

**Environmental Science Doctoral Program
Environmental Science and Resources (ESGN)
Student Guidelines**

This document summarizes requirements for students in Environmental Science and Management in the Environmental Science and Resources Doctoral Program.

1. Admission and Advising

Students are admitted to the ESM Program based on ESM faculty review of the student's application, which includes a statement of goals, transcripts of college work, GRE scores, and letters of reference. Students are admitted to the ESRGN doctoral program only if a faculty advisor in the ESM core faculty is identified and accepts responsibility for advising. A listing of core faculty is available on the ESM web site at <http://www.pdx.edu/esm/people>. Admitted students may request a change in the faculty advisor by consulting with the ESM chair.

Within the first two academic quarters following admission the student will identify an advisory committee in consultation with the advisor and ascertain each member's willingness to serve. The advisory committee will include a minimum of three people; the advisor and two additional faculty members. At least two of the three members must be ESM faculty. The recommended advisory committee will be submitted to the ESM Graduate Committee chair for approval prior to submission to the ESR Doctoral Program Director. The advisory committee will direct the student's initial selection of courses and ensure that the student's program of study conforms to the ESR Doctoral Program requirements.

2. Program Requirements

Each student must complete the following program requirements:

- A. ESM core curriculum – To provide a breadth of exposure to the field of Environmental Sciences and Resources, one course each in physical environmental processes, ecological processes and environmental management is required. An approved list of courses meeting this requirement is available from the ESM office. Students who have completed the M.S. or MEM (Master of Environmental Management) program in ESM at PSU and have completed the core curriculum are not required to take additional core curriculum courses.
- B. Seminar – Seminars provide exposure to a range of environmental problems and issues and current thinking regarding approaches and solutions. Students must complete six terms of ESR 607 (1 credit per term). A series of equivalent seminars, approved by the advisory committee, may be substituted for up to three of the six required terms of ESR 607.

- C. Statistics – At least one course in statistics at the graduate level (500 or above) is required. Select from the list available in the ESM office.
- D. Area of concentration – Adequate course work to support the dissertation research is required. For students entering the program with a Masters degree from another institution, a minimum of 12 additional credits of planned, graded, graduate course work are required as determined in consultation with the advisor and other advisory committee members. Students who have completed the M.S. or MEM program in ESM will take additional courses required to adequately prepare the student for their comprehensive exam and research that are selected in consultation with the advisor and other advisory committee members. For students entering the program with a Bachelors degree, a minimum of 32 additional credits of planned, graded, graduate course work are required as determined in consultation with the advisor and advisory committee. Courses number 5/604, 5/605, 5/607 may not be used to satisfy this requirement.
- E. Research and dissertation – At least 27 credits of dissertation research (ESR 603).

3. Annual Evaluation

Each student must prepare an annual summary of activities that demonstrate progress on the degree for review by the advisory committee. A form is available in the ESM office for the annual summary report. Any advisory committee member may call for a meeting of the full committee and the student to review progress and recommend corrective action, if necessary. For those students that require corrective action, the advisor will provide a report to the ESM Graduate Committee chair summarizing the problems with the student's progress and the committee's recommendations for improved performance. If a student fails to make adequate progress for two consecutive years the student must identify a new advisor and advisory committee. Failure to identify an advisor and advisory committee within 2 quarters will result in the student being dropped from the ESRGN PhD program.

4. Comprehensive Examination

The comprehensive examination is intended to evaluate the student's knowledge near the end of formal course work. The exam must be completed no later than the end of the third academic year of study and at least one academic year prior to completion of the degree. The student's comprehensive examination committee will be proposed by the advisory committee, and will be comprised of the advisor and at least two other faculty members from the ESM core or affiliated faculty.

The comprehensive examination will include written and oral components. In preparation for the comprehensive examination, the student, in consultation with the adviser and the examination committee, will prepare a comprehensive examination proposal outlining the student's academic background, briefly summarizing the dissertation research and proposing the four examination areas, including the associated reading lists. Example comprehensive examination proposals are available from the ESM program office. The body of knowledge outlined in the proposal approved by the committee will serve as the basis for the comprehensive examination.

The student's advisor will request 1-3 written questions from each member of the comprehensive examination committee. The advisor will prepare the comprehensive examination by selecting at least one question from each member of the examining committee and will be responsible for administering the examination in accordance with the instructions from the author of the question. The advisor will duplicate the questions and the student's answers to the written portion of the examination for distribution to and review by the examining committee.

No more than two weeks following successful completion of the written exam, the examining committee will meet with the student to complete the oral phase of the comprehensive examination. Results of the committee's evaluation of the student are reported on ESR 003. Students passing the examination are advanced to candidacy.

5. Dissertation Committee

The dissertation committee will be formed, with an approval of the Office of Graduate Studies (OGS), following successful completion of the comprehensive examination. The dissertation committee is composed of a minimum of four faculty members and a representative of the OGS. The advisor and at least two members of the dissertation committee must be members of the ESM core or affiliate faculty. The committee may include adjunct faculty or members from other universities or organizations with expertise required to evaluate the dissertation. The advisor, in consultation with the other advisory committee members and the student, will recommend the composition of the dissertation committee to the ESR Doctoral Program Director. The advisor shall also recommend two faculty members who can serve as graduate office representative. Neither of these faculty members may be drawn from the ESM core or affiliate faculty. Additional members of the dissertation committee may be appointed in accordance with the general guidelines for the ESR Doctoral Program. The ESR Doctoral Program Director will recommend the dissertation committee and graduate office representatives to the Dean of Graduate Studies, who will appoint the dissertation committee (see OGS form GO-16D).

6. Doctoral Candidacy and Research Prospectus

The student must submit a formal research prospectus within three months after the formation of the dissertation committee. An outline of the content of the research proposal is given in the general guideline for the ESR Doctoral Program. A detailed outline of the research prospectus is available from the ESM office. The student must defend the prospectus to the dissertation committee, including the graduate office representative. Upon approval, the research prospectus along with form ESR 004, and a copy of the student's program of study should be submitted to the ESR Doctoral Program Director for approval and forwarding to OGS. OGS will make the final determination of doctoral candidacy status.

Significant deviations from the research prospectus require approval from the dissertation committee and notification of the ESR Doctoral Program Director.

7. Seminar Presentations

Each doctoral student is expected to present two research seminars. The student is expected to present a research seminar to students and faculty in the ESM seminar series. This seminar will communicate the results of the dissertation to an audience with broad interests in environmental science and management. The second seminar presentation will be at the presentation and defense of the dissertation.

8. Presentation and Defense of the Dissertation

The dissertation committee will serve as the examining committee for the presentation and defense of the dissertation. The examination must be scheduled with the examining committee and announced publicly to the ESR Doctoral Program faculty and students. The ESM office will prepare and mail announcements using information provided by the student. The dissertation presentation and defense announcement must include the title, date, time, and place of the student's seminar presentation. Additionally, the announcement should include a list of the members of the dissertation committee and an abstract of the dissertation. Announcement of the presentation and defense of the dissertation should be made at least two weeks before the final defense date.

Members of the dissertation committee should receive final copies of the dissertation at least two weeks prior to the defense date. It is recommended that the committee members review a draft of the dissertation approved by the advisor (or draft components of the dissertation) prior to the two-week "reading period".

The required seminar presentation at the defense of the dissertation is a public presentation of the dissertation. Following the presentation and questions from the audience, the student and the dissertation committee will convene the final dissertation examination (i.e., defense). Refer to the ESR Doctoral Program general guidelines for additional information about the dissertation defense. The Office of Graduate Studies (OGS) Form GO-17D should be available at the defense, and will be provided and completed by the student's advisor.

Students should refer to the OGS guide on preparation of theses and dissertations. Students are encouraged to prepare the dissertation in chapter format when the chapters are individual papers or manuscripts to be submitted for publication; however, the final dissertation must conform to OGS guidelines. Students must provide bound and electronic (pdf file format) copies of the dissertation to the ESM office following approval by the dissertation committee.

9. Other Program Requirements

A. Students must meet all requirements of the Office of Graduate Studies. Students must maintain a GPA of at least 3.00 for all graduate credit earned at Portland State University. An admitted student is placed on probation if:

- 1) The student's cumulative graduate GPA at Portland State University, based on the

- completion of 9 letter-graded graduate credits at Portland State University, is below 3.00 at the end of any term; or
- 2) The student's term graduate GPA, based on a minimum of 6 letter-graded graduate hours, is below 2.67 for a given term.

While on academic probation the student will not be permitted to graduate, to be advanced to doctoral candidacy, to receive approval of the masters degree program (GO-12 form), to receive or continue to hold a graduate assistantship, or to register for more than a total of 9 credit hours in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.00 within the next 9 graduate credits in letter-graded courses in the case of probation due to a low cumulative GPA, or both cumulative and term GPA of 3.00 or above in the case of probation due to a low term GPA.

Disqualification

A student who is disqualified may not register for any graduate courses at PSU for at least one calendar year. Disqualification occurs if:

- 1) The student on academic probation for low GPA fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 graduate credits in letter-graded courses; or
- 2) The student on probation for a term GPA of below 2.67 does not receive at least a 3.00 term GPA, and does not achieve a 3.00 cumulative GPA with the next 9 letter-graded graduate hours, if applicable; or
- 3) The student becomes subject to academic probation for a second time.

Readmission After Disqualification

A disqualified student may petition for readmission as a degree-seeking student in a graduate program after one calendar year. Readmission after the mandatory one-year period is initiated by the student's filing of a petition for readmission to the Graduate Council through the Office of Graduate Studies. Readmission is not automatic. To be readmitted the student must meet all current admission requirements with the exception of the graduate GPA.

If the student's graduate program has recommended readmission, the Graduate Council may grant readmission, with or without additional academic requirements, or may recommend continued disqualification. The readmitted graduate student is subject to all University and program requirements in effect at the time of readmission. The student must raise the PSU cumulative graduate GPA to 3.00 or better with 12 credits of letter-graded graduate coursework after readmission, or she/he will be disqualified.

Graduate courses completed at other institutions while a student is under disqualification at PSU will not be applied toward a graduate program at PSU.

- B. Students may request a leave of absence for a specified period. Requests should be approved by the ESM chair and ESR Doctoral director prior to submission for approval to the OGS.

- C. Each student must spend at least three consecutive terms as a full time (9 credits or more) student in residence at Portland State University after admission to the doctoral program. Students enrolled in courses at Oregon State University or the University of Oregon in accordance with the joint campus program in environmental sciences, studies, and policy may include enrollment in courses at these institutions in the determination of “residence” at Portland State University.
- D. Students making use of university facilities or faculty time in the conduct of dissertation work are required to be enrolled for a minimum of one credit. This requirement applies to students completing required examinations, conducting research, writing the dissertation, and defending the dissertation.
- E. A student must be enrolled for at least one credit every term (excluding summers except for as noted in 9.B) from the term of advancement to candidacy to the approval of the dissertation.
- F. All incomplete (I) grades must be removed at least two weeks prior to the end of the term of graduation.