

UAF Graduate School Requirements

DNRE summary of required meetings, deadlines and forms

NOTE: Deadlines listed below are subject to change by the UAF Graduate School, with the exception of Thesis/Dissertation Approvals DNRE Dept. Chair and CNSM Dean. Please refer to the Graduate School website for the most up-to-date information and confirmation of deadlines (<https://www.uaf.edu/gradschool/>).

REQUIRED ITEM	WHAT IS COMPLETED AND WHO APPROVES IT?	WHEN IS IT DUE?
Appointment of Graduate Advisory Committee NextGen form at the Graduate School website Student Forms menu. Select “Required forms for all students” to find the “Appointment of Graduate Student Advisory Committee” form	See committee guidelines for your degree program but this establishes the graduate advisory committee members (see the DNRE Graduate Committee Composition Guidelines on the NRE webpage in the Student Resources area).	End of student’s first year: Due by the end of the students first year and any time there is a committee member change.
Graduate Study Plan NextGen form can be found at the Graduate School website Student Forms menu. Select “Required forms for all students” to find the “Graduate Study Plan” form	Prepared in consultation with the Graduate Advisory Committee. This is a mutual agreement between the student and the committee members outlining the curriculum and the timeline for coursework completion. Courses on the form must match the courses required for your degree program for the catalog year in which you entered.	End of student’s first year of study in the program: May 15 (for students who started in Fall) December 15 (for students who started in Spring)

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Annual Report NextGen form can be found at the Graduate School website Student Forms menu. Select “Required forms for all students” to find the “Report of Advisory Committee” form	Committee meeting report that must be filled out by the committee chair as a report on the annual meeting with the student and the full committee. Report summarizes progress of students' coursework and research. Student must include a research activity report after the second year of study in the program. It is to be included with the annual report. Submit a report once per year.	End of each academic year of study in the program: March 15-NEW date <i>as of fall 2024</i> (for students who started in Summer or Fall); December 15 (for students who started in Spring)
Advancement to Candidacy NextGen form can be found at the Graduate School website Student Forms menu. Select “Required Forms for All Students” to find the Advancement to Candidacy form for your degree (Master’s or Ph.D.)	Must be submitted <u>at least</u> one semester <u>before</u> graduating semester. As per UAF Catalog for Ph.D.students: May apply for advancement to candidacy for the Ph.D. degree if you are in good standing and you have: 1) Completed the full-time equivalent of <u>two academic years</u> of graduate study. 2) Completed at least 9 UAF credits. 3) Received approval of the Graduate Study Plan. 4) Obtained approval of the advisory committee for the title and synopsis of the thesis. 5) Passed the comprehensive examination.	At least one semester before the graduating semester: For graduation in Fall semester: June 15th Spring semester: October 15th Summer semester: February 15th
Application for Graduation	Submit online. No committee or department signatures required	Fall Graduation: October 15 Spring Graduation: Feb 1 Summer Graduation: July 15

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Comprehensive Exams NextGen form can be found at the Graduate School website Student Forms menu. Select “Required forms for all students” to find the “Report on Comprehensive Exam” form.	All graduate students must pass a comprehensive exam, normally within 1 (MS, MNRE) or 2 (PhD) years of admission, and not less than 1 (MS, MNRE) or 2 (PhD) years of expected degree completion. PhD students are also required to undergo a subsequent oral comprehensive examination; MS and MNRE committees may at their discretion require an oral examination. All Ph.D. oral comprehensive exams require the presence of an Outside Examiner (request through the Graduate School).	No set deadline, however successful completion is required prior to thesis/dissertation defense.
Defense (Project, Thesis and Dissertation) NextGen form can be found at the Graduate School website Student Forms menu. Select “Required forms for students completing dissertation, thesis or project” to find the “Report on Dissertation/Thesis/Project Defense” form.	Student must pass an oral defense of the project/thesis/dissertation. The defense will consist of a public presentation followed by questions on the research, analysis and written presentation, first by the presentation audience, then by the advisory committee in a meeting immediately following the presentation. The Graduate School will not accept a thesis or dissertation for final submission until the student has successfully defended it. All committee members must participate in the defense of thesis or dissertation. All Ph.D. dissertation defenses require the presence of an Outside Examiner (request through the Graduate School).	For... Fall graduation: approximately Aug. 15th - Oct. 15th Spring graduation: approximately Jan 3rd - Mar 5th. Summer graduation: approximately May 15th - Jun 20th

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Project, Thesis and Dissertation Approval Form NextGen form can be found at the Graduate School Student Forms menu. Select the “Required forms for students completing dissertation, thesis or project” to find the “Approval of Dissertation/Thesis/Project” form.	MNRE projects only require committee members and Dept. Chair approval. Submit form and upload the final post-defense approved version via the online Project Submission Form at the Graduate School website. As the thesis/dissertation/project moves through the approval process, the student will need to provide the most recent version of the thesis/dissertation/project separately to the next signer (each committee member, then the department chair). Contact the department graduate coordinator (Cathy Donaldson) or the Department Chair for thesis deadlines, and check the CNSM website for the Dean’s thesis deadlines.	Dates posted on CNSM website-note they may vary depending on University holidays and closures. Consult with Dept. Chair and Dean’s office for exact thesis/dissertation deadlines. Graduate School deadlines are as follows: Last day to upload post-defense, approved copy of <u>Master’s projects</u>: Fall graduation: Dec. 10 Spring graduation: April 24 Summer graduation: Aug. 10 Last day to upload the post-defense, approved <u>Thesis or Dissertation</u>: Fall graduation: Nov. 28 Spring graduation: April 7 Summer graduation: Aug. 1

FOR MORE INFORMATION

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