



**FOREST AND RANGELAND  
STEWARDSHIP**  
COLORADO STATE UNIVERSITY

# Graduate Student Handbook



Colorado State University  
Fort Collins, CO 80523-1472

# CONTENTS

<b>INTRODUCTION.....</b>	<b>5</b>
<b>NEW STUDENTS .....</b>	<b>6</b>
THINGS YOU NEED TO DO RIGHT NOW! .....	6
<i>Register for classes</i> .....	6
<i>Establish residency</i> .....	7
<i>Update your contact information</i> .....	7
<i>Establish a WCNR Computer Account</i> .....	8
<i>Get a RamCard (CSU identification Card)</i> .....	8
<i>Still looking for housing?</i> .....	8
<b>GENERAL PROGRAM INFORMATION.....</b>	<b>9</b>
MASTER OF SCIENCE (MS).....	9
<i>Types of MS Degrees</i> .....	9
<i>MS Course Requirements</i> .....	9
MASTER OF NATURAL RESOURCES STEWARDSHIP (MNRS).....	11
<i>Coursework Intensive</i> .....	11
<i>MNRS Course Requirements</i> .....	11
DOCTOR OF PHILOSOPHY (PHD).....	11
<i>PhD Course Requirements</i> .....	12
<b>GETTING AN ADVANCED DEGREE.....</b>	<b>13</b>
ADMISSION .....	13
THE ADVISOR .....	14
GRADUATE COMMITTEE .....	14
PROGRAM OF STUDY .....	15
<i>Cultural Requirements</i> .....	15
<i>S/U Grading (Pass-Fail)</i> .....	15
SATISFACTORY STANDARDS .....	16
<i>Satisfactory Academic Performance</i> .....	16
<i>Satisfactory Progress</i> .....	16
RESEARCH PROPOSAL .....	20
PRELIMINARY EXAMINATION .....	21
DISSERTATION, THESIS, OR PROFESSIONAL PAPER .....	21
<i>Publications</i> .....	22
<i>Copyright</i> .....	22
FINAL EXAMINATION (DEFENSE) .....	23
APPLICATION FOR GRADUATION .....	23
COMPLETION OF DEGREE REQUIREMENTS IN ABSENTIA.....	24
GRADUATE SCHOOL FORMS .....	24
CONTINUOUS REGISTRATION .....	24
ACADEMIC DISHONESTY .....	25
<i>Plagiarism, Citing, and the Student Writing Center</i> .....	25
PROBATION.....	26
DISMISSAL .....	26
STUDENT ACADEMIC APPEALS POLICY AND PROCEDURE .....	26
<b>TUITION, FUNDING, AND FINANCIAL ASSISTANCE .....</b>	<b>27</b>
TUITION AND FEES .....	27

RESIDENCY .....	27
FINANCIAL ASSISTANCE .....	27
<i>Scholarships</i> .....	28
<i>Graduate Assistantships</i> .....	28
<b>DEPARTMENT INFORMATION .....</b>	<b>29</b>
FRS DEPARTMENT OFFICE .....	29
OFFICE SUPPLIES .....	29
OFFICE SPACE .....	29
KEYS.....	30
PHONES ON CAMPUS.....	30
MAIL .....	30
CONFERENCE ROOMS .....	30
COPY MACHINES .....	31
CONTACT INFORMATION .....	31
<b>ACADEMIC, RESEARCH AND TEACHING SUPPORT SERVICES.....</b>	<b>31</b>
COMPUTER SERVICES.....	31
<i>Computer Accounts</i> .....	31
<i>Computer Labs</i> .....	31
<i>Computer Services at Morgan Library</i> .....	32
<i>Academic Computing and Networking Services (ACNS)</i> .....	32
MORGAN LIBRARY, PROSPECTOR, AND INTERLIBRARY LOAN .....	32
<i>Library Homepage and Important Phone Numbers</i> .....	32
<i>Warner College of Natural Resources Liaison Librarian</i> .....	32
<i>Access from Off-Campus: CSU Secure Network</i> .....	33
<i>Library Books, Journal, and More...</i> .....	33
RESEARCH INTEGRITY AND COMPLIANCE REVIEW OFFICE .....	33
GREENHOUSE SPACE .....	34
FRANKLIN A. GRAYBILL STATISTICAL LABORATORY.....	34
COMMITMENT OF FUNDS .....	34
UNIVERSITY PROPERTY .....	34
DATA OWNERSHIP AND ARCHIVING.....	34
STATE-OWNED MOTOR VEHICLES.....	35
TRAVEL .....	35
<b>SAFETY ON CAMPUS .....</b>	<b>35</b>
LABORATORY AND EQUIPMENT SAFETY .....	35
THEFT.....	35
EMERGENCY TEXT MESSAGING ALERT SERVICE .....	36
SAFEWALK.....	36
TELL SOMEONE/PUBLIC SAFETY .....	36
RAMRIDE.....	36
WEST NILE VIRUS .....	36
TULAREMIA .....	37
<b>TRANSPORTATION ON CAMPUS .....</b>	<b>37</b>
BIKING ON CAMPUS .....	37
PARKING ON CAMPUS.....	37
PARKING OFF CAMPUS.....	37
TAKING THE BUS .....	38
<b>UNIVERSITY SERVICES .....</b>	<b>38</b>
OFF CAMPUS LIFE .....	38
CSU HEALTH NETWORK.....	38
CONFLICT RESOLUTION SERVICES .....	38
STUDENT LEGAL SERVICES.....	38

CAREER CENTER LIAISON .....	39
ADULT LEARNERS/VETERAN SERVICES.....	39
STUDENT DISABILITY CENTER .....	39
WOMEN AND GENDER ADVOCACY CENTER .....	40
ADVOCACY ORGANIZATIONS ON CAMPUS .....	40
<b>EQUAL OPPORTUNITY.....</b>	<b>41</b>
<b>SEXUAL HARASSMENT .....</b>	<b>41</b>
<b>APPENDIX I: FORMAT OF A RESEARCH PROPOSAL .....</b>	<b>42</b>
<b>APPENDIX II: GRADUATE STUDENT TIME TABLE.....</b>	<b>43</b>

# INTRODUCTION

---

The objective of the Graduate Student Handbook is to present general policies and procedures for obtaining an advanced degree in the Forest & Rangeland Stewardship (FRS) Department at Colorado State University (CSU). This handbook supplements and reemphasizes the information provided to graduate students in the [CSU Graduate and Professional Bulletin](#) and the [CSU General Catalog](#). Its intent is to familiarize incoming graduate students with the procedures and minimum standards for graduate studies in the FRS Department (note that the student's graduate committee might augment these minimum requirements). The administration of a student's program by his/her graduate committee follows the regulations of the Graduate School as outlined in the current Graduate and Professional Bulletin.

The educational objective of the FRS Department is to produce excellent leaders in the fields of forest and rangeland stewardship. The goal of graduate study is to develop individual capacity for independent scholarship and critical thought. The department, its faculty, and the University provide the atmosphere, physical resources, and counsel necessary to attain these ends. Students admitted to the department for graduate study will receive the assistance and advice of the faculty to attain their educational objectives. While graduate students enjoy more privileges than undergraduate students do, they also accept greater personal responsibilities. Although faculty members are available for consultation, graduate students must assume a major role in developing and carrying out their graduate studies.

# NEW STUDENTS

## THINGS YOU NEED TO DO RIGHT NOW!

---

### Register for classes

- You must first obtain your eID before you can access RAMweb. You can obtain your eID at this web site: <https://eid.colostate.edu>.
- Every semester you must complete “Registration Ready” (also on RAMweb) before you will be able to register. This is a series of questions regarding your contact information, billing address, etc.
- If you register on or after the first day of the semester, you will be charged a \$50 late registration fee.
- The class schedule is on-line and accessible at <https://ramweb.colostate.edu/>. You will also register for on-campus classes from this site. Some course prefixes that are of interest to our students include: RS (Rangeland Ecosystems), F (Forest Sciences), WR (Watershed Sciences), NR (Natural Resources), ECOL (Ecology), ESS (Ecosystem Science and Sustainability), FW (Fish and Wildlife), SOCR (Soil and Crop Sciences), GR (Geography, including remote sensing and GIS), STAT (Statistics), ED (education). You can find a full listing in the CSU catalog, available here: <http://catalog.colostate.edu/general-catalog/>
- Most semesters there is an extensive listing of ECOL 592 sections. These are seminars offered through the Graduate Degree Program in Ecology (GDPE). Each section will cover a different topic; topics offered vary from one semester to the next and they often add sections and topics right before the term starts. To see a listing of current ECOL 592 topic areas, visit the GDPE website: <https://ecology.colostate.edu/ecol-592-interdisciplinary-seminar/>
- Graduate level courses are numbered 500 and higher. Graduate students may count a certain number of courses at the 300-level and 400-level towards their degree. Courses at the 100 and 200-level will not count towards a graduate degree, although you may still enroll in them.
- Pay attention to the course pre-requisites when choosing classes. These are guidelines to help you ensure you have the background needed to perform well in a course, but they do not affect your ability to register for a course. If you are unsure if your academic preparation is sufficient for a course, email the instructor and ask them their opinion.
- For courses with multiple required components (e.g. a lecture with a required lab and/or recitation), you must add all required components to your schedule at the same time. Trying to add a lecture without the required lab will result in an error message.

- Variable credit courses require departmental permission. These include: research credits, thesis and dissertation credits, independent study credits, group study credits, internship credits, and supervised college teaching credits. If you try to register for these without departmental permission, you will be directed to get departmental permission. To get departmental permission, complete the Variable Credit Override Form available here: <http://warnercnr.colostate.edu/frs-graduate-study/curriculum>. After submitting the form, you will be emailed when you can register.

## Establish residency

**Colorado residents pay significantly lower tuition than non-residents.  
Students must petition for residency.**

**If your out-of-state tuition was waived for the first year of your studies, it is your responsibility to achieve residency by the time your second year starts.** Your advisor will not remind you, and your assistantship will not cover the additional expense of out-of-state tuition during your second year.

To establish residency, you must: a) reside in Colorado permanently for at least one year and intend to make Colorado your permanent domicile, and b) petition for residency. The petition process requires extensive documentation.

To receive in-state tuition, you must establish residency before the semester starts; therefore, you must begin the process a year before the semester starts. Take steps towards establishing residency immediately:

- View the online residency orientation in RAMweb or attend one of the tuition classification orientations offered through the CSU Financial Services (<https://financialaid.colostate.edu/residency-orientations/>) as soon as you arrive on campus.
- Get a Colorado driver's license (1121 W. Prospect, Suite D)
- Register to vote in Colorado (1121 W. Prospect, Suite D)
- Register your car (100 West Oak Street)
- Save documents that provide proof of residency, e.g. checks that you used to pay rent, rent statements, utility statements, lease agreements, etc. These should go back a year prior to the first day of the semester you hope to be considered a resident.

For more detailed information about the filing of a petition for Colorado residency, including the exact date by which a domicile needs to be established and deadlines to petition for residency, visit the Tuition Classification Office website : <http://sfs.colostate.edu/residency/>, Centennial Hall, (970) 491-6321.

## Update your contact information

The University will use the mailing address, telephone number, and email address associated with your eID to contact you. Check your contact information in RAMweb (<https://ramweb.colostate.edu/>) and update anything that needs to be

changed. To change your information, after logging in to RAMweb, use the links under "Records" on the bottom right hand corner of the screen.

### **Establish a WCNR Computer Account**

WCNR requires its own computer account to log into the college network and access network drives, printers, etc. The account creation process is completely automated and can be accessed as soon as your eID is active. Just log in using your eID at <https://accounts.warnercnr.colostate.edu> and you'll be guided through the process. From the IT Support website (<http://warnercnr.colostate.edu/it-support-home>) you can access the large attachment mailer, remotely connect to a WCNR PC lab, learn about the five free copies of Office 365 that you are allowed as a student, or use the online help desk form. If you need help using the WCNR network resources, or have any other computer related questions, submit a ticket to the Natural Resources IT Support Center at <https://warnercnr.colostate.edu/helpdesk/>. Notice that there is a "Frequently Asked Questions" section for Office 365 here: <http://warnercnr.colostate.edu/office-365>

### **Get a RamCard (CSU identification Card)**

You will need a RamCard to: check out books from the library, use the Student Rec Center, use Transfort/MAX (the city bus system), buy student tickets, get the student discount at the movies, to name a few. If you will live on campus and have a meal plan, your RamCard will also act as your entry card to the dining centers on campus. If you choose, you can create a RamCash account that will allow you to purchase food, beverages or services on campus using your RamCard, or upgrade to a RamCard Plus, which also acts as a Visa debit/ATM card. Please acquaint yourself with these options before getting your RamCard: <http://www.housing.colostate.edu/ramcarduses>.

RamCards are issued at the RamCard Office in room 271 of Lory Student Center (<http://www.housing.colostate.edu/get-a-ramcard>). You will also need to have on you one of the following forms of identification: passport, driver's license, state identification card, or military ID. You will get your picture taken when getting your RamCard, so remember to smile!

### **Still looking for housing?**

If you are currently looking for housing, Off Campus Life (<https://ocl.colostate.edu/>) has a website with many helpful features. Under the "Off Campus Housing" link you can search a database of rental listings for vacancies, sublets, roommates needed, and roommates available. You may also create your own entry in the database.



# GENERAL PROGRAM INFORMATION

## MASTER OF SCIENCE (MS)

---

Master of Science (MS) graduate programs are available in Rangeland Ecosystem Science and Forest Sciences.

Rangeland Ecosystem Science areas of study include: soil-plant relations, riparian ecology and management, restoration ecology, grazing and weed management, and community based resource management.

Forest Sciences areas of study include: fire ecology and management, forest biometry, forest ecology, forest economics, forest ecosystem management, forest restoration, natural resource policy, quantitative analysis of natural resources, silviculture, spatial landscape analysis, wood products.

### Types of MS Degrees

#### *Thesis and Professional Paper*

The Department offers two types of MS programs: the thesis option and the professional paper option.

The thesis option emphasizes research. In partial fulfillment of degree requirements, the student is required to conduct research approved by their graduate committee and to present the results in a thesis. If the student is supported by a research assistantship, the thesis is ordinarily related to this support.

The professional paper option emphasizes course work and professional preparation. The student must submit a professional paper based on literature reviews, surveys, and other sources of information to the graduate committee as partial fulfillment of degree requirements. The student's graduate committee must approve the topic for the professional paper.

### MS Course Requirements

Completion of the MS degree generally requires at least two years of full-time work beyond the bachelor's degree. Master's students must take at least 30 credits of formal coursework at the 300-level or higher (see **Table 1**). Most graduate students take from nine to 12 credit hours of regular<sup>1</sup> course work (not

---

<sup>1</sup> Regular course work is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college  
Footnote continued on next page.

including research credits) each academic semester. Because students on assistantships agree to commit part of their time to required duties, they may need more time to meet degree requirements. Additionally, graduate work may require undergraduate courses as prerequisites. Although students may take courses at the 100 and 200-level, courses below the 300-level are not accepted for credit toward a graduate degree. Therefore, students lacking the prerequisites for their Program of Study may require more time and credits to earn their degree. Finally, it is important to note that not every course is offered every semester. A student may opt to prolong their studies in order to take a course that is particularly relevant to their field of study.

**Table 1.** University course requirements for Master’s programs

	MS	MNRS
Minimum credits in 300 or higher level courses	30	30
Minimum credits earned at CSU	24	24
Minimum credits earned after admission to Graduate School	21	21
Minimum credits earned at CSU in 500 or higher level courses	16	21
Minimum credits earned at CSU in 500 or higher level regular courses	12	12

A minimum of 24 credits must be earned at Colorado State University, 21 of which must be earned after admission to the Graduate School. Required courses listed on the program of study may not be taken on a “student option pass/fail” basis. For the MS degrees, at least 16 credits earned at CSU must be in 500-level or higher courses, and at least 12 of these credits must be in regular courses. Other courses may be at the 300- or 400-level, or may be in seminars, independent study, supervised college teaching, internship, research, and thesis or dissertation.

All graduate students in the MS and PhD programs are required to register for the department graduate seminar one semester each year they are working on their Program of Study. The seminar is offered in the Spring as NR 592-005, RS 693 or F 693.

---

teaching, student teaching, practicum, internship, field placement, unique title courses offered through Continuing Education, and any courses graded pass/fail.

# MASTER OF NATURAL RESOURCES STEWARDSHIP (MNRS)

---

## **Coursework Intensive**

The Master of Natural Resources Stewardship (MNRS) is a coursework-intensive, non-thesis, professional master's degrees. Students in this program receive a broad natural resources training and specialized resource management skills in one of three core specialties: 1) ecological restoration, 2) forest sciences, and 3) rangeland ecology and management.

## **MNRS Course Requirements**

The MNRS degree can be completed in three semesters of full-time course work. Master's students must take at least 30 credits of formal coursework at the 300-level or higher (see **Table 1**). Most full time graduate students take from nine to 12 credit hours of regular course work each academic semester. Because students on assistantships agree to commit part of their time to required duties, they may need more time to meet degree requirements. Additionally, graduate work may require undergraduate courses as prerequisites. Although students may take courses at the 100 and 200-level, courses below the 300-level are not accepted for credit toward a graduate degree. Therefore, students lacking the prerequisites for their Program of Study may require more time and credits to earn their degree. Finally, it is important to note that not every course is offered every semester. A student may opt to prolong their studies in order to take a course that is particularly relevant to their field of study.

A minimum of 24 credits must be earned at Colorado State University, 21 of which must be earned after admission to the Graduate School. For the MNRS degree, at least 21 credits earned at CSU must be in 500-level or higher courses, and at least 12 of those credits must be in regular courses. For the MNRS, no independent study, research, internship, supervised college teaching, or practicum credits may be credited toward the degree.

Students in the MNRS program are required to complete the common MNRS core in addition to nine credits selected from their area of specialization. For a complete description of the MNRS course requirements, please see the [MNRS Program Requirements Handbook](#) available on the department webpage.

## **DOCTOR OF PHILOSOPHY (PHD)**

---

The Doctor of Philosophy (PhD) degree is the highest graduate degree offered at Colorado State University. A student working toward a PhD degree is expected to produce independent research that contributes significantly to science and to present the results of such research in a written dissertation. This program leads to a high degree of specialization.

## PhD Course Requirements

The PhD program is based on an area of specialization in research and intensive course work. A PhD program often requires five years of full-time work beyond the bachelor's degree, or three years beyond the MS degree to complete. It requires a minimum of 72 semester credits beyond the bachelor's degree at the 300-level or higher (see **Table 2**). The graduate committee may set additional requirements, depending on the student's background and interests. Many students take more than the minimum requirements, because they wish to pursue special fields in greater depth. In addition, the graduate committee may feel that the student needs a broader exposure, or some undergraduate courses, to complement their education. Because students on assistantships agree to commit part of their time to required duties, they may need more time to meet degree requirements.

**Table 2.** University course requirements for PhD programs

	PhD with no prior master's degree	PhD with prior master's degree	Continuous Master's/PhD program at CSU
Minimum credits in 300 or higher level courses	72	72	72
Maximum credits accepted from master's degree program	-	30	All
Maximum prior admission regular credits not earned in conjunction with MS	10	10	10
Minimum credits earned after admission to doctoral program	62	32	-
Minimum credits earned at CSU in 500 or higher level courses (includes both prior admission and after admission courses; credits need not be in regular courses)	37	21	21

Of the 72 credits required, 48 should be in courses in the area of specialization or related fields. Required courses listed on the program of study may not be taken on a "student-option pass-fail" basis. At least 21 credits of the courses beyond the MS degree, or 37 credits beyond the bachelor's degree, shall be in graduate (500-level or higher) courses. The number of earned credits required after a student is admitted to a PhD program depends on whether the student has a prior master's degree, and whether the student is enrolled in a continuous master's/PhD program:

- Students entering a PhD program without first earning a master's degree must earn a minimum of 62 credits at Colorado State University after admission to the doctoral program.

- Students entering a PhD program with a prior master's degree must earn a minimum of 32 credits at Colorado State University after admission to the doctoral program. The student's graduate committee may accept 30 semester credits earned in an MS program at an accredited institution towards meeting the PhD credit requirements.
- Students enrolled in a continuous master's/PhD program (e.g. those who enter a PhD program the fall or spring semester immediately following receipt of a Colorado State University master's degree) may apply all of the credits used towards their CSU master's degree to their PhD degree, even if these credits total more than 30. In this case, the student must earn a minimum of 62 credits at CSU after being admitted to the master's degree.

An additional 10 credits in regular courses earned after the award of the MS degree may be transferred to Colorado State University and applied toward the PhD degree, if approved by the student's graduate committee. Courses below 300 are not accepted for credit toward a graduate degree. Graduate work may require undergraduate courses as prerequisites.

## GETTING AN ADVANCED DEGREE

### ADMISSION

---

The application process and admission requirements for MS, MNRS, and PhD programs in the Department are described in detail on the Department [website](#). Recipients of MS degrees from the FRS Department who wish to continue in a PhD program must reapply to the department. The application will consist of the student's existing file plus a personal essay describing the PhD program the student wishes to pursue, and one or more letters of recommendation, including one from the student's graduate advisor for the MS degree.

The Council of Graduate Schools in the United States has accepted the following resolution regarding scholars, fellows, trainees, and graduate assistants. Colorado State University is a member of this council.

*Acceptance of an offer of a graduate scholarship, a fellowship, traineeship, or graduate assistantship for the next academic year by an actual or prospective graduate student completes an agreement which both the student and the Graduate School expect to honor. In those instances in which the student indicates his/her acceptance prior to April 15 and subsequently desires to change his/her plans, the student may submit in writing a resignation of his/her appointment at any time through April 15 in order to accept another scholarship, fellowship, traineeship, or graduate assistantship. However, an acceptance given or left in force after*

*April 15 commits him/her to not accepting another appointment without first obtaining formal release for this purpose.*

Additional admission information is available in the [CSU Graduate and Professional Bulletin](#).

## THE ADVISOR

---

Each advisor has a unique approach to advising graduate students. Some advisors want frequent interaction with their students, whereas others expect students to operate with greater independence. To insure the best possible guidance, you should discuss expectations with your advisor. Applicants are encouraged to talk to current graduate students of a potential advisor to ensure the best match in working styles and expectations.

The advisor chairs the student's graduate committee and is normally a recognized authority in the general area of the student's principal academic interest. The advisor counsels the student in research and in writing the thesis, dissertation, or professional paper. The advisor also assists the student with course selection and registration. The advisor helps the student with all problems related to the study program. The advisor notifies committee members of committee meetings and must advise all department faculty and graduate students of the date and location of the thesis or dissertation defense at least one week prior to the defense.

Co-advisors may share the responsibilities for advising a graduate student, but if the co-advisor is from outside the FRS Department, the advisor must be from within the FRS Department. In all such cases, the latter will have ultimate responsibility for the student's progress.

If circumstances are such that the student needs or desires a different advisor, the student should consult with the department head. The student should consult their advisor regarding changes to their other committee members. Students should promptly file the [GS Form 9A](#) Petition for Committee Member Changes with the Graduate School in the event that they do change their committee members.

## GRADUATE COMMITTEE

---

The graduate committee is an administrative unit of the Graduate School assigned to aid, advise, and supervise the graduate student's study program. This committee guides the student throughout the graduate program. It aids in the development of the student's Program of Study, including the research plan. The graduate committee also administers the preliminary examination (PhD only) and final examination or defense (MS and PhD). The student should feel free to seek the counsel and advice of individual committee members at any time.

The student and advisor should select a graduate committee as soon as possible, and no later than the second semester of study. The MS program committee consists of a minimum of three members, including the advisor, while a PhD committee is composed of a minimum of four members, including the advisor. All committee members must hold terminal degrees or have equivalent experience and have appropriate graduate faculty standing. Two committee members must be faculty in the FRS Department. At least one committee member must be from outside the department. The outside member is to provide expertise not found in the Program of Study and represents the Graduate School.

Discussions and meetings between the graduate student and committee members may result in modification of the original research plan. It is the student's responsibility to keep members of the graduate committee informed about progress and changes in research efforts. Students should meet with committee members during each term of residency.

## PROGRAM OF STUDY

---

After forming the committee, the advisor will convene the committee to consider the student's proposed Program of Study. Following approval of this program by the committee and the department head, the student submits the official Program of Study ([GS Form 6](#)) to the Graduate School. The GS Form 6 is due in the Graduate School office by the end of the third semester of study. Students will not be allowed to register for their fourth semester until the GS Form 6 is submitted to the Graduate School. It is the responsibility of each graduate student to know and meet registration and Graduate School deadlines.

Students do not need to list courses taken for credit in excess of the minimum required by the graduate committee their GS Form 6. Note, however, that all regular courses taken at Colorado State are included in the GPA calculation. Regular courses listed on the GS Form 6 are required and the student must take them for a letter grade. The department head will sign the GS Form 6 once the graduate advisor has signed it. The students must get their committee's approval for any deviations from the Program of Study and must report these deviations on the Application for Graduation ([GS Form 25](#)).

### **Cultural Requirements**

Generally, no additional requirements are set if the student has taken some courses of a cultural nature for the baccalaureate degree.

### **S/U Grading (Pass-Fail)**

Students may not take required courses listed on the Program of Study ([GS Form 6](#)) on a "student option pass-fail" basis. Courses offered "pass-fail only" or "instructor-option pass-fail" are acceptable. No more than six credits earned with a grade of 'S' in courses other than research, thesis or dissertation, and seminar may be counted toward meeting credit requirements for the MS or PhD degrees.

The acceptance of formal courses graded 'S' or 'C' to satisfy degree requirements are at the discretion of the student's graduate committee.

## SATISFACTORY STANDARDS

---

Graduate students are expected to meet two standards in their course of study:

- Satisfactory Performance refers to the requirement of minimum grade performance in course work, and the passage of the required written and oral examinations.
- Satisfactory Progress refers to the speed and timeliness of progression through course work and required written and oral examinations.

### **Satisfactory Academic Performance**

[The Graduate & Professional Bulletin](#) outlines the required standards that must be met by all graduate students under the Scholastic Standards section. What follows is a brief introduction to some of standards; it is not exhaustive. Students are advised to review the standards in the Bulletin and understand the implications of unsatisfactory performance.

Graduate School minimum scholastic standards require that the student maintain a 3.0 grade point average in formal course work and a 3.0 grade point average or S in research, thesis or dissertation, and seminars. Courses graded D, F, I, U, WP (withdrawn passing), and WF (withdrawn failing) are not accepted toward meeting degree requirements. Grades of D, F, U, and WF are included in calculation of a student's grade point average. The grade point average is based on all formal courses for which a student registers, including those not listed on the Program of Study ([GS Form 6](#)).

The Graduate School reviews the scholastic performance of each graduate student at the end of each semester. If the student has not met the required standards, the Graduate School initiates any necessary changes in the student's status. A student whose GPA in either regular courses or non-regular or informal courses (300-level and above) has dropped below 3.0 is placed on academic probation and has one semester to raise the GPA to 3.0. The grade point average in those courses included on the GS Form 6 must also equal at least 3.0. Students on an assistantship who are put on academic probation will lose their assistantship. The assistantship can be reinstated if the student is back in good standing the semester following the probation. If the student's GPA has not reached a 3.0 at the end of the probationary semester, the student is dismissed by the university.

### **Satisfactory Progress**

For students to remain in good academic standing, they must make satisfactory progress toward their degree completion. While graduate study is often flexible, there are time limits for graduate programs. Students who fail to progress and complete requirements within this time frame may lose their teaching or research



assistantship (which requires satisfactory progress toward a degree as a condition of employment) and/or be dismissed from the program

The following general guidelines reflect reasonable milestones of satisfactory progress for MS, MNRS, and PhD students as they progress through graduate program. These guidelines are general, and not necessarily exhaustive. PLEASE NOTE that each student should individually discuss these expectations explicitly with their advisor, so that there is mutual understanding about specific expectations for the student.

### ***Time Limits for the MS Degree***

MS students are expected to complete the MS degree requirements within three (3) years of beginning graduate study. If a student's program of study will take longer than this, the student must submit a projected timeline that includes measurable goals and is approved by their advisor and committee. A signed copy of this agreement will be placed in the student's department file.

The following is the expected timeline for MS students. Unless a plan has already been agreed upon as described above, failure to adhere to this projected timeline renders the student at risk for unsatisfactory progress.

- Semester 1 Discuss with the advisor a plan of coursework and enroll in first courses. Discuss potential graduate committee members, and a plan for the thesis project. Review the literature on the thesis topic.
- Semester 2 Select graduate committee members, prepare research proposal, and hold committee meeting to approve research study plan. Submit GS-6 form to the department for review and approval and then submit to the Graduate School by the end of the second semester. Initiate research and data collection.
- Semester 3 Perform data analysis from research activities. NOTE: Graduate students must select their graduate committee and submit a GS6 before registration begins for their fourth regular semester. Failure to do so will result in a hold being placed on their account that prevents them from registering for their fourth semester.
- Semester 4 Complete research; begin to write thesis and a draft manuscript from the research for a professional journal.
- Semester 4+. Complete thesis and defend, and submit manuscript for publication in a professional journal if applicable.

### ***Time Limits for the MNRS Degree***

Full time MNRS students are expected to complete the MNRS degree requirements within two (2) years of beginning graduate study. Part time MNRS students are expected to complete the MNRS degree within five (5) years of part time study. If a student's program of study will take longer than this, the student must submit a projected timeline that includes measurable goals and is approved by their advisor. A copy of this signed agreement will be placed in the student's department file.

### ***Time Limits for the PhD Degree***

PhD students are expected to pass the Preliminary Examination (admitted to candidacy) by the end of the sixth semester; their course requirements in 5 to 6 semesters; and pass the Final Oral Examination before completing eleven (11) semesters. Additional university requirements regarding the timing of the Preliminary Examination or reexamination and the Final Oral Examination are described in the Graduate and Professional Bulletin. PhD students are required to submit an approved proposal within a year after being admitted to candidacy. If a student's program of study will take longer than this, the student must submit a projected timeline that includes measurable goals and is approved by their advisor and committee. A copy of this signed agreement will be placed in the student's department file.

The following is the expected timeline for PhD students. Unless a plan has already been agreed upon as described above, failure to adhere to this projected timeline renders the student at risk for unsatisfactory progress.

- Semester 1 Discuss with the advisor a plan of coursework and enroll in first courses. Discuss potential graduate committee members, and a plan for the dissertation project. Review the literature on the dissertation topic.
- Semester 2 Select graduate committee members, prepare research proposal, and hold committee meeting to approve research study plan. Submit GS6 to the department for review and approval and then submit to Graduate School by the end of the second semester.
- Semester 3 Initiate research and data collection. NOTE: Graduate students must select their graduate committee and submit a GS6 before registration begins for their fourth regular semester. Failure to do so will result in a hold being placed on their account that prevents them from registering for their fourth semester.
- Semester 4 Conduct research and disseminate results at professional meetings. Prepare for preliminary exam.
- Semester 5 Conduct research and disseminate results at professional meetings. Complete preliminary exam. Dissertation research work.
- Semester 6+ Complete coursework and dissertation work. Defend PhD dissertation in public seminar held in home department. Write manuscripts from dissertation and present key findings at a professional meeting.

### ***Maximum Time Limit for a Graduate Degree***

Independent of the Department's guidelines for expected progress, the Graduate School imposes a 10-year time limit for completion of the master's or doctoral degrees:

#### E.1.12 TIME LIMIT

There is a ten-year time limit for completion of the master's or doctoral degrees. Courses to be applied toward fulfilling the requirements for the master's and doctoral degrees, including any which may have been transferred from another institution, must have been registered for and completed within the ten years immediately preceding the date of completion of requirements for the degrees.

#### ***Expectations about Thesis or Dissertation***

At its core, a MS thesis or PhD dissertation is a document that both demonstrates and follows the accepted principles and practices of scholarship. It should provide the graduate committee evidence, in a well-written and internally consistent document, of a student's ability to: (1) plan and execute original and substantive research; (2) rigorously analyze the results; (3) interpret these results in the broader context of the field; and (4) logically argue a coherent thesis (a hypothetical proposition or point of view) that is defensible, and ultimately, provides new knowledge and understanding in their field.

#### ***Other Measures of Satisfactory Progress***

In addition, the Department expects that students will:

- take 9-13 graduate credits each semester or be actively engaged in research with their advisor;
- meet with their advisor each semester; and
- submit a progress report at the end of every spring semester to their advisor and graduate committee, or as otherwise required.

#### ***Unsatisfactory Academic Progress***

Each graduate advisor will review the progress of their students annually to ensure that unnecessary delays do not happen accidentally. Students whose progress is deemed unsatisfactory or worrisome will be notified of these concerns by their advisor. The graduate committee and the student will meet to discuss the concerns and to create a progress plan, including a timeline that includes measurable goals and outcomes, due dates, and the potential consequences (dismissal) if the progress is not satisfactory. The committee will provide regular feedback to the student during the progress plan timeline and document such contacts and outcomes. At the end of the timeline, if progress is not adequate, the committee may recommend the student for dismissal. The recommendation will be reviewed by the Department Head and the Dean of the Graduate School.

Additionally, the Forest & Rangeland Stewardship Department Graduate Program Committee will review the progress of all graduate students annually. Students whose progress falls outside the satisfactory progress time limits will be notified, along with their advisor, and required to submit a progress plan, including a timeline with measurable goals and outcomes. The plan will be

approved by the student's advisor, submitted to the Department Graduate Program Committee and placed in the student's file.

### ***Registration Requirement***

Students in a graduate program are required to be enrolled every spring and fall semester from the time of their admission until graduation, as described in the Graduate and Professional Bulletin:

#### **E.1.13 CONTINUOUS REGISTRATION**

All students admitted to a graduate program at Colorado State University are required to be continuously registered in the fall and spring semester throughout their degree programs. This policy applies from the time of first enrollment through the graduation term. Students may fulfill this requirement by registering for any graduate credit-bearing course (regular or non-regular). As an alternative, students may opt for a Continuous Registration (CR) status.

If a student fails to register for credit or for continuous registration in a fall or spring semester, their registration has lapsed and they are no longer considered a degree-seeking student. If the student wishes to return to their graduate program following a lapse in registration, a faculty member must first agree to serve as advisor, and the student must submit a projected timeline that includes measurable goals and is approved by advisor and committee (if one has been designated). A signed copy of this agreement will be placed in the student's department file. Once these steps are complete the returning student must submit the GS Form 1B to apply for readmission and pay the fee associated with this form. This form and the associated fee must be submitted at least two weeks prior to the term that the student plans to return. Once the application for readmission is processed, the student must register for a course or for continuous registration in order to be considered a degree-seeking student.

## **RESEARCH PROPOSAL**

---

Research, including library research required for the professional paper, is an essential part of graduate education. It provides the student the opportunity to develop creativity and independence. A general statement of the research or problem area will be prepared prior to selection of the student's committee and acceptance of the Program of Study ([GS Form 6](#)) to aid in selection of a committee and courses appropriate to the student's topic. Students in a PhD program or thesis option MS program will propose a research program that is approved by the student's committee prior to beginning research leading to the thesis or dissertation. Students in a professional paper option MS program will prepare an acceptable problem statement. For PhD degrees, the student's committee must approve the final proposal prior to the preliminary examination. Research proposals must demonstrate accepted standards of scientific endeavor on a subject judged by the committee to be worthy of scientific investigation. In preparing the research plan, a student holding a research assistantship often

must consider specific research requirements stipulated in the agreement. Usually, an MS student will have completed at least one semester of course work before the student is prepared to write a final proposal; a PhD student will have completed two or more semesters. Once the committee accepts the research proposal, the advisor presents the proposal to the department head for review and placement in the student's file in the department office. A suggested proposal outline is included as an appendix to this handbook.

## PRELIMINARY EXAMINATION

---

A comprehensive preliminary examination is required of PhD candidates at least two semesters before the final examination. The graduate committee administers this examination to determine if the student has progressed satisfactorily in the Program of Study and is qualified to be advanced to candidacy. The procedure is to examine, in writing and orally, the chosen area of specialization and supporting fields. Upon completion of the examination, the committee will review the student's performance. A majority vote is necessary to pass; a tie vote constitutes a failure. The student is responsible for obtaining a Report of Preliminary Examination Results ([GS Form 16](#)) from the Graduate School website and for returning it, appropriately completed, to the Graduate School Office within two working days after the results of the examination are known.

Upon recommendation of the graduate committee, and with permission of the dean of the Graduate School, a student who fails the preliminary examination may be granted one additional examination. The student may petition the graduate committee for one re-examination no sooner than two months (unless the student agrees to a shorter time period) and no later than 12 months after the date of the first examination. Failure to pass the second exam results in dismissal from the Graduate School.

## DISSERTATION, THESIS, OR PROFESSIONAL PAPER

---

Research findings are presented in various forms: PhD students prepare a dissertation; MS students prepare a thesis or professional paper. The preparation of the dissertation, thesis, or professional paper is the most critical test of the student's ability to clearly and accurately report research findings. The final evaluation of the student for awarding the degree largely depends on this report. The student should clearly understand the high quality of work required in preparing and writing this report.

The student should closely follow the [Graduate School Thesis and Dissertation Formatting Guide](#) and the [Thesis and Dissertation Submission guidelines](#) posted on the Graduate School website, as well as any technical writing manual or existing theses suggested by the advisor. All drafts should be word processed, and as nearly as possible in final form. The advisor will review the first and subsequent drafts and determine when the report is in suitable form for committee review. The student must provide a complete and final version of the

thesis, dissertation or professional paper to each committee member two weeks before the date of the final examination (defense). Although this copy should be a final version, the committee may request changes during the final examination.

The standards of quality for the professional paper are the same as those required for the thesis or dissertation. The format will be determined in consultation with the advisor, but is usually the same as that required for the thesis or dissertation.

The dissertation, thesis, or professional paper must be approved by the student's advisor and graduate committee, and finally by the department head. The Graduate School requires that the student submit an electronic copy of the thesis or dissertation (the Graduate School does not require a copy of a professional paper) for inclusion in the digital repository of the William E. Morgan Library. Students usually present a bound copy to the advisor, and the student may wish to give copies to members of the graduate committee. Costs for copying, binding, and filing theses, dissertations, and professional papers are borne by the student.

Upon submission of a PhD dissertation, payment for microfilming the abstract of the PhD student's dissertation is required. Information on current fees is posted on the [Graduate School website](#).

## **Publications**

Publication of research results in a recognized journal is the responsibility of each graduate student and advisor. The department encourages the use of a format for the thesis or dissertation that facilitates the submission of manuscripts for publication. It is acceptable to pattern the style and format of the thesis or dissertation after a prominent journal or a potential outlet for the research. The major advisor must approve the choice of style and format.

Special permission may be required to publish data collected in an Agricultural Experiment Station or other funded project. When research is conducted under other financial arrangements, additional requirements may be made regarding filing and publications. Advisors should have information regarding such arrangements.

The student may publish results of student non-sponsored research, alone or jointly, with an advisor. Students and faculty should consider the ethics of proper recognition for publication. It is usually desirable to establish publication arrangements and authorship in advance. In most cases, the thesis or dissertation advisor will publish jointly with the graduate student.

## **Copyright**

The Department promotes open exchange of information. Therefore, theses, dissertations, and professional papers prepared as part of a student's

educational program may not be copyrighted or otherwise restricted without explicit written approval of the student's committee and the department head.

## FINAL EXAMINATION (DEFENSE)

---

Final examinations for MS and PhD programs must occur prior to the end of the 11th week of the term of graduation (the end of the third week during the eight-week summer term). The final examination takes the form of defense of the thesis, professional paper, or dissertation. Examinations will be open to the university faculty and graduate students. The advisor must notify all departmental faculty and graduate students of the defense date, time, and location at least one week prior to the exam. At the advisor's discretion, visitors may be invited to ask questions about subject matter of the thesis or dissertation, but visitors are generally required to leave prior to the committee's discussion of the candidate's performance.

The examining committee is the graduate committee, with the advisor serving as chairperson. Only committee members determine the outcome of the final examination. A majority vote is necessary to pass; a tie vote constitutes a failure. The examination will be concerned primarily with the professional paper, thesis, or dissertation subject; however, additional subject matter, as specified by the committee at the time of the preliminary examination, may also be covered.

The graduate committee may require a student who fails the final examination to complete further work. The student may petition the graduate committee for one re-examination no sooner than two months, and no later than 12 months, after the date of the first examination.

The student is responsible for delivering the completed Report of Final Examination ([GS Form 24](#)) to the Graduate School within two working days after the results of the final examination are known.

Procedures for the oral examination are outlined in the [Graduate and Professional Bulletin](#). All members of the graduate committee must participate. If a committee member is not physically present, they will email the advisor following the examination and report 1) how they participated and 2) what their vote is. The chairperson (advisor) for the examining committee will make sure each committee member has an equal opportunity to examine the candidate.

## APPLICATION FOR GRADUATION

---

The due dates for Application for Graduation ([GS Form 25](#)) are the sixth week of graduation term for fall and spring semesters; and the first week of eight-week summer term. Approval of these forms by the dean of the Graduate School constitutes candidacy for graduation that semester. Students who don't meet all of their graduation requirements by the deadlines in the term they applied to graduate must complete a [Reapplication for Graduation](#) for the semester he/she



actually receives the degree. The student should consult the [Graduate and Professional Bulletin](#) and the FRS Graduate Program Coordinator (Sonya Le Febre) for more detailed information on these forms.

It should be noted that a student may complete all degree requirements in a semester, yet miss these deadline dates set by the Graduate School. In this case, the student may request a Certificate of Completion ([GS Form 26](#)) until the degree appears on their transcripts. See also the section on Continuous Registration below.

## COMPLETION OF DEGREE REQUIREMENTS IN ABSENTIA

---

The student is encouraged to complete all degree requirements before leaving campus. If extenuating circumstances exist, the student can petition the graduate committee in writing for permission to complete a graduate degree in absentia. When granting a student's request for completion of degree requirements in absentia, the graduate committee will set a specific time in which the student must complete his/her work. See also the section on Continuous Registration below.

## GRADUATE SCHOOL FORMS

---

All of the forms required by the Graduate School are available on-line from their [website](#), along with instructions for completing them. The Graduate Program Coordinator, Sonya Le Febre, will help students ensure they are completing the forms correctly and can secure the Department Head's signature.

## CONTINUOUS REGISTRATION

---

All graduate students at Colorado State University are required to be continuously registered in the fall and spring semesters throughout the duration of their studies. Students normally fulfill this requirement by registering for courses (regular or non-regular) at the 300-level or higher. Recognizing that for a variety of reasons, students may not be on campus or actively advancing toward their degree for one or more semesters, Colorado State has a continuous registration policy. The policy defines a continuous registration fee of \$150 per semester for all students who will not be registered for academic courses. Registration for CR status is accomplished in the same way as registering for courses via RamWeb. Use "CR" to search the class schedule for continuous registration.

Subject to the established time limits for the earning of graduate degrees and the various academic requirements, CR registrants need not apply for readmission should they wish to take additional courses. Such students are assured a place in their graduate programs as long as their academic performance is satisfactory.



For those students planning to be away from their academic program and who do not register for academic courses or continuous registration, there is a \$150 readmission fee.

The availability of the CR option shall not supersede any other registration requirements to which students may be subject. For example, a student's advisory committee may require additional course work.

Students must be registered for a least one credit or Continuous Registration (CR) in the term they earn their degree.

*Note: Neither audit registration nor continuous registration qualifies a student for assistantship appointment. At least one hour of graduate, credit-bearing registration is required for appointment to teaching assistants, research assistants, and support assistants.*

## ACADEMIC DISHONESTY

---

Students are expected to adhere to a high standard of ethics and conduct during their graduate program of study and in their professional careers beyond. Academic integrity consists of accomplishment and taking credit for one's own work, and is an indispensable foundation for teaching, learning, and research. Academic dishonesty undermines this foundation, and negatively affects morale and the relationship among students and faculty. Examples of academic dishonesty include providing or receiving unauthorized assistance, verbal or written falsification in academic work or university documents, and the copying of language or ideas of another without proper acknowledgment. Academic dishonesty is not tolerated. Students guilty of academic dishonesty may be subject to immediate dismissal or appropriate lesser penalty. Academic integrity and dishonesty are more fully described in the [CSU General Catalog](#). For a more complete discussion of procedures related to academic dishonesty, refer to the [Graduate and Professional Bulletin](#).

### **Plagiarism, Citing, and the Student Writing Center**

The University does not tolerate plagiarism, whether it is intentional or accidental. Unintentional plagiarism usually occurs because the writer's understanding of plagiarism is not complete, or because the writer lacks a systematic and efficient way to collect and keep track of information that comes from different sources. There are many bibliography management programs available (e.g. EndNote, ProCite) that help writers keep track of information and make it easier to cite sources and create bibliographies.

[The Writing Center](#) at CSU is a helpful site that offers over 150 different writing guides, as well as tutorials, extensive links to outside sources, and writing studio classes and coops. This site also provides a password protected space to store your writing, and the opportunity to get feedback on your writing.

## PROBATION

---

The graduate advisory committee will periodically evaluate the student's progress in the degree program, including both course work and research. If the committee deems the student's progress is unsatisfactory, the student will be placed on academic probation for one semester. If the student's performance is judged unsatisfactory by the student's graduate committee after the probationary period, the student is subject to dismissal by the department or the Graduate School. Probation is fully explained in the [Graduate and Professional Bulletin](#).

## DISMISSAL

---

The student's graduate committee may recommend immediate dismissal if that student's progress in the graduate program is found to be unsatisfactory and if satisfactory progress cannot reasonably be anticipated. Indicators of unsatisfactory performance considered grounds for immediate dismissal include: failure to submit a research proposal as required by the department; unsatisfactory progress in the research as outlined in the research proposal; two consecutive semesters with a grade of D, F, or U in thesis or dissertation or research; or failure to submit the thesis or dissertation, or sections of the thesis or dissertation, for review by the graduate committee. Recommendation and documented justification for immediate dismissal is referred to the department head for approval and to the dean of the Graduate School for final action. Dismissal is fully explained in the [Graduate and Professional Bulletin](#).

## STUDENT ACADEMIC APPEALS POLICY AND PROCEDURE

---

The faculty of the FRS Department recognizes the importance of resolving student grievances in a timely and equitable manner. The faculty further recognizes the right of students to appeal decisions to a higher administrative level. It is, therefore, the policy of the department to provide a specific procedure for dealing with grievances in a fair and impartial manner. The procedure is as follows:

1. Students are encouraged to consult with their academic advisor to clarify the specifics of their grievances, discuss appropriate approaches to the resolution of the issues, and to insure their understanding of the appeals procedure. It is the responsibility of the student to initiate action to resolve the grievance.
2. A student should first present his/her grievance in an informal discussion with the faculty member involved. If the student does not feel that a satisfactory explanation or solution has been reached through these discussions, the student may initiate a formal review of the grievance following the procedure outlined in detail in the [Academic Faculty and Administrative Professional Manual](#) which specifies the procedure for grade

appeals (see Academic and Legal Matters). This procedure is used for all student grievances.

3. If a student is not satisfied with results of informal discussions, the student may request that the department head form an academic appeals committee to hear and review the complaint. If the student is not satisfied with the decision of the department Academic Appeals Committee, the student may appeal the committee's decision to the dean of the College of Natural Resources.

## TUITION, FUNDING, AND FINANCIAL ASSISTANCE

### TUITION AND FEES

---

Graduate research assistants are assessed general fees and tuition; however, some research or graduate teaching assistantships pay for in-state tuition or a portion thereof. Unfunded students must pay tuition and general fees.

### RESIDENCY

---

Tuition for Colorado residents is considerably lower than tuition for non-residents. All eligible students are expected to attain Colorado residency by the beginning of their second year of graduate study. To establish residency, you must: a) reside in Colorado permanently for at least one year and intend to make Colorado your permanent domicile, and b) petition for residency. The petition process requires extensive documentation. Students must be domiciled in Colorado for the 12 consecutive months immediately preceding the first day of classes to be able to petition for residency and resident tuition rates. It is highly recommended that non-resident students educate themselves on residency requirements and begin establishing a domicile in Colorado by obtaining a Colorado driver's license or other valid Colorado ID, registering their motor vehicle in Colorado, and registering to vote in Colorado immediately upon arrival in Colorado. The [CSU Financial Services Tuition Classification](#) site is very helpful in explaining the residency petition process. In addition, Student Financial Services holds residency orientation sessions every first and third Tuesday from 3:00-4:00 pm in room 100A of Centennial Hall. These are **highly recommended** for students interested in petitioning for in-state residency. You do not need to register for the orientation, but do show up on time.

### FINANCIAL ASSISTANCE

---

Information on financial assistance is located under [Financial Resources](#) on the Graduate School web site and in the [Graduate and Professional Bulletin](#). Additionally, there are opportunities for students to work on research projects as

hourly employees. Availability of such opportunities varies; therefore, students interested in such employment should contact faculty members or the department office.

## **Scholarships**

The College of Natural Resources offers more than 130 scholarships ranging from \$450-\$5,000 specifically to students in Natural Resources (both undergraduate and graduate). Scholarships are also available through the Student Financial Services Office. To apply, log in to [RamWeb](#) and select the CSU Scholarship Application (CSUSA) link. Be sure to complete the Warner College of Natural Resources section of the CSUSA. The application is available December 1<sup>st</sup> each year and due March 1<sup>st</sup>. Scholarships are awarded in August for the following academic year. More information is available from the [Warner College of Natural Resources](#) website.

## **Graduate Assistantships**

Graduate Research Assistant (GRA) responsibilities are to assist assigned investigators or research scientists in their research. Approximately 20 hours per week are required of half-time GRA's. Often, the GRA position is to conduct research, under the investigator, as part of the student's own research.

Graduate Teaching Assistant (GTA) responsibilities are to assist assigned instructors (and occasionally other faculty) in the teaching of courses. GTA's provide students with an opportunity to acquire teaching experience as a classroom assistant to the faculty instructor. Approximately 20 hours per week are required of a half-time GTA. Responsibilities are typically, but not limited to, teaching labs, giving occasional lectures, grading homework and exams, and preparing laboratory materials. GTA's do not have primary responsibility for courses or for grade assignment. Refer to the [Graduate Student Bulletin](#) and the Graduate School's [Student Funding](#) page for specific policies and requirements concerning GRA's and GTA's.

*Note: Neither audit registration nor continuous registration qualifies a student for assistantship appointment. At least one hour of graduate, credit-bearing registration is required for appointment to research, teaching and support assistantships.*

## **Residency**

Graduate Research Assistantship Tuition Premium payments of the difference between resident and non-resident tuition are designed to assist new non-resident graduate students in their first year of enrollment at Colorado State University and in their first year GRA appointment. Tuition Premiums remove any financial disincentive for researchers to give support to new non-resident graduate students. All eligible students should attain Colorado residency by the beginning of their second year of graduate study. **If your out-of-state tuition was waived for the first year of your studies, it is your responsibility to**

**achieve residency by the time your second year starts.** Your advisor will not remind you, and your assistantship will not cover the additional expense of out-of-state tuition during your second year. GRA's who do not establish residency within one year of their assistantship will be assessed out-of-state tuition, however their appointment will only cover in-state tuition. The student will be required to make up the difference.

The [CSU Financial Services Tuition Classification](#) site is very helpful in explaining the residency petition process. Online and face-to-face residency orientations that are offered by this office and described on their website.

### ***Vacations***

The Graduate Council has adopted the following policy concerning time off for graduate students on appointment. The policy also appears on the [Graduate Student Bulletin](#):

*Between semesters, graduate assistants usually concentrate on their research and associated library work. To the extent that the supervising faculty and department head concur, graduate assistants may use such periods for leave.*

### ***Pay***

A student holding a research (GRA) or teaching (GTA) assistantship receives a stipend payment on the last working day of the month. Students on hourly wage arrangements are paid every two weeks. Arrange to have your check deposited to your account in a local bank. Student assistantships and positions do not include benefits.

## DEPARTMENT INFORMATION

### FRS DEPARTMENT OFFICE

---

The FRS Department Office is located in room 123 of the Forestry Building. The phone number is 970-491-6911. The department campus delivery code is 1472.

### OFFICE SUPPLIES

---

Supplies are provided for conduct of instructional duties only. These are available from 123 Forestry.

### OFFICE SPACE

---

Office space for funded graduate students is provided in the Natural Resources Building, Forestry Building, or other appropriate locations. Advisors will provide Graduate Assistants and other graduate students with office space and a study desk, as space allows. Graduate assistants are given priority for office space

allocation. Direct questions regarding office space to your advisor. Keys are available for after-hour entrance to buildings for study or research. Students should be sure not to leave doors unlocked after regular hours. You must return any keys to Denise Parcesepe in Forestry 123 before graduation.

---

## KEYS

---

Graduate students, post docs, and research associates are issued a key to their office and a building entrance key. Complete the online key request form <https://www.cognitofrms.com/ForestAndRangelandStewardshipDepartment/KeyRequest>. Denise Parcesepe will process the form and email you when your keys are ready. It can take up to two weeks to get keys back, depending on demand.

---

## PHONES ON CAMPUS

---

Telephones are located in all graduate student offices. Use for local calls is free. Long distance calls cannot be made without an authorization number. Authorization numbers should not be used for personal business. If you need to call long distance for your research, discuss it with your advisor.

If dialing a campus number from a campus number, simply dial the last 5 digits. For example, if you wanted to call Sonya (970-491-1907) from another campus phone line, pick up the phone and dial 1-1907.

If dialing off campus from an on campus number, you will need to dial an 8 first, then the 7-digit number. For example, if you want to call the City of Fort Collins Natural Areas Department (970-416-2185) from a campus phone, you will dial 8-416-2815.

---

## MAIL

---

Off campus mail must have appropriate postage; on campus mail does not need to be stamped. To address on campus mail, include the recipient's name followed by their department and the department code. The department code is also the last four digits of the department zip code. For example, the FRS Department zip code is 80523-1472, so the department code is 1472. To send on campus mail to Sonya Le Febre, you would address it: Sonya Le Febre, FRS, 1472. An outgoing mail bin is located in Forestry 123.

---

## CONFERENCE ROOMS

---

The FRS large conference room (114 Forestry) and small conference room (121 Forestry) are scheduled by the department office (123 Forestry Building, [wcnr\\_frs\\_deptadmin@mail.colostate.edu](mailto:wcnr_frs_deptadmin@mail.colostate.edu), 970-491-6911).

## COPY MACHINES

---

Copy machines and scanners (coin and card operated) are located in Morgan Library and Lory Student Center.

## CONTACT INFORMATION

---

The University will use the mailing address, telephone number, and email address associated with your eID to contact you. Check your contact information in [RamWeb](#) and update anything that needs to be changed. To change your information, after logging in to RamWeb, use the links under “Records” on the bottom right hand corner of the screen.

# ACADEMIC, RESEARCH AND TEACHING SUPPORT SERVICES

## COMPUTER SERVICES

---

### Computer Accounts

WCNR requires its own computer account to log into the college network and access network drives, printers, etc. The account creation process is completely automated and can be accessed as soon as your eID is active. Just log in using your eID at <https://accounts.warnercnr.colostate.edu> and you will be guided through the process. If you need help or have questions about WCNR network resources, or have any other computer related questions, visit the "Frequently Asked Questions" section found towards the bottom of the WCNR Computing and Network Services website:

<http://warnercnr.colostate.edu/home/resources/information-technology> or submit a ticket to the Natural Resources IT Support Center at <https://warnercnr.colostate.edu/helpdesk/>.

### Computer Labs

Computers are available for students in the Warner College of Natural Resources in the following locations:

- NR230 – the GTL (GIS Technology Lab)
- NR232 – Teaching lab split with an east and west side - 970.491.5867
- NR107A – Open Lab - 970.491.3776
  - This lab includes a collaborative study area in the back room, a large format plotter for printing posters, and has laptops available for checkout.
- NR201 (herbarium) – scheduled by FRS (Forestry, room 123)
- Collaborative Study Area in the back room of NR107



Two rooms in the Warner College of Natural Resources can accommodate video conferencing: NR 100 and Forestry 217.

### **Computer Services at Morgan Library**

Computer training and support services are available in Morgan Library. The Computing Help Desk provides telephone, e-mail and walk-in assistance to students, faculty and staff. Services include hands-on training and support for PC applications, scanning and color plotting capabilities, and computer repair (for a fee). See the website for hours.

<http://lib.colostate.edu/services/computers>

(970) 491-7276

### **Academic Computing and Networking Services (ACNS)**

Academic Computing and Networking Services (ACNS) supports the University's central computing requirements, providing a number of services to Colorado State including: email and web-hosting services; support of campus networks; classroom technology upgrades, training and repair; Windows contract support; computer hardware and software sales; and self-help guides and on-campus computer applications trainings.

<http://www.acns.colostate.edu/>

## **MORGAN LIBRARY, PROSPECTOR, AND INTERLIBRARY LOAN**

---

Your CSU ID allows you to check out books from Morgan Library. Graduate students may check out books for six months and bound journals for two days, subject to recall. Current journals are kept in the journal room and are not available for check out. The library has several powerful search engines, and is transitioning more and more towards on-line journals and electronic books (e-books). Most of the refereed/peer reviewed natural resources journals are available online.

### **Library Homepage and Important Phone Numbers**

<http://lib.colostate.edu/>

Loan and Reserve: (970) 491-1842

Information Desk: (970) 491-1841

### **Warner College of Natural Resources Liaison Librarian**

**Jocelyn Boice**, the **Warner College of Natural Resources Liaison Librarian**, is a subject specialist in natural resources who provides library research instruction to classes and individuals. Email Dr. Boice to set up an appointment ([jocelyn.boice@colostate.edu](mailto:jocelyn.boice@colostate.edu)). Dr. Boice also maintains a library guide to help with Natural Resources, Forestry, and Rangelands Research:

**Forest & Rangeland Stewardship Research Guide**

<http://libguides.colostate.edu/forest-rangeland>



## Access from Off-Campus: CSU Secure Network

Do you want to access library resources (online journals, databases, e-books, and more) from off-campus? While your [eID eName and ePassword](#) are all that you need to access library resources from off campus, you may like to work by first signing on to the CSU Secure Access Gateway (SSL VPN; visit this ACNS website for information on using the Secure Access Gateway <http://www.acns.colostate.edu/Help/SSL-VPN>).

When you are ready to research from off-campus, sign on to the secure network (<https://secure.colostate.edu>), then click on CSU libraries.

## Library Books, Journal, and More...

Most scientists turn first to peer-reviewed/referenced journal articles for their research needs. The library has many databases but Web of Science and CAB Abstracts are two of the most important databases for natural resources. For other database suggestions, look at the Natural Resources Portal, the tab for databases and scholarly journals: [http://libguides.colostate.edu/sb.php?subject\\_id=17026](http://libguides.colostate.edu/sb.php?subject_id=17026). These databases are better than Google Scholar. If you decide to also use Google Scholar, make sure you are configured to get to the FindIT@CSU link to the online journals from Google Scholar. Information on how to configure for Google Scholar is available here: <http://libguides.colostate.edu/googlescholar>.

The library online catalog (<https://lib.colostate.edu/#>) includes e-books, print books, government documents, titles of the journals we own and more. Two additional services allow you to access more books than are currently held at CSU libraries. The regional catalog, **Prospector** (<https://encore.coalliance.org/iii/encore/?jsessionid=75FA023BA71B8FE8AB522BE726D482A7?lang=eng>) allows you to search several regional libraries at once. You can request and borrow books unavailable at CSU for a two-week loan period. The turnaround time to complete a Prospector request is generally two to four days. Once the books arrive, the patron is notified by email and the books are held for pick up at the Loan and Reserve Desk. **Interlibrary Loan** (<http://lib.colostate.edu/illiad>) allows a library patron to request any book or article not available at CSU Libraries online. Over 90% of articles requested are delivered within three working days, and you can view these articles online using the WebView option.

## RESEARCH INTEGRITY AND COMPLIANCE REVIEW OFFICE

---

Graduate Students conducting research may need to work with the [Research Integrity and Compliance Review Office](#) to ensure that research is conducted ethically and in accordance with applicable regulations and guidelines. If the research will involve animal subjects, human participants, biohazardous agents,

or controlled substances, the research proposal will need to undergo a review process prior to any collection of data.

<http://ricro.colostate.edu/>

(970) 491-1553

---

## GREENHOUSE SPACE

Greenhouse space is available for a fee through centralized CSU Greenhouse Management (Jennifer Matsuura, 970-491-7140).

---

## FRANKLIN A. GRAYBILL STATISTICAL LABORATORY

The laboratory provides general statistical consulting to researchers from every college at the University. Conducting approximately 1000 consulting sessions each year, consultants offer advice ranging from the planning and design of experiments to the analysis and interpretation of experimental results. There is no charge to CSU faculty, staff and graduate students for consultations. Call 491-5268 to schedule appointments.

<http://www.stat.colostate.edu/statlab.html>

(970) 491-5268

---

## COMMITMENT OF FUNDS

Graduate students are not authorized to commit departmental, research, or instructional funds. Signature of an authorized faculty or staff member is required on all purchase, travel, or requisitions.

---

## UNIVERSITY PROPERTY

Most property items are under the jurisdiction of certain faculty members, and students must obtain permission to use such items from the faculty member in advance. Appropriate regard for state-owned property and the return of borrowed books, articles, and other public or private items to the proper owner or custodian is a responsibility that is assumed by all students and faculty. Equipment, labs, and offices are for use only as assigned.

Graduate students who use research equipment are cautioned to exercise all reasonable care. Poorly maintained equipment results in costly repair or replacement, as well as research data of doubtful value in the student's research.

---

## DATA OWNERSHIP AND ARCHIVING

Graduate students are responsible for understanding and following the [University Policy on Research Data](#). Under this policy all research data that arise from research activity conducted using CSU facilities, funded by internal or external grants, or that result in a thesis or dissertation must be made "discoverable, accessible, and available" for future use. Data associated with scholarly publications, including theses and dissertations, is considered a part of the scientific record and therefore must be permanently stored along with the

published manuscript, thesis or dissertation. In most cases, this means that a copy of the research data is retained for permanent archiving at the University. For internally or externally funded research, the Principal Investigator (PI) is responsible for controlling the storage, use and distribution of the research data, subject to provisions of any grant, agreement, University policy or law. Where research is performed without a grant or contract, the individual primarily responsible for the conduct of the research is responsible for data storage, use and distribution. In either case, a copy of the data must be permanently stored at CSU or made “discoverable, accessible and available” for future use. Graduate students are urged to discuss data ownership, management and storage with their major advisor early in their program and to communicate regularly about the location, condition and use of data.

## STATE-OWNED MOTOR VEHICLES

---

A graduate student who drives a state-owned motor vehicle must have a valid driver's license. Permission from an advisor or authorized faculty member is required before using a state-owned motor vehicle. State-owned motor vehicles are for official use only; do not transport passengers who are not on official business with the university.

## TRAVEL

---

Travel stipends are provided to GRAs and GTAs for assigned duties. For research-related travel and travel to professional meetings, see your advisor.

# SAFETY ON CAMPUS

## LABORATORY AND EQUIPMENT SAFETY

---

Graduate students may use potentially hazardous equipment, apparatus, or chemicals only if they fully understand the dangers involved and safe procedures of use. Federal and state laws require the wearing of goggles and protective clothing when handling acids and other dangerous chemicals. Read and follow the directions for use given on all packages of dangerous materials. Students must wear a hard hat and suitable clothing on logging operations and in mills. See also Research Integrity and Compliance Review Office.

## THEFT

---

Please be aware that theft does occur on campus. Both personal items and university equipment have been stolen. Do not leave valuables unattended. If you have an office, lock it when you are not in it. If you access buildings after hours, make sure to secure any doors you open. In the winter months, transient people sometimes seek shelter in University buildings. Building occupants should

contact CSU Police Department immediately if they notice any strangers in their areas.

<http://police.colostate.edu/> non-emergency: 970-491-6425; emergency: 911

---

## EMERGENCY TEXT MESSAGING ALERT SERVICE

Colorado State University operates an emergency cell phone text messaging alert service. The service is available to all faculty, staff, and students who sign up. The program sends a text message alert to all enrolled cell phones in the event of an emergency at the university. The system is only used during a safety emergency or unexpected closing of the university, such as a snow day. To enter a cell phone number into the system, anyone with a campus EID – a university electronic identity – can register on [RamWeb](#). Once on the site, click on "Records" on the right side of the page, then on "Change My Emergency Notification Cell Phone" and enter the number. The same steps can be taken to update cell phone information.

---

## SAFEWALK

If you are walking at night, Campus Service Officers can provide a [SafeWalk](#) to your destination on or near campus within a specified service area. Call 491-1155 or use any of the outdoor emergency/service phones to request the service.

<https://police.colostate.edu/safe-walk/> (970) 491-1155

---

## TELL SOMEONE/PUBLIC SAFETY

If you are concerned about a CSU student or employee who may be experiencing emotional difficulty or mental health illness, please visit the website below or call the number to discuss your concerns.

<http://www.publicsafety.colostate.edu/tell-someone.aspx> (970) 491-1350

---

## RAMRIDE

[Ramride](#) provides safe, nonjudgmental rides for CSU students with the goal of improving safety of the Fort Collins community. Rides are provided Thursday from 10:00 pm to 2:00 am, and Friday and Saturday nights from 10:00 pm to 3:00 am but do not run during school holidays or during the summer.

<http://www.ramride.colostate.edu/> (970) 491-3333

---

## WEST NILE VIRUS

There were several reported cases of West Nile Virus in Larimer County last summer (2014). The winter temperatures have killed them off for now, but we fully expect they'll return again this spring/summer. The best thing you can do to protect yourself from this mosquito borne illness is to limit your exposure to biting mosquitos and wear mosquito repellent when outdoors.

<http://www.larimer.org/health/cd/westnile.cfm>

## TULAREMIA

---

Tularemia has been found in the area since summer 2015 in rabbits, and a handful of people in Larimer, Weld, and Boulder Counties have also be infected. Tularemia is transmitted from wildlife to pets and people. Keep your pet indoors or on a leash to reduce the risk of infection, and read more about Tularemia in people and pets as well as tips on prevention on the Larimer County website. <http://larimer.org/health/tularemia.asp>

## TRANSPORTATION ON CAMPUS

### BIKING ON CAMPUS

---

All bicycles *ridden or parked* on the Colorado State campus must be registered with the CSU Police Department (CSUPD). A registration decal, known as a CSU Bicycle (or Bike) License, is valid for as long as the bike is in possession of the registered owner. The cost is \$10, and more information and forms are available from the CSU PD webpage: <https://police.colostate.edu/register-your-bike/>.

While registering your bike, pick up a copy of the campus biking regulations, or view them at <https://police.colostate.edu/safe-commuting-regulations/>. Bike regulations are enforced, tickets are given, and fees are paid. Especially pay attention to the dismount zones posted on campus.

### PARKING ON CAMPUS

---

Commuter student permits cost \$569/year and are good in Z lots. Since more parking permits are sold than there are parking spaces, the parking permit is actually less of a permit to park and more of a license to hunt. Parking violation fees range from \$20 to \$150, depending on the violation.

<http://parking.colostate.edu/>

(970) 491-7041

### PARKING OFF CAMPUS

---

The City of Fort Collins has implemented a residential parking permit program for several neighborhoods that surround Colorado State University. To see where these zones are, visit the City's Residential Parking Permit Program site:

<http://www.fcgov.com/parking/residential-parking-permit/index.php> In some neighborhoods, parking is still free, but give yourself plenty of time to find a spot and walk the several blocks from your car to your classroom or office. Finally, pay attention to any parking signs. Some blocks limit parking to two hours, for example.

## TAKING THE BUS

---

Passes for Transfort, Fort Collins' bus system, are free for full fee-paying students with a CSU Student ID. Transfort has convenient schedules, several stops on campus, and reaches many of the city's outlying areas.

<http://www.sc.colostate.edu/transit-center.aspx>

(970) 416-6444

<http://www.fcgov.com/transfort/>

(970) 221-6620

## UNIVERSITY SERVICES

### OFF CAMPUS LIFE

---

Off-Campus Life is dedicated to providing a comprehensive array of services to meet the diverse needs of students who live off campus. The off campus housing information provided on the Off Campus Life website lets you peruse house and apartment listings, learn about leases and mortgages, find roommates, learn about occupancy limits and other Fort Collins residency laws, find out where to register your pet, and get tips on being a good neighbor.

<https://ocl.colostate.edu/>

(970) 491-2248

### CSU HEALTH NETWORK

---

The CSU Health Network is available to every student. Students may purchase student health services for their spouse and children by contacting the CSU Health Network at the beginning of the semester.

All new, full-fee paying resident-instruction graduate students are required to enroll in the CSU Student Insurance Plan or to opt out by demonstrating comparable health insurance coverage.

<http://www.health.colostate.edu>

(970) 491-7121

### CONFLICT RESOLUTION SERVICES

---

Conflict Resolution Services assists students with any issue and assists faculty and staff on matters concerning students. They provide advice and referrals to aid in problem solving, coaching and mentoring to help people solve conflicts on their own, and mediation to facilitate conversation between willing parties who are in conflict.

<https://resolutioncenter.colostate.edu/>

(970) 491-7165

### STUDENT LEGAL SERVICES

---

The office of Student Legal Services provides legal advice and counsel on a variety of legal issues, including: housing issues, criminal matters, family matters, consumer issues, employment matters, traffic laws, real estate, criminal records,

name changes, wills, powers of attorney, court, and name changes. The following students can use the service:

- Full-fee paying students taking six credits or more during Fall or Spring semester.
- Students taking at least six credits during any summer session.
- Continuing Education and GUEST students who pay full student fees.
- Intensive English Program students who have paid the special fee.

<https://sls.colostate.edu/>

(970) 491-1482

## CAREER CENTER LIAISON

---

Many full-time jobs, internships, seasonal jobs, and graduate assistantship announcements are posted on [CareerRAM](#), CSU's on-line job and internship posting site for students and alumni. Students and alumni can schedule appointments with Barb Richardson, the Warner College's Career Center counselor, by calling 970-491-5707, or by contacting Barb directly ([Barbara.Richardson@ColoState.edu](mailto:Barbara.Richardson@ColoState.edu), 970-491-2668), or by signing up for a time on the bulletin board outside of Barb's office, room 107C of the Natural Resources Building, to cover any of the following topics:

- Major/Career Exploration
- Career Assessments
- Cover Letter/Resume Assistance
- Federal Application Assistance
- Job Search Strategies
- Interviewing Skill Development
- Graduate School Preparation
- Online job/internship postings

<http://warnercnr.colostate.edu/career-services/>

(970) 491-2668

## ADULT LEARNERS/VETERAN SERVICES

---

Adult Learners/Veteran Services has information pertinent to veterans and also to active service men and women that are students at Colorado State University. A Veterans Educational Benefits Representative is available for consult, and they have information on other issues that relate to veterans, such as claiming residency. Information, support groups, and activities are also provided for adult learners. These include a Student Parent Resource Room, the Student Parent Community that plans social events for students and their children, and several other activities and benefits.

<https://alvs.colostate.edu/>

(970) 491-3977

## STUDENT DISABILITY CENTER

---

The Student Disability Center recognizes that disability reflects diverse characteristics and experiences, and is an aspect of diversity integral to society. To that end, the Center collaborates with students, instructors, staff, and community members to create useable, equitable, inclusive and sustainable



learning environments. RDS is also committed to supporting Colorado State University as a non-discriminating environment for qualified students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The mission is fulfilled through three specific goals: to provide accommodation, awareness, and advocacy. All activities of the Center are related to fulfilling these goals in support of a campus environment that is not discriminatory based solely on the presence of a disability

<https://disabilitycenter.colostate.edu/>

(970) 491-6385

---

## WOMEN AND GENDER ADVOCACY CENTER

---

The Women and Gender Advocacy Center offers many services for students. The Victim Assistance Team (VAT) is here to assist Colorado State University students who have been sexually assaulted on or off campus; and staff, faculty, or visitors who have been sexually assaulted on campus. Counseling and referrals are also available for students who wish to obtain information and explore with a staff member academic, career, and/or personal concerns that are sex or gender based. Personal concerns can range from difficulties related to relationships, dealing with sexism, or any type of interpersonal violence, including dating/domestic violence, sexual assault, or stalking. Staff in the office will provide immediate assistance and referral for students and assist them in discovering the best avenues, if any, to meet the needs of their situation.

<https://wgac.colostate.edu/>

(970) 491-6384

---

## ADVOCACY ORGANIZATIONS ON CAMPUS

---

Adult Learners/Veteran Services

<https://alvs.colostate.edu/>

(970) 491-3977

Asian/Pacific American Cultural Center

<https://apacc.colostate.edu/>

(970) 491-6154

Black/African American Cultural Center

<http://baacc.colostate.edu/>

(970) 491-5781

El Centro

<http://www.elcentro.colostate.edu/>

(970) 491-5722

Pride Resource Center

<https://prideresourcecenter.colostate.edu/>

(970) 491-4342

Native American Cultural Center

<https://nacc.colostate.edu/>

(970) 491-1332

Student Disability Center

<https://disabilitycenter.colostate.edu/>

(970) 491-6385

Women and Gender Advocacy Center

<https://wgac.colostate.edu/>

(970) 491-6384



## EQUAL OPPORTUNITY

---

Colorado State University does not discriminate on the basis of race, color, religion, national origin, sex, or handicap. The university complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375 and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the university shall promote equal opportunity and treatment through a positive and continuing affirmative action program.

## SEXUAL HARASSMENT

---

Colorado State University strives to create and maintain a work and study environment that is fair, humane, and responsible so that each member of the University community is treated with dignity and rewarded for such relevant considerations as ability and performance. Abusive treatment of individuals on a personal or stereotyped basis is contrary to the concepts of academic freedom and equal opportunity. Sexual harassment is one form of such abuse and cannot be tolerated.

Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972. Therefore, this policy shall apply to all persons affiliated with the University, including its students and employees. Persons who violate this policy shall be subject to corrective action. This policy prohibits "quid pro quo" and "hostile environment" sexual harassment.

To learn what constitutes sexual harassment, or what to do if you experience or witness sexual harassment, please visit this website:  
<https://oeo.colostate.edu/sexual-harassment-awareness-training/>

# APPENDIX I: FORMAT OF A RESEARCH PROPOSAL

---

- I. **Abstract:** summary of the proposed work
  
- II. **Introduction:** The introduction should put the proposed project into perspective and provide a brief review of the pertinent literature in the field. Be sure to include the scientific rationale for and importance of the proposed research and specific research objectives, questions, and/or hypotheses.
  
- III. **Research Plan:** Describe the research design and proposed analysis methods, including study site, study population, etc. as appropriate.
  
- IV. **Expected Results and Products**
  - A. Describe any relevant preliminary research already completed or in progress (if any) and provide relevant figures and tables.
  - B. Discuss any expected research findings (including table and figure captions if appropriate) and relate these results to the problem you stated.
  - C. Describe expected research products including scientific articles, factsheets or briefing papers, or other outreach or scientific presentations and outputs.
  
- V. **Timeline**

Provide the dates of major milestones in the proposed study.
  
- VI. **Budget**

Provide a budget for all expenses needed to complete your proposed project.
  
- VII. **Literature Cited**

Provide complete references for the literature cited in the proposal. Use the author-and-year system in standard form (e.g., CBE Style Manual).

**The research proposal should be approximately 5-10 single-spaced pages for MS students and 8-15 pages of PhD students.**

## APPENDIX II: GRADUATE STUDENT TIME TABLE

Please note that Graduate School deadlines are absolute. Plan ahead to avoid missing critical deadlines due to advisor or committee member travel. All forms are available here: <http://graduateschool.colostate.edu/current-students/forms/index.aspx>

	<b>What</b>	<b>When</b>
___1.	Select graduate committee in consultation with advisor (MS and PhD students only).	Before end of second term.
___2.	File Program of Study ( <a href="#">GS Form 6</a> ) with the Graduate School.	Before end of second term (preferred). Students who have not submitted their Program of Study by their 3 <sup>rd</sup> regular semester will have a registration hold placed on their account.
___3.	Submit and present a proposal to the advisor and committee for review and approval (MS and PhD students only).	Before end of second term.
___4.	Complete preliminary examination (PhD students only).	By the end of the 5 <sup>th</sup> semester, and at least two semesters before final examination (defense).
___5.	File Report of Preliminary Examination ( <a href="#">GS Form 16</a> ) with the Graduate School (PhD candidates only).	Within two working days after results are known.
___6.	File the Application for Graduation ( <a href="#">GS Form 25</a> ) with the Graduate School.	By the 6 <sup>th</sup> week of the graduation term for fall and spring semesters, and the first week of eight-week summer term. Refer to <a href="#">published deadlines</a> posted on the graduate school webpage.
___7.	File Petition for Committee Member Changes ( <a href="#">GS Form 9A</a> ) with the Graduate School.	As committee changes but prior to the final exam.

## APPENDIX II: GRADUATE STUDENT TIME TABLE

Please note that Graduate School deadlines are absolute. Plan ahead to avoid missing critical deadlines due to advisor or committee member travel. All forms are available here: <http://graduateschool.colostate.edu/current-students/forms/index.aspx>

<b>What</b>	<b>When</b>
___ 8. Submit thesis or dissertation to the graduate committee (MS and PhD students only).	Two weeks (thesis) or one month (dissertation) before the final exam.
___ 9. Advisor sends an announcement of final exam, including date and time, to the Department Communications Coordinator for distribution to the college (MS and PhD students only).	Two weeks before final exam.
___ 10. Advisor notifies candidate and committee of scope and nature of final oral exam (MS and PhD students only).	One week before final oral exam (MS); one month before final oral exam (PhD candidates).
___ 11. Complete final oral exam (MS and PhD students only).	Prior to the end of the 11 <sup>th</sup> week of the term of graduation for fall and spring semesters, and the end of the third week during the eight-week summer term. Refer to <a href="#">published deadlines</a> posted on the graduate school webpage.
___ 12. File Report of Final Examination Results ( <a href="#">GS Form 24</a> ) with the Graduate School (MS and PhD students only).	Within two working days after results are known, but no later than published deadlines.
___ 13. Secure the signatures of your advisor, committee, and the department head on the <a href="#">GS30 Thesis/Dissertation Submission Form</a> (MS and PhD students only).	When the advisor and committee approve your finalized thesis or dissertation.

## APPENDIX II: GRADUATE STUDENT TIME TABLE

Please note that Graduate School deadlines are absolute. Plan ahead to avoid missing critical deadlines due to advisor or committee member travel. All forms are available here: <http://graduateschool.colostate.edu/current-students/forms/index.aspx>

<b>What</b>	<b>When</b>
___14. Submit your thesis/dissertation electronically to ProQuest/UMI through the <a href="#">Colorado State University Libraries Electronic Thesis and Dissertation (ETD) Submission</a> website. Refer to the Graduate School website for <a href="#">complete instructions</a> . (MS and PhD students only.)	Refer to the <a href="#">published deadlines</a> for the semester in question.
___15. Submit data to Primary Investigator for archiving.	By the time the thesis or dissertation is submitted to the Graduate School.
___17. Clearance of all incompletes, course requirements, and clearance for departmental requirements ( <a href="#">GS Form 25B</a> ).	By the last day of the graduation term.
___18. Pay balance of student account, due in the cashier's office.	Before leaving campus.
___19. Commencement ceremony (optional; diplomas are not awarded at commencement).	Ceremonies are held in the spring and fall. See the Graduate School website for <a href="#">complete information</a> .
___20. Receive diploma from the Registrar's Office.	Mailed 6 to 8 weeks after the end of the graduating term.