I. ACADEMIC PROGRAM MINIMUM REQUIREMENTS

A. 32 semester hours of graduate level course work, with a grade of Satisfactory or B or better in each course.

B. A grade of Unsatisfactory or C will not count toward the total 32 semester hours required for the graduate degree. Any grade below C (D, E, ABS, W-, Unsatisfactory) will not be accepted as meeting the standards of Department of Forestry requirements.

C. At least 16 hours of the approved academic program must consist of 500 level courses.

D. At least three of the 500 level courses must be formally structured courses. Seminar is not counted as one of these three.

E. Core Course Requirement. These courses are required of all Department of Forestry Graduate students.

1. Forestry 500 Research Methods (or equivalent to be selected by the student's graduate committee and approved by the Departmental Chair). Recommended for first or second semester. 

2. Forestry 501 Seminar (See Seminar requirement No. 7 below) 1 hr

3. Minimum of one course in statistics at 500 level, achieving a grade of B or better Variable hours

F. The student must achieve a B or better grade point average each academic term. Failure to attain a 3.0 or better will mean automatic placement on academic probation within the Departmental Graduate Program and ineligibility for financial assistance through the Department of Forestry. A second consecutive term of below 3.0 will mean suspension from the departmental Graduate Program. The student may regain eligibility for financial support consideration and return to good academic standing (after one semester of below 3.0) at such time as he/she regains both a 3.0 grade point overall and a 3.0 or better academic term performance.
II. GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

A. For new graduate students having been accepted into the Department of Forestry graduate program and carrying at least the minimum full graduate course load (as defined in the Graduate Catalog or by the Graduate School Office), the following applies:

1. 2.85 GPA, minimum for 1/2 time assistantship.

2. 2.70 GPA, minimum for 1/4 time assistantship.

Funds for financial support of graduate students are limited and competitive. Acceptance into the Departmental Graduate Program does not imply automatic financial support by the Department of Forestry.

B. Active students must receive a 3.0 GPA each semester and maintain a 3.0 GPA or better to remain eligible for financial assistantship.

C. To be eligible for an assistantship and/or a University waiver of tuition, the student must be enrolled in a minimum of six semester hours Spring or Fall semester or three hours Summer semester (see Graduate School Catalog).

D. Graduate students are eligible for financial assistantships for an absolute maximum of 24 months. Programs requiring more than 18 months to complete where financial assistance is desired must be approved by the Department of Forestry Chair.

E. Students with 3.0 GPA or better may be eligible for Fellowships as they become available (see Graduate School Catalog).

F. Work Responsibility

Students receiving a financial assistantship through the Department of Forestry are obligated to work for the Department in various capacities as follows:

- one-half time assistantship 20 hours/week
- one-fourth time assistantship 10 hours/week

The nature of the student's assignment depends on the source of funds and Departmental needs and arrangements made between the Department Chair, the student's graduate committee chair, and the student.

G. In order to remain in a graduate program, the student must be in compliance in a manner consistent with the Department of Forestry’s Schedule of Events in the Master’s Degree Program Guidelines.
III. STUDENT’S GRADUATE COMMITTEE STRUCTURE

The student’s graduate committee structure for students in the Departmental Master's Degree Program consists of:

A. Three to five members of the graduate faculty. Other individuals may be asked or permitted to participate in an advisory or consulting manner on an ex officio basis.

B. At least two of the student’s graduate committee members must be staff members of the Department of Forestry. The inclusion of additional committee members from outside the Department of Forestry is encouraged.

C. The Department of Forestry Chair is automatically a committee member (in addition to B. above) of the student’s graduate committee.

D. Emeritus and adjunct faculty may serve on or co-chair students’ theses and dissertation committees, serve on students’ program committees, and/or evaluate students’ preliminary examinations, upon the request of their respective department chair or director of graduate studies AND the approval of the Graduate Dean. No more than one emeritus or adjunct faculty shall serve on such committees except on cooperative agreements with other universities.

E. All graduate students working on forestry related thesis research and receiving financial support from funding administered through or by the Department of Forestry, but housed in other University Departments, will have at least one Department of Forestry faculty person as a member of the student’s graduate committee.

F. The student and his/her graduate committee chair will work together in selecting the other committee members. The members should be selected in such a manner as to form the possible best group of individuals for assisting and guiding the student through a quality graduate experience.

G. The Department Chair will review periodically the structure and functioning of the student’s graduate committee.

IV. STUDENT’S GRADUATE COMMITTEE FUNCTION

The primary responsibility for the student’s graduate committee rests with the student’s graduate committee chair. The committee membership should participate in guidance, advisement, and assistance to the individual student. The student is responsible for scheduling committee meetings with the advise of the committee chair. Committee meetings should occur as frequently as necessary to insure that the student receives a quality program and educational experience.

A. The committee will, under the direction of its Chair and participation of the student, outline an academic program of course work.

B. The committee will participate in establishing objectives, scope, and procedures for the student's thesis research. They will review the originality of the research, evaluate the response from external (outside the committee) sources, and review the research proposal, and insure that the final product meets the requirements of an acceptable
research product proposal. A copy of the final project outline must be placed in the student's Departmental file. (See Schedule of Events).

C. During each meeting, the committee will review and evaluate the student's progress in his/her academic program and thesis research topic. It is the responsibility of the student to prepare a summarized report of each graduate committee meeting and to make certain that a copy of each report is given to each committee member. One copy should also be placed in the student's Departmental file.

D. Upon completion of the thesis, an oral examination should be scheduled at a time and date so that all committee members may be present. The oral examination should not be scheduled until all committee members have agreed that the student's thesis is in an acceptable form.

V. CHANGE OF MAJOR PROFESSOR OR PROGRAM

A. Procedure should be one of common courtesy with full and open discussion between all parties involved.

B. If student wishes to change advisors, it should be done with the knowledge and permission of the Department Chair.

VI. SEMINAR REQUIREMENTS

A. Students must take Seminar once for credit, preferably during the semester in which thesis findings are completed.

B. All students in residence will be expected to attend seminar.

C. The student's seminar will be a scholarly presentation, based upon the student's thesis research effort.

D. Consistent seminar attendance together with guidance by the student's graduate committee chair should adequately prepare the student to present the student's seminar topic.

E. Under normal circumstances, graduate students must present their seminar during the fall and spring semesters due to the unavailability of many faculty and graduate students during the summer months. If it becomes necessary for a graduate student to present their seminar during the summer, the following applies: 1) the chair of the department or a designated representative must attend the seminar; 2) the student’s graduate committee must attend the seminar; and 3) at least 5 graduate students and 5 departmental faculty must attend. It is the responsibility of the student to ensure that the above conditions are met. Attendance commitments must be made in writing. The seminar may or may not be associated with the student’s oral examination, depending on the discretion of the student’s graduate committee/chair of the department and the student.
VII. THESIS REQUIREMENTS

A. Thesis Research

1. The research shall have been conducted satisfactorily as outlined in an approved research proposal prepared by the student and submitted for review and evaluation. Refer to the Schedule of Events concerning the time sequence for preparation of the research topic, objectives, and research proposal review.

2. In some instances, the student's research proposal may be a specific phase of a forestry faculty member's own research activity. In this event the student may elect one of three options, whichever is most appropriate.

   a. The student may develop a specific subproject or phase proposal which fits into an on-going, active research project previously approved and initiated, or:

   b. The student may develop a special project of their own to be actually conducted and carried under the Forestry 593 course (Individual research). This type of research proposal may or may not be specifically related to the student's own thesis research, or:

   c. The student may choose to develop a research proposal for a topic not related to their thesis research and not to be actually initiated and conducted. Normally such a proposal will be used to meet partially the requirements of the core course Forestry 500 (Research Methods).

No matter which of three above options the student and his/her graduate committee determine is the most appropriate to utilize, the intent is clearly for each graduate student to have the opportunity and responsibility for developing at least one original research project proposal adequate for professional review. The development of an original research proposal is considered an important part of the overall graduate student's program and training. The student is responsible for maintaining a preliminary proposal in their departmental graduate file folder.

B. Thesis Writing

Each graduate student must prepare an acceptable written thesis based upon the student's own original research. Research Reports and/or Literature Reviews are not acceptable as a substitute for an appropriate thesis. The student's thesis must be approved by all of the student's graduate committee members, the Department of Forestry Chair, and by the University Graduate School.

C. Thesis Defense

Each graduate student is required to participate in an oral examination, normally about two hours in length. An oral examination can not be scheduled until all of the student’s graduate committee members and the Department Chair have agreed in writing that the thesis is ready for oral defense (use Oral Approval Form). All of the student's graduate committee members should be present. It is the responsibility of the student to make arrangements for the location, scheduling, and public announcement of his/her oral
examination. The student's graduate committee chair will provide information pertaining to oral examination format and procedures and any other relevant items. Please note that any interested faculty member may sit-in on any graduate student's oral examination and has the privilege of participating in questioning and discussion. However, balloting concerning the student's performance is restricted to those faculty who are on the student’s graduate committee and who hold appropriate University Graduate Faculty Rank. In the event that the student fails to perform adequately as judged by the committee, the student may schedule a second attempt.

D. Thesis and Oral Examination Review or Appeal

1. If the first oral examination is not satisfactory to all of the student's graduate committee members, the student will be informed explicitly to what extent or in what respects the student will be expected to further prepare and a second oral examination will be scheduled. The second oral examination should be scheduled within two weeks, and must be conducted within 90 days, of the date following the first examination. If agreement on a student's performance cannot be reached after the second oral examination, the Departmental Chair, the chair of the student's graduate committee and the chair of the departmental graduate committee (with other persons if deemed appropriate by any of the above) shall meet to resolve the situation. At the second oral examination, a maximum of one negative vote is permissible. However, this negative vote may not originate with either the chair of the student's graduate committee or the Department Chair.

2. Any student not able to develop a thesis acceptable to all of their graduate committee will be considered not to have met minimum Department of Forestry requirements and will not be granted a degree through this Department. In this event, the student may request a joint meeting of the departmental graduate committee, his/her graduate committee, and the Departmental Chair for a special hearing and review of the situation. Any special consideration or alternatives would be developed by participants in the review based on the merits and conditions of the case.

3. The student is reminded that the University Graduate School has rather precise, clearly defined standards for thesis format, presentation, and appearance. A set of guidelines are available concerning these standards from the Graduate School office. University standards and regulations must be met for each thesis. The Department of Forestry cannot waive or over-rule University procedures and policies. It is the student's responsibility to make certain that his/her thesis meets Graduate School guidelines.

4. The student should keep in mind that all matters pertaining to thesis preparation and reproduction are the student's own responsibility. The Department of Forestry secretarial staff, supplies, and equipment are not available for the student's thesis preparation. Any exceptions to this policy must be granted by the Department of Forestry Chair and some provision for reimbursement of expenses to the Department must have been previously arranged.

E. The student is responsible for providing copies of the approved thesis as follows:

1. The Graduate School, according to its current policies.
2. One copy each to the student’s graduate committee chair and to the Department of Forestry for permanent file.

3. One copy to each of the student's graduate committee members formally requesting a copy.

4. Copies requested by external granting agencies will be supplied by the Department; these are not the student's responsibility.

5. Thesis copies for the Department of Forestry and student’s graduate committee members requesting a copy must be appropriately bound.

VIII. MAINTAINING THE GRADUATE FILE FOLDER

Various materials are added to each student's file folder as the student progresses through the graduate program. Correspondence, assistantship records, semester grades, and other items are placed in the folder as they become available. It is the responsibility of the individual graduate student to ascertain that the student's folder is complete and up-to-date at all times. The Department Chair or a delegated representative will periodically review each folder for the purpose of checking the student's progress, job placement information, and determination of financial assistance. An incomplete or inaccurate set of materials can affect adversely the student's program and opportunity for financial support. A Program Progress Evaluation Form placed in each folder will help expedite folder maintenance. The following is a list of items to be included as they become appropriate in an active student's file: other items not listed may be appropriate as well.

1. Student’s Graduate Committee Reports (meeting minutes)
2. Academic Program (Course Outline)
3. Copy of Thesis Topic and Research Objectives
4. Copy of Approved Research Project Proposal
5. List of Student’s Graduate Committee members (Guidance Committee)
6. Seminar Topic and Abstract
7. Financial Assistantship Forms
8. Items pertaining to Thesis Approval, Oral Examination, and Graduation, etc.
9. Pertinent Correspondence
10. Other appropriate materials

It is the responsibility of the student to examine the student’s graduate folder and ensure that the folder is complete and up-to-date. The student, with the advise of his/her committee, is responsible for ensuring that adequate progress is being made in the graduate program.
### APPENDIX: GRADUATE PROGRAM SUMMARY

**Department of Forestry, Southern Illinois University**  
**Master of Science in Forestry, Policies and Guidelines**

<table>
<thead>
<tr>
<th>Required Materials</th>
<th>Approximate Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Committee Approval Form</td>
<td>Semester 1-2; first committee meeting</td>
</tr>
<tr>
<td>Approved and signed by committee chair, dept. chair, &amp; grad school</td>
<td></td>
</tr>
<tr>
<td>Academic program course outline</td>
<td>Semester 1-2; first committee meeting</td>
</tr>
<tr>
<td>Approved and signed by committee</td>
<td></td>
</tr>
<tr>
<td>Graduate Committee meeting minutes</td>
<td>Each committee meeting</td>
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<tr>
<td>(recorded and typed by student)</td>
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<tr>
<td>Approved and signed by committee</td>
<td></td>
</tr>
<tr>
<td>Thesis topic and research objectives</td>
<td>Sem. 1-2</td>
</tr>
<tr>
<td>Approved by advisor</td>
<td></td>
</tr>
<tr>
<td>Copy of Research Proposal</td>
<td>Sem. 2-3, second committee meeting</td>
</tr>
<tr>
<td>Approved and signed by committee</td>
<td></td>
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<tr>
<td>Schedule seminar</td>
<td>Immediately prior to final semester</td>
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<tr>
<td>Signed by advisor</td>
<td></td>
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<tr>
<td>Seminar and abstract</td>
<td>Final semester</td>
</tr>
<tr>
<td>Approved by advisor</td>
<td>(at least one week prior to seminar)</td>
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<tr>
<td>Thesis approval by advisor/committee chair</td>
<td>Final semester</td>
</tr>
<tr>
<td>Draft of thesis to committee</td>
<td>Final semester</td>
</tr>
<tr>
<td></td>
<td>(at least two weeks prior to oral exam)</td>
</tr>
<tr>
<td>Oral Examination Schedule Form</td>
<td>Final semester</td>
</tr>
<tr>
<td>Approved and signed by committee and dept. chair</td>
<td>(at least one week prior to oral exam)</td>
</tr>
<tr>
<td>Oral Examination Approval Form</td>
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<td>Thesis Approval Form</td>
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<td>Approved and signed by committee and dept. chair</td>
<td></td>
</tr>
<tr>
<td>Thesis submission to Graduate School (two copies)</td>
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</tbody>
</table>
### Other Materials:

| Financial Assistantship/Graduate Fellowship Forms  Professional Development Form (ORDA/GPSC Travel Award) |

### Program Requirements for Graduation:

| 32 semester hours of graduate level course work with a B or better in each course |

| At least 16 hours of course work must be at the 500 level |

| At least three of the 500 level courses must be structured courses |

| Forestry 500 Principles of Research (2 hours) |

| Forestry 501 (enroll for a grade during final semester) |

| At least one course in statistics at the 500 level with a grade of B or better |

| Three to six thesis credits |

| At least a B or better grade point average in each academic term |