



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE, LIFE & ENVIRONMENTAL SCIENCES
Environmental Science

Graduate Student Handbook **Online Campus MS**

Department Contacts

Director of Graduate Studies

Marcel Schaap
mschaap@arizona.edu

Academic Advisors

Santiago Tso (MS program)
tso@arizona.edu

Katrina Teer (AMP and PhD)
katrinateer@arizona.edu

Department Head

Craig Rasmussen
crasmuss@arizona.edu



Contents

1	Introduction	2
1.1	Contact Information for the ENVS Graduate Programs	2
2	Welcome to the ENVS Department	4
2.1	The Environment of The University of Arizona	4
3	Overview of the ENVS Graduate Program	6
4	General ENVS Graduate Program Policies and Procedures	8
4.1	Introduction	8
4.2	Program Governance and Student Engagement	8
4.3	Program Prerequisites and Deficiencies	9
4.4	Expected Graduate Program Learning Outcomes	9
4.5	Policies and Procedures	11
4.6	GradPath and Timelines	12
4.6.1	Responsible Code of Conduct	14
4.7	Exceptions, Suggestions, and Concerns	14
4.8	Course Loads and Continuous Enrollment	15
4.9	Grades	15
4.9.1	Incomplete ("I") Grades	16
5	ENVS Master's Program Policies and Procedures	17
5.1	General Information	17
5.2	Entering the Program	17
5.2.1	Application to the ENVS MS Program	17
5.2.2	AMP Students	18
5.3	Minimum Requirements for an ENVS Master of Science	19
5.3.1	General	19
5.3.2	Career Skills	21
5.3.3	Core Courses	21
5.3.4	Electives	21
5.3.5	Major Professor and Master's Committee	22
5.3.6	Final Project and Final Presentation of Defense	22
5.4	Plan of Study	26
5.4.1	Transfer Units	26
5.4.2	Time Limits	29
5.5	Time to Completion and Dismissal	30

1 Introduction

This handbook is for the benefit of students enrolled in the Online Master's program of the Department of Environmental Science (ENVS), but it may also be informative for those interested in matriculating into this program. The purpose of this document is to provide useful information about admission and matriculation and to clearly outline the Department's expectations for a successful completion of the ENVS MS degree.

The ENVS Graduate program provides Master's of Science (MS) and PhD programs, with its MS program being offered on UA's Online and Main Campuses. There is potential for confusion if we would provide one handbook for all these options and to better serve our current and future students, we will be distributing three ENVS Graduate Handbooks:

1. **This document.** A Handbook targeted to MS students in our Online Campus. All coursework is asynchronously online.
2. A handbook targeted to Main Campus MS students. Nearly all coursework is "in-person", but most online courses are also accessible to Main Campus Students.
3. A handbook targeted to Main Campus PhD students.

Please make sure that you are consulting the "correct" handbook as some details vary between MS and PhD and between our Online and Main Campuses.

1.1 Contact Information for the ENVS Graduate Programs

MS Program (Main Campus and AZonline)

Santiago Tso (Senior Academic Advisor)

tso@arizona.edu

Personal Zoom Meeting Room: <https://arizona.zoom.us/my/santiago.tso>

tso

Mailing address: Shantz 4.29

1177 E. 4th Street

P.O. Box 210038

The University of Arizona

Tucson, AZ 85721

USA

PhD program

Katrina Teer (Academic Advisor)

katrinateer@arizona.edu

Personal Zoom Meeting Room: <https://arizona.zoom.us/my/katrinateer>

Phone: 520-626-4770 (SMS available)

Shantz 422

1177 E. 4th Street
P.O. Box 210038
The University of Arizona
Tucson, AZ 85721
USA

ENVS Director Of Graduate Studies

Marcel Schaap (Professor of Environmental Physics)
mschaap@arizona.edu
Mailing address: Shantz 4.29
1177 E. 4th Street
P.O. Box 210038
The University of Arizona
Tucson, AZ 85721
USA

2 Welcome to the ENVS Department

The Department of Environmental Science (ENVS) brings together a community of distinguished scientists, knowledgeable staff, and motivated students. All of us strive to further their understanding of soil, water, and the environment, and carry out research, policy development, advising and planning towards the solution of today's environmental and resource-use challenges. Under the leadership of ENVS Department Head, Dr. Craig Rasmussen, the ENVS community consists of 50 faculty, 30 researchers, 12 administrative staff, and 20 joint, adjunct, or emeritus faculty, 70 graduate students and over 500 undergraduate students, 300 of which reside at UAs microcampus in China.

Our Mission We educate and train future generations to solve environmental issues at the intersection of biology, chemistry, physics and social sciences. We collaborate with industrial and professional partners to identify and apply practical and scientific solutions to current and emerging human-environmental challenges. Furthermore, we engage the community, including under-served populations, through extension services and citizen science. Housed in the College of Agriculture, Life, and Environmental Sciences at the University of Arizona, our faculty and research cover the full breadth and depth of environmental sciences, with strong expertise in arid and water-limited regions.

Our Commitment to Equity, Diversity, and Inclusion We view championing diversity and inclusion as the only way to equitably and successfully solve the grand challenges associated with human-environment interactions. The University of Arizona embraces and practices diversity and inclusiveness and our department supports and protects all forms of social identities, including but not limited to: age, disability status, ethnicity, gender expression, gender identity, nationality, sex, sexual orientation, race, religion and veteran status. UA Land Acknowledgment can be found at: <https://www.arizona.edu/university-arizona-land-acknowledgment>. UA is a Hispanic Serving Institution: `HispanicServingInstitution`

2.1 The Environment of The University of Arizona

The ENVS Department is a key member of The University of Arizona's School of Earth and Environmental Sciences (SEES). This federation of units produces knowledge about earth and environmental processes and human-environment interactions at all geographic and temporal scales. SEES faculty and researchers provide the scientific basis for environmental and climate policy, train the next generation of scientists, and disseminate knowledge and solutions for the benefit of society (<https://sees.arizona.edu/>). SEES includes:

- Geosciences (GEO, <http://www.geo.arizona.edu/>)

- The department of Hydrology and Atmospheric Sciences (HAS, <http://has.arizona.edu/>)
- The Laboratory of Tree-Ring Research (LTRR, <http://ltrr.arizona.edu/>)
- Environmental Science <https://envs.arizona.edu/>
- The School of Natural Resources and the Environment (SNRE, <http://snre.arizona.edu/>)
- The School of Geography, Development, Earth and Environment: <https://geography.arizona.edu/>
- The Arizona Institute for Resilience (AIR, <https://environment.arizona.edu/aires>)

SEES facilitates interdisciplinary research, teaching, and outreach/extension activities across the six departments and laboratories. Graduate students feature prominently in SEES as manifested in the campus-wide student-organized EarthWeek symposium which features the latest environmental science advances researched by Graduate Students.

The total enrollment at the University of Arizona exceeds 45,000 (including nearly 10,000 graduate students), a size that offers a wide range of academic and extracurricular programs. Tucson is a diverse metropolitan area of over a million people situated in a desert valley surrounded by temperate Sky Islands that rise to elevations of 3,000 meters. The University of Arizona is an equal opportunity employer authorized to provide research, educational information and other services only to individuals and institutions that function without regard to race, color, sex or national origin. For more detailed information about the University of Arizona please visit: <http://www.arizona.edu/about>.

3 Overview of the ENVS Graduate Program

The ENVS Graduate Program is grounded in a strong natural science curriculum that represents the foundation for focused studies in environmental physics, chemistry, biology and/or social science. Graduate study in the ENVS Department is open to qualified students with undergraduate preparation in biological, chemical, physical, earth, or engineering sciences. Students with other backgrounds may be accepted into the program, with course deficiencies noted (see section 4.3).

The ENVS Graduate program is designed to train and educate the future generation of environmental scientists, land and water resource managers, engineers, agricultural producers, and policymakers. Through education and relevant practical activities we provide our students with the necessary skills to address a wide range of issues facing environmental systems and their intersection with human health and well-being.

ENVS Graduates are highly employable in academia, the private sector, state, federal and international agencies and NGOs, and are well-prepared to lead productive careers and to confidently pursue their passions. They are able to address societal needs pertaining to problems of agricultural production, water quality, natural resource management, environmental remediation, and environmental justice in a changing world. Description of major research and outreach thrusts within the Department can be found at: <https://envs.arizona.edu/>

The ENVS Graduate Program offers two degrees:

- An ENVS Master of Science (MS), which is offered “in-person” at our Tucson Campus as well as asynchronously online through AZonline (<https://online.arizona.edu/>). This program requires 30 units of study and has thesis and non-thesis options. Well-prepared students can complete the ENVS MS in two years.
- An ENVS PhD, which is offered “in-person” at our Tucson Campus and requires 36 units of coursework, 18 units of Dissertation, and a Minor (usually 9 or 12 units of study). Well-prepared students can complete the ENVS PhD in four years.

Both programs offer a Major in Environmental Science with sub-plans (or tracks) in either Environmental Science (ES) or Soil and Water Science (SWS, note that the SWS track is currently not available through our Online MS program). Both tracks require a small set of core courses to ensure foundational knowledge that will serve as a framework for their future course work, research, and professional career paths. The ENVS MS and PhD programs are multidisciplinary and designed to be flexible, providing ample elective course options to meet each student’s specific needs and career goals.

In addition to the ENVS MS and PhD programs, we offer the following:

- Dual Master Degrees in Environmental Science and Master of Business

Administration (MBA) from the Eller College of Management (<https://eller.arizona.edu/programs/masters/dual-degrees>)

- Dual Master of Science (MS) Degree in Environmental Science and Master of Arts Degree in Journalism (<https://journalism.arizona.edu/node/745>)
- Graduate Certificate in Aquaculture (see: <https://catalog.arizona.edu/programs/AQCCRTG>)
- Graduate Certificate in Water Policy (see <https://catalog.arizona.edu/programs/WPLCRTG>)

Please contact us (see section: 1.1) if you would like to know more about these programs.

4 General ENVS Graduate Program Policies and Procedures

4.1 Introduction

In this section we will discuss the policies and procedures that apply to all graduate students enrolled in the ENVS Graduate Program. Should there be any questions for matters related to the ENVS Graduate Program, please contact us for further information (see: 1.1).

4.2 Program Governance and Student Engagement

Day-to-day business of ENVS graduate program is administered by the ENVS Academic Advisors and the ENVS Director of Graduate Studies (DGS), under the guidance of Department Head Dr. Craig Rasmussen. Changes in ENVS graduate program policies are discussed within the ENVS Graduate Program Committee (GPC, which -in addition to the DGS and Academic Advisors- includes several ENVS faculty members, and two graduate students). Major policy changes are discussed and approved by vote during ENVS faculty meetings or bi-annual faculty retreats.

A vibrant departmental community can only be maintained by student inclusion and involvement. To this end, the Advising Team and DGS organize orientation meetings for new graduate students in the week prior to the start of the fall and spring semester. In addition, we also organize a general assembly of all ENVS graduate students at the start of the fall semester. At this meeting, graduate student representatives are chosen for several important one-year term functions:

- Two representatives for the ENVS Graduate Program Committee (preferably one MS and one PhD student).
- Two co-chairs for social events (annual departmental social events, and weekly social hours for students and faculty).
- Two to four co-chairs to organize and coordinate ENViSion portion of EarthWeek (an interdisciplinary campus-wide environmental symposium fully organized by graduate students).
- Three to five graduate students for the ENVS Graduate Council to meet periodically with the ENVS Department Head and Director of Graduate Studies.

Representatives usually self-nominate and DGS and Department head will endeavor to get a good representation across programs. Each graduate student

Course Descriptions	UA Course Numbers
General Chemistry I - (Lecture & Lab)	CHEM 141 or 151 or 161
General Chemistry II - (Lecture & Lab)	CHEM 142 or 152 or 162
Introductory Physics I (Lecture & Lab)	PHYS 102/181 or PHYS 141
General Microbiology (Lecture), or Introductory Biology I, Biology of Environmental Systems	MIC 205 A, MCB 181R, ENVS 225
Calculus I	MATH 122B or MATH 125
Statistics	ENVS 275 or MATH 263 or MATH 363 or MGMT 276 or SBS 200
Additional Prerequisites for the Environmental Science Track	
Physical Geology (Lecture),	GEOS 251
Additional Prerequisites for the Soil and Water Science Track	
Soil Science (Lecture)	ENVS 200

Table 1: Prerequisites for the ENVS Graduate Programs.

should seriously consider active involvement in an effective student voice in graduate program affairs.

4.3 Program Prerequisites and Deficiencies

The ENVS Graduate Program is an interdisciplinary program that relies on students knowing the fundamentals of Chemistry, Physics, Math, Statistics, and Geoscience. The minimum undergraduate preparation for admission into the ENVS Graduate Program includes the courses listed in Table 1 (or equivalent if transferred in):

Students who lack some program prerequisites, but who are otherwise qualified, may be admitted with the missing courses listed as deficiencies. Remediation of these program deficiencies is enforced by the ENVS Graduate Program. Deficient courses must be completed during the first two semesters of graduate enrollment. A higher-level course may be used to satisfy a prerequisite with prior approval of a petition to the ENVS Graduate Program, and approval by the relevant instructor. A grade of "B" or better must be obtained to satisfy deficiency requirements. Note that Table 1 provides ENVS *Program* requirements; individual graduate level courses may impose *additional* course prerequisites for course enrollment.

4.4 Expected Graduate Program Learning Outcomes

Expected Program Learning Outcomes (PLO) for both MS and PhD students in the ENVS Graduate Programs are listed below.

- Graduates should possess sound foundational knowledge in the biological, chemical, earth, and physical sciences as related to environmental systems.
- Graduates should demonstrate critical thinking skills necessary to evaluate the scientific literature essential for their research area(s) and articulate how this research fits into and/or advances the discipline.
- Graduates should demonstrate development of creative and innovative research ideas and approaches.
- Graduates use multiple research approaches to collect scientific data related to his/her research area, and can interpret, analyze and critique their data.
- Graduates communicate their research (importance, approaches taken, summary and interpretation of results) effectively through oral presentation.

In addition to the above program learning outcomes, PhD students are expected to:

- Gain a deeper understanding of contemporary research methods and tools to be able to independently conduct cutting-edge scientific research and publish findings in top-tier peer refereed journals.
- Be capable of teaching formal courses and translating research results for public outreach.
- Be able to develop sound proposals for scientific research and design experiments, models or field-based inquiry to develop and test hypotheses.
- Participate constructively in professional activities such as manuscript and proposal review, organizing working groups or symposia, and communicating effectively across disciplinary lines.

Individual Course Learning Outcomes (CLOs, which should be listed in each course's syllabus) may expand upon these or list additional criteria. The program learning outcomes are evaluated each semester through a variety of methods, including (but not limited to): exam scores in selected core courses, thesis or dissertation quality, student performance at (comprehensive and final) exams, oral, and student presentations at the annual ENViSion component of EarthWeek, as well as student self-reporting at exit surveys after the final defense/presentation. These surveys do not affect the student's grades in any way, but are intended to evaluate the quality of the ENVS Graduate Programs by semester. The information collected by the surveys will be used for corrective action should program performance not meet the standards set by the ENVS faculty.

4.5 Policies and Procedures

Graduate Students are expected to be knowledgeable of and comply with all policies and procedures for both the UA Graduate College and for the ENVS Department. Policies are updated and announced frequently. It is the student's responsibility to comply with current policies, even if these are changed after initial enrollment as a graduate student.

General Graduate College policies can be viewed online at <https://grad.arizona.edu/policies> university policies can be found at <https://catalog.arizona.edu/policy-audience/graduate>. The Graduate College sets *minimum* program requirements, upon which each graduate program can build their own specific program requirements that can exceed Graduate college requirements.

All graduate students are expected to take initiative regarding all aspects of their graduate studies. This includes getting together frequently with their faculty advisor(s), individually or during lab meetings, and to plan and discuss their research and academic progress. Students should also take the initiative to arrange annual meetings with the ENVS Graduate Program Advisor to plan coursework and to verify that graduate program requirements are being met. Our Graduate Advising Team has access to a wealth of information that will facilitate a student's success in the graduate program. Again, we stress the importance of the graduate student's individual responsibility to be "in charge" of their program. Frequent contact with research and program advisors minimizes the chance of unexpected (and possibly expensive) delays.

ENVS graduate students are required to develop a Plan of Study by the end of the first semester and to submit this plan by the end of the second (MS) or third (PhD) semester. It is highly recommended to discuss the Plan of Study (and any subsequent modifications thereof) with the ENVS Academic Advising team for compliance with ENVS Graduate program and Grad College requirements. Graduate students are further subject to annual evaluation for satisfactory progress based on their grade point average and overall progress towards completion of degree requirements. The annual ENVS Graduate Student Progress Report form (due June 15th), the Satisfactory Progress Policy and other forms, are readily available on the ENVS website or from the ENVS Graduate Program Coordinator.

The Plan of Study is available at:

- Gradpath: <https://grad.arizona.edu/gsas/gradpath>

Departmental forms and documents are available at:

- <https://envs.arizona.edu/graduate/graduate-student-resources>

Plan of Study and Progress Reports are reviewed by the ENVS Program Coordinator and ENVS Director of Graduate Studies. Non-compliant Plans of Study will be denied by the ENVS DGS. Approved Plans of Study are forwarded to the Graduate College for further verification and approval. Insufficient or missing

Progress Reports will be addressed by a departmental letter of unsatisfactory progress (see Section ??).

ENVS graduate students are expected present at ENViSion, which is the student-organized annual departmental component of the University-wide Earth-Week symposium, which usually occurs in March or April. A poster or oral presentation of planned or ongoing research is mandatory and a good practice of the student's presentation skills. Online students will be given the opportunity to participate remotely.

It is also highly recommended to participate in the *organization* of ENViSion or Earthweek. Each year several students function in different leadership roles, such as (co-)chair, room scheduling, organization of catering, collection and distribution of poster and oral program, etc., as well as interfacing with organizers from other departments and sponsors of awards.

4.6 GradPath and Timelines

GradPath is the UA Graduate College's degree audit process that tracks and monitors student progress. Students are able to fill in and submit forms online through UAccess Student. GradPath will notify students when there is a problem with their forms (e.g., courses outside the time limit, or forms or requests are denied), and link to relevant policy. All students should make sure their GradPath records remain up-to-date.

From UAccess Student, click the dropdown menu in the Student Center section and select "GradPath forms" to see a list of forms specific to your degree program. Figure 1 includes the forms for an MS (red box) and a PhD student (blue box).

Please note that after the student submits a form through GradPath portal there is a chain of approvers. There are several within the department (e.g., major professor, minor professor, Graduate Program Coordinator, Director of Graduate studies) and several more in the UA Graduate College. It may take some time before final approval is granted by the Graduate College. For reasons of efficiency, the ENVS Graduate Program processes approvals in "batches", usually once per week. It is therefore imperative that graduate students submit forms on time, i.e., well before deadlines. For example, an approved Doctoral Plan of Study must be in place before the form for Announcement of Comprehensive Exam can be submitted. The latter form must be approved before the date of the comprehensive exam itself. Submission of approval forms after-the-fact may result in extra review and denial by the graduate college. We strongly recommend that students meet with the ENVS Advising Team well before any deadline to avoid any delays. Emergencies happen, but it is ultimately the graduate student's responsibility that GradPath forms are submitted on time.

Important Degree Dates and Deadlines imposed by The Graduate College, as well as some the general steps necessary to complete a degree may be found at:

ID [REDACTED]

Welcome to GradPath! The forms listed under your degree or certificate are required for your program completion. They will help you, along with your faculty and department, in planning the classes you will take and forming any committees you may have.

There are additional, optional forms available, such as the Graduate Petition or Transfer Credit form, which you can use if needed. If you have any questions regarding your GradPath forms, feel free to contact your dedicated Graduate College Degree Auditor. You can find your auditor's information at <http://grad.arizona.edu/academics/degree-certification/find-auditor>.

MS - Environmental Science (Active in Program)

Responsible Conduct (ENVSMS)	Approved	View Current	i
Plan of Study (ENVSMS)		View Current	i
Master's/Specialist Committee Appointment Form (ENVSMS)		View Current	i
Master's/Specialist Completion Confirmation (ENVSMS)		View Current	i
Commencement Verification (ENVSMS)		View Current	i

PHD - Environmental Science (Active in Program)

Responsible Conduct (ENVSPHD)	Approved	View Current	i
Plan of Study (ENVSPHD)		View Current	i
Comp Exam Committee Appointment Form (ENVSPHD)		View Current	i
Announcement of Doctoral Comprehensive Exam (ENVSPHD)		View Current	i
Results of Comprehensive Exam (ENVSPHD)		View Current	i
Doctoral Dissertation Committee Appointment (ENVSPHD)		View Current	i
Prospectus/Proposal Confirmation (ENVSPHD)		View Current	i
Announcement of Final Oral Defense (ENVSPHD)		View Current	i
Results of Final Oral Defense (ENVSPHD)		View Current	i
Commencement Verification (ENVSPHD)		View Current	i

Other forms

Transfer Credit Form	View Current	i
----------------------	------------------------------	-------------------

Petition Forms

Petition Form	View Current	Create New	Modify	i
---------------	------------------------------	----------------------------	------------------------	-------------------

Figure 1: Example of a GradPath form for an MS student (outlined red) and a PhD student (outlined in blue). Forms for MS students are substantially simpler. This form can also be used to transfer external credit into the ENVS MS or PhD or send Graduate College Petitions. Some PhD students may still be in the SWESPHD program.

- <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>
- <https://grad.arizona.edu/gsas/degree-requirements>

Other forms that are sometimes necessary such as

- Change of Program
- Distribution Right
- Graduate Petition
- Leave of Absence
- Dissertation Formatting Guide forms

are available at <https://grad.arizona.edu/forms/gsas>.

4.6.1 Responsible Code of Conduct

Each student is responsible for submitting a Responsible Conduct of Research form to GradPath upon enrollment. Fostering a culture and expectation of responsible and ethical conduct of research is a critical component in the advancement of knowledge through research and scholarship. It is also a key element in the maintenance of public trust in the research enterprise. Given that ethical issues emerge when conducting research and scholarship across disciplines of all kinds, UA is committed to providing high quality instruction in responsible conduct of research to the entire campus community (<https://rgw.arizona.edu/research-compliance/rcr>).

4.7 Exceptions, Suggestions, and Concerns

Students have the right to formally request exceptions to department policies and procedures or formally appeal department decisions by submitting an ENVS Petition to the ENVS Director of Graduate Studies: <https://envs.arizona.edu/graduate/graduate-student-resources>. ENVS Graduate Program petitions are processed by the Department and cover matters specific to the *ENVS Graduate Program*; petitions to the Graduate college must be submitted through GradPath and cover matters *university-wide policies*. Please contact the ENVS Academic Advising team for more information or, if you are not sure whether to submit a ENVS petition or a Graduate College petition. The Grad College cannot approve Department petitions.

Specific and/or personal concerns regarding the student's progress in the ENVS graduate program can be discussed directly with the ENVS Advising Team, or in more serious cases the ENVS Director of Graduate Studies. When needed and possible, they will treat communications with confidentiality. In exceptional cases, it may be necessary to discuss matters with the ENVS Department Head, the Graduate College, or other University of Arizona offices.

Please note that University of Arizona Employees have certain mandatory reporting requirements (for example: https://www.titleix.arizona.edu/reporting_responsibility_for_employees).

4.8 Course Loads and Continuous Enrollment

The minimum required course load may depend on your personal circumstances and all students are recommended to review the Graduate College policies with regard to enrollment requirements: <https://grad.arizona.edu/policies/enrollment-policies>.

As a rule, students must maintain continuous enrollment which means that they must enroll in at least one graduate unit each semester. However, based on their personal circumstances they may also need to maintain full-time status, which implies that they must enroll in at least 9 units of study without Graduate Assistant (GA) support and at least 6 units of study with GA support.

All international students are required to maintain full-time status while studying in the US. To avoid violating current visa requirements international students should consult with the University of Arizona Office of Global Initiatives regarding enrollment requirements. Further information can be accessed at <http://global.arizona.edu/international-students/maintaining-status> and <http://global.arizona.edu/international-students/summer-enrollment>.

If students fail to obtain a motivated Leave of Absence to be exempt from continuous enrollment during one or two semesters, the graduate college will dismiss the student from the program. A new application and full review will be needed to be considered for a re-admission to the program.

4.9 Grades

The Graduate College has specific regulations on grades necessary for continuing in a degree program and additional scholarship requirements. Please carefully read the current UA Graduate Catalog (<http://grad.arizona.edu/new-and-current-students>). The ENVIS department adheres to these regulations and further requirements for MS and PhD students are provided later in this document. *Should the grade point average fall below 3.00, the student will be placed on probation. If at the end of the following semester the cumulative average is still less than 3.00, the Graduate College will automatically disqualify the student from the program.* Disqualified students may apply for admission as a nondegree seeking student. Credit earned as a UA nondegree seeking student will be included into the cumulative UA graduate GPA. According to university policy, a student on academic probation cannot hold a scholarship, fellowship, assistantship, or an associateship during the period of probation (please see: <https://grad.arizona.edu/policies/academic-policies/academic-probation> and <https://grad.arizona.edu/funding/gaships/qualifications-appointment>).

4.9.1 Incomplete (“I”) Grades

A grade of Incomplete (letter grade “I”) is discouraged at the graduate level. Before taking or awarding an “I”, students and instructors are encouraged to review the relevant Registrar information about incomplete course work: (<https://registrar.arizona.edu/faculty-staff-resources/grading/grading-policies/incomplete>). We note here that an incomplete can only be awarded if a minor part of the coursework has not been completed. An “I” may not be awarded instead of a failing grade. One or more missing exams is not likely to be minor missing part of coursework and should be awarded the proper grade at the end of the semester.

Students are encouraged to meet with their instructor *and* program advisor as soon as possible if personal circumstances prevent meaningful course participation. Instructors are encouraged to inform the program advisor(s) if a student is not performing to expectations (e.g., present grade is a “C” or less). Please note that while program advisors can see grades of previous semesters, they cannot monitor (are not able to) the student’s progress in the current semester.

An incomplete grade must be remediated as soon as possible (“weeks” rather than “months”). An incomplete will default to a failing grade after 12 months.

5 ENVS Master's Program Policies and Procedures

5.1 General Information

The ENVS Graduate Program offers a Master of Science (MS) degree through the AZonline Online Campus of the University of Arizona. This Master's Degree in Environmental Science is fully equivalent to the one obtained at the UA Main Campus. The online ENVS program is designed for those who cannot be at our Tucson Campus and/or for whom "regular" day-time schedule would be difficult. All coursework is delivered asynchronously online in 7.5-week or 16-week courses. Well-prepared students can obtain an MS degree in two academic years. Those entering through the Accelerated Master's Program (AMP) should be able to complete the MS degree in two or three semesters (see section 5.2.2).

5.2 Entering the Program

5.2.1 Application to the ENVS MS Program

All applications must be submitted through GradApp (<https://apply.grad.arizona.edu/users/login>). We highly recommend that you thoroughly review our Departmental website before applying (<https://environmentalscience.cals.arizona.edu/>, in particular check "about", "research", "graduate", and "people") so that you become familiar with our instruction and research programs, people, and facilities.

The application page will require you to provide several pieces of information. Key input to our review process are:

- **Your statement of purpose.** In this document you should identify why you are interested in Environmental Science, our department, and what kind of career you currently have in mind. Please also discuss which kind of research and/or which ENVS faculty are closest to your interest(s)
- **Your CV (or resume) and three references.** We must have received three letters of reference before we can start our review. You cannot submit these letters yourself. Instead, the UA will contact your references. However, to avoid delays, we recommend that you remind your references to submit their letters.
- **Your Undergrad and (if you have one) Graduate GPA.** Note that we cannot admit applicants with a GPA below 3.0, though you may attain a GPA of 3.0 or greater as a non-degree-seeking student. Please contact us for further information.
- **The supervising ENVS professor(s) and research topics** you would prefer (you can specify three of each). We can provide assistance if you are unsure.

- **Master's Thesis or Master's Report preference.** You can finish your ENVS MS with a Thesis or a non-thesis project (also known as Master's report). If you choose MS-thesis, one of our faculty **must** agree to advise you **before** we can admit you. If you select MS-report we will try to assign you to the Major Professor of your choice. However, if this person is not available we refer you to the ENVS MS-report Workgroup who will determine your Major Professor after you are admitted.

Please note that our application/review process is competitive and admission is not guaranteed. As an online student, the department cannot provide you with funding to support your tuition. We are also unlikely to be able to support you with Research or Teaching Assistant (RA/TA) positions. We provide further details about the MS-thesis and MS-report projects in Section 5.3.6.

5.2.2 AMP Students

The ENVS Accelerated Master's Program (AMP) is for undergraduate students enrolled in the ENVS BSES program (Bachelor of Science in Environmental Science). This mechanism feeds into ENVS MS program and allows well-prepared students to complete an ENVS MS with one extra year of graduate work after the successful completion of a BSES.

While still at the undergraduate level, these students find a Major advisor and initiate a research project and take part of their course work at the graduate level. This is possible because many of the ENVS "400" undergraduate-level courses are also offered at the graduate (500) level (e.g., the core courses listed in Section ??). Up to twelve units "count" for the ENVS BSES as well as the ENVS MS. It is important to note that courses taken at the undergraduate ("400") level cannot be converted to graduate-level courses. A detailed overview of AMP requirements can be found at <https://grad.arizona.edu/admissions/types/accelerated-masters-programs-amp>.

Undergraduate students who are considering the AMP ENVS MS route should discuss this early with the ENVS Advising Team and enroll in relevant courses at the graduate-level. An MS degree obtained through the AMP is fully equivalent to the "traditional" MS degree. Because of the compressed timeline for the AMP program, we recommend that students pursue a Master's Report instead of a Master's Thesis.

Two applications will be needed for those interested in the ENVS AMP:

- An application to the ENVS AMP itself (minimum GPA 3.3 and 75 units of study. For further details, see Admission Requirements at: <https://catalog.arizona.edu/currently-approved-amps>). This application is submitted several semesters before the student completes their ENVS BSES. Applications in the final, or last-to-final semesters are not as beneficial to potential AMP student because of the limited amount of graduate coursework that can still be taken in the BSES program. The whole *point* of the AMP is to count 12 units of eligible graduate coursework towards ENVS BSES and ENVS MS.

- A regular ENVS MS application. This application allows the formal entry into the ENVS MS program and is usually submitted in the last semester of the student's ENVS BSES program. Fees and letters of recommendation are waived.

We *strongly* recommend that those interested in the ENVS AMP contact the ENVS Advising Team as soon as possible.

5.3 Minimum Requirements for an ENVS Master of Science

5.3.1 General

The ENVS Department Master of Science degree requires a minimum of 30 units of graduate credit, including MS-thesis or MS-report units. There must be 15 or 18 units in the Major field (ENVS, for the thesis and non-thesis option, respectively), and at least 15 units must be from courses in which letter grades of A and B have been earned. All units of coursework for a graduate degree must be in 500-level courses or above.

Program requirements are as follows:

- **Career Coursework:** general presentation, writing, environmental science literacy, career development courses. These courses are required.
- **Core Coursework:** these courses provide solid foundations in environmental science. These courses are required.
- **Elective Coursework:** courses chosen with major professor and/or ENVS Advising Team.
- **Final Project:** ENVS 910 (MS-Thesis) or ENVS 909 (MS-report) for (nominally) six or three units, respectively, while meeting a minimum of 30 qualifying graduate units and satisfying other program requirements.
- **Final Presentation and/or Defense:** A Master's final exam in the form of a presentation of a student's Master's Report (non-thesis option) or a Master's thesis defense (thesis option) is an integral part of the ENVS MS Degree requirement.

The next subsections will provide more detail about each of these categories, but we note that Final Project and Final Presentation or Defense is overseen by a Master's Committee, chaired by your Major Professor. Although the Master's Committee will ultimately judge the quality of the students project and presentation or defense, students should consider the Committee as an important mentoring resource. We highly encourage the student to meet with the committee on a regular basis to ensure progress and the check whether expectations are met or whether the scope of the project should be adjusted.

	Course No.	Units	Title
Career Skills (7 units total)	ENVS 508	3	Scientific Writing for Environmental, Agricultural and Life Sciences
	ENVS 567	3	Statistical Analysis of Ecological and Environmental Data with R
	ENVS 697	1	Seminar and Professional Development
Core (9 total)	ENVS 520	3	Environmental Physics
	ENVS 525	3	Environmental Microbiology
	ENVS 562	3	Environmental Soil & Water Chemistry
Electives (units vary)	ENVS 550	3	Green Infrastructure
	ENVS 580	3	Environmental Assessment for Contaminated Sites
	ENVS 583	3	Geographic Applications of Remote Sensing
	ENVS 593	1-3	Internship
	ENVS 599	1-4	Independent Study
	Other Program	varies	Other Relevant Courses
Final Project			
	ENVS 909 OR	3 OR	Report, includes Final Presentation
	ENVS 910	6	Thesis, includes Final Defense

Table 2: Structure of the Online ENVS Master's Program. Notes: ¹ The number of elective units must be sufficient to reach the 30 qualifying unit minimum required for a ENVS MS degree.

5.3.2 Career Skills

As Table 2 shows, the program requires seven units total in ENVS 508 (Scientific Writing for Environmental, Agricultural and Life Sciences, 3 units), ENVS 697 (Professional Development, 1 unit) and ENVS 567 (Statistical Analysis of Ecological and Environmental Data with R, 3 units). These courses are intended to expose students to a range of soft or career skills. It is recommended to take ENVS 508 in the first or second semester since it practices the student's writing skills as necessary for other activities (e.g., reports for other courses and thesis or Master's report). ENVS 697 practices public speaking, CV preparation, and career-related activities. ENVS 567 teaches essential data analysis and visualization skills.

5.3.3 Core Courses

We require nine units total: ENVS 520 (Environmental Physics, 3 units), ENVS 525 (Environmental Microbiology, 3 units), and ENVS 562 (Environmental Soil & Water Chemistry, 3 units), see Table 2. These courses provide a thorough and broad foundation of the physical, chemical, and biological aspects of Environmental Science.

5.3.4 Electives

Electives give students the freedom to specialize within the field of Environmental Science, or to obtain relevant knowledge from other fields. These courses can be chosen out of personal interest, or because the knowledge provided is relevant for the student's final project and/or career. We offer the following courses online: ENVS 550 (Green Infrastructure, 3 units), ENVS 580 (Environmental Assessment for Contaminated Sites, 3 units) and ENVS 583 (Geographic Applications of Remote Sensing, 3 units). We also note that there are many options available outside our department. Please contact us or check the AZonline website (<https://azonline.arizona.edu/>).

Internship and Independent Study We also offer ENVS 593 (Internship 1-3 units) and ENVS 599 (Independent Study, 1-4 units) for situations where students want to gain work experience in a specific setting (e.g., commercial or non-profit lab, etc.) or wants to gain specific knowledge for which no equivalent course is available. ENVS 593 and ENVS 599 must be motivated by the student and approved in advance by the graduate program before the work can be started. Independent study units (ENVS 599, or ENVS 699) must be identifiably distinct from activities performed under ENVS 910 and must be approved in advance by the ENVS DGS. Activities carried out under ENVS 599 or ENVS 699 should not appear in the Master's Thesis or Master's Report.

5.3.5 Major Professor and Master's Committee

A student's Major Professor will be the ENVS faculty member who has agreed to supervise the student's thesis project or report project. With the help of the Major Professor, the student will identify two additional members from appropriate areas to complete the student's Master's Committee. The Major Professor is typically the student's thesis advisor and chair of the Master's Committee and is usually the faculty member identified during the admission of the student to the ENVS program. At least two members of the Master's Committee must hold graduate faculty appointments in the ENVS Department. The student may also have a co-director or committee member outside the ENVS Department, provided that he or she has credentials acceptable to the ENVS Department and the Graduate College. We refer to Graduate College regulations regarding the composition of the Master's Committee <https://grad.arizona.edu/policies/academic-policies/graduate-student-committee-service#graduate-committees>.

If the student has been admitted on an MS-report preference and no advising faculty member was identified during the admission process, advising duties will initially be delegated to the ENVS Masters Report Workgroup (EMRW). This group of ENVS faculty will work with the student to identify a suitable MS-report project and recommend a Master's Committee. The members from the Master's Committee can come from the EMRW, ENVS faculty, or qualifying non-ENVS faculty.

The Master's Committee is responsible for guiding the student's research program and final examination. A common role of the Major Professor and Master's Committee is to suggest relevant courses for the student's Plan of Study. It is important to verify that the Plan of Study complies with the requirements of the ENVS MS program; non-compliant Plans of Study will be rejected by the ENVS DGS or the Graduate College. Please contact the ENVS Academic Advising team for more information.

In many cases, MS students will become part of the Major Advisor's Research Group. This group may meet on a regular basis ("lab-meetings") and/or require additional activities. These are technically not program requirements, but advising conditions set by the Major Advisor. The time investment involved with these research group activities should not be excessive. The ENVS Department prefers that such activities should not exceed more than 45 hours per semester (equivalent to one unit of study). If more time is required this should be done in the context of a paid Graduate Assistant/Associate position, or for credit, such as independent study (ENVS 599 or 699).

5.3.6 Final Project and Final Presentation of Defense

Students have two options to complete an ENVS MS Degree: a thesis-based MS, and a non-thesis MS (also called a Master's Report). The main difference between the two is that the thesis-based MS includes more research units and may require access to a lab for research. A Master's obtained through the non-thesis option is equivalent to the thesis-based MS and typically pursued by

those for whom a career with a continued record of publications is not important or from whom an MS-thesis project is not practical. Irrespective of whether a student chooses a Master's Thesis or Master's Report, a minimum of 30 qualifying graduate units are required for an ENVS MS.

Each ENVS MS student must complete a Master's Thesis and successfully pass a Thesis Defense **or** complete a Master's Report and successfully present the work in a public presentation. Thesis and non-thesis options therefore both have written and presentation (or presentation plus defense) parts, but the requirements for each is slightly different, as described below.

A successful defense or presentation results in a Departmental submission of the Master's Completion of Degree Requirements form. If the candidate fails the final exam, a second exam may be granted no sooner than four months from the date of the first exam.

Master's Thesis By the end of the second semester in residence, a research topic should be chosen by the student in consultation with their Major Professor and Master's Committee. Six units of ENVS 910 (Thesis) can be earned for the preparation of the thesis. The exact nature of the scope of the project (which sometimes evolves over time) is discussed with the Major Professor. The final product of a thesis-based Master's consists of two parts:

1. A Thesis that accurately reports the work done and is equivalent to one peer-reviewed manuscript. The thesis can either consist of a publication-ready paper that is included as an appendix to the thesis, which should include a comprehensive broader literature review, hypothesis, and synthesis/conclusions. A traditional chapter-based MS thesis is also possible, in which case the actual work is included as one or more chapters. The thesis is subject to Graduate College rules regarding formatting and submission <https://grad.arizona.edu/gsas/dissertations-theses>.
2. An MS-defense, as discussed below. We note here that the MS-defense can occur when the Masters Committee has decided that the work is "defensible", which typically means that the work is well-written and mostly complete, but not *necessarily* final. In a considerable number of cases, additional edits are required by the committee that must be completed *after* the defense. Once these edits are complete the Major Professor must approve and notify the ENVS Advising team that they can submit the Master's Completion Confirmation on GradPath.

A full Master's defense consists of a public presentation and an exam by the committee behind closed doors without the public. The presentation is approximately 30 minutes long and should cover the student's research. The public is permitted to ask questions after the presentation; the committee does not usually ask questions at this point. The public question session is ended in a timely manner and the audience is asked to leave.

The student *may* be asked to also leave the room for a few minutes to allow the committee to discuss procedural matters (e.g., the order in which ques-

tions will be asked). The student is readmitted to the room and the committee commences with the question session. The questions should primarily cover the student's Thesis but may also cover broader aspects of the research, if relevant. Committee members typically get of slot of time (e.g., 20 minutes) in which they ask their questions, though this may vary by committee. A general suggestion is that an MS defense should not take longer than two hours, including the public part.

After the question-response session is over, the student is asked to leave the room again and the committee confers about pass or fail and whether additional modifications or alterations of the student's Thesis are needed. The student is called back into the room and a) "pass", b) "pass with changes", or c) "fail" is communicated by the chair of the committee. If changes to the thesis are required, clear instructions should be given to the student as to what alterations should be made and in what time frame these are expected. Depending on the scope of the modifications, these revisions can take days to several months.

To avoid lengthy revisions, the ENVS Graduate Program recommends that the student works closely with the Master's committee prior to submitting the final version for the defense. The student should also avoid scheduling the defense too close to the end-of-term deadline by which a final version of the Thesis must be submitted to the Graduate College (see <https://grad.arizona.edu/degree-services/degree-requirements/important-degree-dates-and-deadlines>).

Master's Report The Graduate College requires a "synthesizing experience" for students who choose to pursue a Master's Report (<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#final-exam>). A Master's Report (or non-thesis option) requires 3 units of ENVS 909 (Master's report). The scope of this Master's report is typically smaller than an MS-thesis project. Although a well-written MS-report is expected, a publication-ready work (e.g., a journal article) is not required.

Major advisor and student must agree on the scope of the project, which has two milestones:

1. A report that documents the work that was done. We suggest that this is a "traditional" introduction-hypothesis-materials-results-discussion-conclusion type of work with sufficient references. The work should amount to at least 25 pages of text (single-spaced equivalent). The Master's Report **must be approved by the committee one week before the presentation** (point 2). Once this approval is granted no further changes to the MS-report can be requested by the committee.
2. A public presentation of the work. This presentation can only be held if the committee has approved the MS-report. The entire committee is required to be present at the presentation which is open to the public with time allocated for questions from the public and/or the committee (a suggestion is no more than 20 to 30 minutes). After the presentation,

the committee meets in private and a pass/fail is communicated to the student by the Major Professor. Since the report is already approved, this pass/fail primarily judges the quality of the presentation. Should the student fail, another presentation should be scheduled for a later date. This second presentation can be done behind closed doors if deemed necessary.

The Major Professor must notify the ENVS Advising team of the completion of these two milestones, so that they can submit the Master's Completion Confirmation on GradPath. If the student successfully completed both products, it would be improper to also expect the student to deliver a publication-ready edit of the work. Publication of ENVS MS-report work is encouraged, but cannot be a condition for graduation.

General Guidelines for Final Thesis Defense or Final Report Presentation

Prior to the exam the student must:

- Complete the research and writing activities required by the Major Professor under ENVS 909 or 910. Experience indicates that frequent meetings with the Major Professor and occasional meetings with the Master's committee are beneficial for an efficient completion of the required work. The student must discuss the MS-thesis or MS-report with their Major Professor prior to sending it to the Master's committee and make relevant alterations and improvements as requested. The student should submit the final version of the thesis or report to the Master's committee no later than two weeks prior to the defense or presentation.
- It is recommended to schedule the actual defense/presentation date well (months) in advance and to make sure that the committee is indeed available on this date (reminders are very useful). Students should be aware that faculty have limited availability during the summer months and breaks when classes are not in session. Also be aware of Graduate College hard deadlines (<https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-delays>). Delays happen. It is not recommended to plan defenses/presentations close to their Graduate College deadlines.
- Students are required to discuss a planned defense/presentation date with the ENVS Advising Team at least three weeks in advance (but preferably earlier). This has several reasons:
 - The defense/presentation must be announced to the Department at least 48 hours before the event takes place.
 - The defense/presentation must be entered into GradPath.
 - The ENVS Advising Team can verify that the student indeed fulfilled *all* other ENVS MS Degree requirements. This helps to mitigate any unforeseen problems.
 - The ENVS Advising Team can assist the student with room scheduling.

- The ENVS Advising Team will ask the student to fill out an ENVS Graduate Program Exit Survey which is invaluable for improving the ENVS Graduate Program.
- Submit a well-written Master's thesis or Master's Report to the Master's committee which adheres to academic standards. Formatting requirements are available at: <https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>. Additional help with writing and structuring can be obtained at the Graduate Writing Institute (<https://wsip.arizona.edu/>).

5.4 Plan of Study

With advice from their Major Professor and Graduate Student Support Coordinator, the student is responsible for developing a written Plan of Study by the end of the first semester. The plan of study must identify:

1. Courses the student intends to transfer from other institutions (if any). A maximum of six units may be transferred in per Graduate College regulations (<https://catalog.arizona.edu/policy/courses-credit/credit/graduate-transfer-credit>)
2. Courses already completed at The University of Arizona that the student intends to apply toward the graduate degree.
3. Additional courses the student plans to complete to fulfill the degree requirements.

A new plan of study must be submitted as soon as the student decides to use different courses for their degree completion (usually different electives, or a change from thesis units to report units). Approval of an updated plan of study is usually a formality, as long as it complies with the ENVS MS degree requirements. We highly recommend consulting the ENVS Academic Advising team. Plan of Study is to be submitted to GradPath by the end of first (AMP) or the second semester (two year MS) in residence.

Below we list a general non-specific schedule who enter the MS through the AMP (Table 3) and those who applied to the two-year program (Table 4). Some guidance for the MS thesis and non-thesis (Master's Report) options is indicated.

5.4.1 Transfer Units

Transfer of units to the ENVS MS degree requirements is limited and subject to the following conditions. Please consult <https://catalog.arizona.edu/policy/courses-credit/credit/graduate-transfer-credit> for the latest UA policies.

Milestones – MS Degree (AMP)	
While in BSES	Submit AMP application at least <i>two</i> semesters before graduation. Take up to 12 units of qualifying ENVS Graduate units (500+ level). It is strongly suggested to take courses that qualify as core-requirements for ENVS MS and can be counted toward ENVS BSES. Select and meet with Major Professor and ENVS Graduate Advisor to develop preliminary research topic and plan of study. Submit application to transition to ENVS MS (most items and fee are waived because of prior ENVS AMP application).
1 st Semester	Attend ENVS orientation. Required + elective coursework; submit Plan of Study (POS), MS-thesis/MS-report research.
2 nd Semester (MS-report)	Take remaining courses on POS. Establish MS-report committee (3 members) and submit on Gradpath. Conclude research and complete MS-report, submit to MS-report committee for approval. Hold final presentation.
2nd-3rd Semester (MS-thesis)	MS research and writing. Establish MS-thesis committee (3 members) and submit on GradPath. Meet with committee. Present and defend Thesis (equivalent to one peer-reviewed manuscript formatted according to Grad College guidance).

Table 3: Milestones for MS Degree with AMP entry.

Milestones – MS Degree (Traditional/2 year)	
1 st Semester	Attend ENVS orientation. Required and elective coursework; meet with Major Professor to develop preliminary Plan of Study (POS), and conduct MS-thesis/MS-report research. Take program deficiencies.
2 nd Semester	Required coursework; MS-research; Establish graduate committee members in consultation with the Major Professor; Submit POS and Committee Appointment Forms on GradPath. Complete program deficiencies.
3 rd Semester	Elective coursework; submit research proposal to committee, schedule and hold a committee meeting; MS research.
4 th Semester	Conclude research and complete MS-report/MS-thesis, submit to MS-report committee for review and approval. Hold final presentation or defense.

Table 4: Milestones for Traditional 2-year MS Degree (Main Campus or Online).

- Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study.
- No more than 12 units of coursework taken in graduate nondegree seeking status may be used toward a master's degree.
- Transfer from another institution may not exceed six units of credit.
- Transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies.
- Grades of transfer credits are not used in computing the student's UA grade-point average.
- The transferred course earned graduate credit at the home institution and is comparable to University of Arizona graduate level work;
- The student earned a grade of A or B in the course (or the equivalent, if another grading system were used);
- The course was not applied toward an undergraduate degree (approved AMP units exempted); and
- The major or minor advisor and program director approve the acceptance of the transfer course(s).

5.4.2 Time Limits

Master's students are expected and required to complete their coursework and graduate within six years from the date of the first course on their plan of study. Students who do not meet these time limits are required to petition for an extension of time to complete degree. Master's students whose coursework is more than 6 years old may be required to take additional coursework (see: <https://grad.arizona.edu/policies/academic-policies/time-degree>). The ENVS Satisfactory Progress Policy is described in Section ??

Graduate students in the Environmental Science Department are subject to annual evaluation for satisfactory progress based on their grade point average and overall progress towards completion of degree requirements.

A high level of performance is expected of all students in the ENVS graduate degree programs. Students must maintain a minimum of a 3.0 cumulative GPA throughout the program. Students failing to meet GPA requirements will be placed on probation by the Graduate College for one semester. If the cumulative GPA is not raised to the required minimum in the following semester, the student will be disqualified from the program by the Graduate College.

No later than one month after final grades are posted for spring semester, all graduate degree seeking students must submit their annual progress report online. The progress reports will be prescreened by the graduate coordinator and in case of obvious deficiencies forwarded to the graduate committee for further evaluation. Students who fail to make satisfactory academic or research progress will be notified in writing of their status (with a copy of the letter going to the Graduate College). They will be asked to develop and submit a remediation plan signed by the faculty advisor. **Students must be in good standing with the ENVS Department to be eligible for financial aid (including GTAs and GRAs) and enrollment in individual studies course work.**

5.5 Time to Completion and Dismissal

It is in the best interest of both the students and the ENVS Department for degrees to be earned in a timely manner. MS students who have not completed degree requirements within 4 years.

If a DUP is sent to a student (and Major Professor) it will clearly outline what degree requirements must be completed during the next semester. Students and their Major Professor are required to submit a letter to the ENVS DGS to outline what action will be taken to accomplish meaningful progress towards the student's degree. This letter should be received by the DGS no later than 1 month after receipt of the DUP. If extreme extenuating circumstances prevent a student in good standing (i.e., $GPA \geq 3.0$) from completing the degree requirements within the year, *one* leave of absence for one or two semesters may be requested.

Students who fail to meet the deadline(s) set in the DUP will be sent a Notice of Unsatisfactory Progress (NUP) (<https://grad.arizona.edu/policies/academic-policies/satisfactory-academic-progress>) with a copy going to the Graduate College. This letter will set explicit milestones that **must** be met within the next regular semester. If the student fails to meet **any single** deadline, the ENVS DGS or Department Head will request that the Graduate College dismisses the student from the ENVS graduate or certificate program. Students who receive a NUP may appeal with the ENVS DGS, the ENVS Department Head, or the Graduate College (see prior link).

If a student is dismissed from the ENVS graduate program they may apply again to the ENVS graduate program after two Academic Years have passed

since their dismissal. This application will be considered a **new** application under the admission policies active at the time the application is received. There is no guarantee of admission.

When a dismissed student applies to the ENVS Graduate Program, they should clearly address in their statement of purpose

- How the cause for dismissal (as stated in the DUP and NUP) will be remediated.
- What will be done to progress towards the degree. This should include a detailed schedule, including the semesters when the degree will be completed, For dismissed PhD students we also require the semester when the ENVS comprehensive exam will be taken (if no longer valid, or if never taken).

The applicant should be aware that ENVS graduate policies may have changed and that past graduate coursework or research may no longer be applicable to ENVS degree requirements in force at the time of the new application. In addition, the ENVS department will require a affirmative statement of an ENVS faculty member that they are willing to advise (and where relevant: fund) the student in light of past dismissal. For applications to the ENVS PhD program, ENVS will also request this for the UA faculty member who represents the Minor area of study, if his was previously declared. Upon positive reviews, the ENVS department will discuss admission with UA Graduate College representatives and establish a mentoring plan if needed.

Glossary

AMP: Accelerated Master's Program. Mechanism to obtain an ENVS MS with one year of graduate studies after the ENVS BSES.

Career Courses: Required classes that all MS and PhD students must complete to fulfill the ENVS MS or ENVS PhD requirements.

Core Courses: Classes in the Major Track that all ENVS students must complete from the program curriculum.

Deficiency: Prerequisite coursework for the major that must be completed before the end of the first year of graduate study.

Director of Graduate Studies (DGS): ENVS faculty who oversees the ENVS Graduate Program, including setting and changing Graduate Program Policies. This position is currently filled by Dr. Marcel Schaap. Most Graduate Program-related questions should be directed to the Graduate Student Support Coordinator.

Elective Courses: Addition courses in the major that apply directly to the program curriculum.

GPA: Grade Point Average. Average Grade obtained in educational system. International grading systems are converted in the US 4-point system by UA's Graduate College. Applicants to the ENVS MS and ENVS PhD should have a GPA of 3.0 or greater (4-point scale). AMP applicants must have a GPA of 3.3 or greater.

Graduate Program Committee (GPC): Committee that advises DGS, Department Head and Faculty on Graduate Program Matters. Also reviews some applications to the graduate program. Members include five faculty members (including DGS who is chair), Graduate Student Support Coordinator and two students (ideally one MS and one PhD student).

GradApp: The UA Graduate College's paperless Graduate Program application system. All applications to the ENVS MS and ENVS PhD must be submitted through this system.

GradPath: The UA Graduate College's paperless degree audit process accessed via UAccess Student and allowing tracking and monitoring of student progress. Required graduate forms are filled out and submitted online.

Graduate Student Support Coordinator/Graduate Advisor: ENVS staff who carries out day-to-day administration of the ENVS Graduate Program, including academic advising of students. This document may also use "ENVS Advising Team".

Graduate Faculty: ENVS faculty who are qualified to serve on a graduate student's committee (Masters Committee, and PhD Comprehensive Exam committee, PhD Dissertation Committee). Some restrictions apply for career track graduate faculty.

GA (Main Campus only): Graduate Assistant (MS) or Graduate Associate (PhD). These are temporary appointments in which the student fulfills research duties (GRA) or assists and instructor in the ENVS Undergraduate Program (GTA).

Major: When MS and PhD degree requirements are fulfilled, ENVS students will obtain an MS or PhD degree in Environmental Science.

Major Professor: ENVS Graduate Faculty supervisor who accepts a graduate student into their field of research and acts as their mentor.

Minor Professor: (PhD only) Tenure track faculty from the minor area of study who is a member of the Dissertation Committee.

Special Member: Qualified experts who do not hold Graduate Faculty status but who would be valuable members of a Graduate student's committee. Needs approval from the Graduate College.

Track: The ENVS MS and PhD programs have core course requirements relevant for a general Environmental Science focus (ES track), and a Soil and Water Science Focus (SWS track).