable	ESP Graduate Coordinator and CAS Dean's Office	Official transcripts
	Establish a supervisory committee	Advisor, all committee members, and ESP Graduate Coordinator	E-mail request to the ESP Graduate Coordinator to establish a committee
	Program of Study	Supervisory committee and ESP Graduate Coordinator	Program of Study
Within six years of admission to program	Establish thesis or project committee	Thesis committee and ESP Graduate Coordinator	E-mail request to ESP Graduate Coordinator
	Prepare thesis proposal	Thesis committee and ESP Graduate Coordinator	Thesis proposal and signed approval page to ESP Graduate Coordinator and CAS Dean's Office

Timeline	Event	Approvals	Form or Paperwork
Within five years of advancement to candidacy	Enroll in ESP 798 (Project) or 799 (Thesis) and prepare project or thesis	Advisor and ESP Graduate Coordinator	Individualized Section Form and copy of signed cover page from thesis proposal to CAS Dean's Office
	Apply for graduation	Advisor and ESP Graduate Coordinator	Graduation Intent Form (Registrar) and Graduation Application (CAS Dean's Office)
	Format review of thesis	Robert Vay, Theses and Dissertation Electronic Text Coordinator, C201 Fenwick Library	Transmittal Sheet
	Comprehensive oral and written examination (project) or defend thesis	Thesis committee, ESP Graduate Coordinator, CAS Dean's Office	Required number of copies signed by thesis committee and Transmittal Sheet to ESP, Dean's Office and to library by the last day of classes during the semester that you plan to graduate
	GRADUATE		