

# **Master of Environmental Science and Biology**

## **Graduate Students and Faculty Manual**

### **Procedures and Policies**

## **MS Program in Environmental Science and Biology**

**Department of Environmental Science and Biology  
SUNY Brockport  
Brockport, NY 14420**

### **Graduate Committee**

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## DEPARTMENT OF ENVIRONMENTAL SCIENCE and BIOLOGY

### **MASTER OF SCIENCE PROGRAM**

This manual codifies procedures and policies relating to the Master of Science in Environmental Science and Biology. For students, the manual contains information on the advisory committee, the Plan of Study, the oral comprehensive exam, assistantships, thesis defense, format of the thesis and even advice on graduation. For faculty, the manual outlines responsibilities regarding the comprehensive exam, thesis defense, admission procedures, etc. In this way, both students and faculty understand requirements of the graduate program in Environmental Science and Biology, and associated rights of appeal.

The Master of Science in Environmental Science and Biology is a demanding, thesis-based experience. The curriculum is designed to challenge students to think critically, independently and creatively, while providing the intellectual depth and breadth necessary to support the research formally developed in the thesis proposal. The curriculum, with a common core and an individual course of study, allows graduate candidates to develop the conceptual knowledge and technical skills necessary to understand and solve environmental problems in ecology, chemistry and the earth sciences. Thus, fields of study like “green” and water chemistry, watershed analysis, limnology, fisheries and wildlife science and management, conservation biology, wetland ecology, ecosystem ecology and global change, and aquaculture are encompassed in this degree program. Faculty research interests are reviewed in Appendix G. This manual, graduate forms, and faculty profiles are located on the web (<http://www.brockport.edu/envsci/Environmental%20Science%20and%20Biology%20ms.htm>), and also are available from the department secretary (585 395-5975).

#### **A. ADMISSIONS REQUIREMENTS**

Admission into the MS program in Environmental Science is competitive and is based on previous academic performance, letters of recommendation, and work experience. Applicants should have a 3.0 GPA and a BS or BA in an appropriate field (e.g., Biology, Environmental Science, Earth Science, Chemistry). However, acceptance is not limited to those with the above undergraduate degrees. If the applicant has an overall cumulative undergraduate GPA of less than 3.0, or the applicant’s undergraduate transcript shows a pattern of courses with grades below “B,” the student may be considered for admission only if the GRE General Test is taken, and a favorable score is obtained. Ultimately, whether or not the applicant can be accepted will depend on his or her credentials, intended area of specialization, and the ability of a faculty member to accept a new advisee.

A student pursuing the Master of Science will be supervised by a faculty member in the Department of Environmental Science and Biology, or by an “associate” faculty member from the Departments of the Earth Sciences or Chemistry. The Thesis Advisor monitors the student’s academic progress and is responsible for directing the student’s academic program: Thesis Proposal, Oral Comprehensive Examination, Thesis Project and Thesis Defense. **Before admission to the Master of Science program in Environmental Science and Biology, a faculty member must be willing to serve as the Major Advisor.**

## **B. ADMISSIONS PROCEDURES – GENERAL**

Matriculated Students: Matriculation in the Master of Science in Environmental Science and Biology program is by application to the Office of Graduate Admissions ([gradadmit@brockport.edu](mailto:gradadmit@brockport.edu)). To be considered for admission, an applicant must submit:

1. A completed application for admissions as a matriculated graduate student, including a statement of objectives for graduate study and the applicant’s main area of interest within environmental science.
2. Transcripts of all undergraduate and graduate work;
3. Two letters of recommendation from persons who have knowledge of the applicant’s training and aptitude for graduate study (letters from academic referees are preferred);
4. A word-processed document (e.g., term paper, lab report, research study) of at least three pages demonstrating the applicant’s technical writing skills. If the document was graded, it should contain the original comments and grade of the evaluator.

Graduate Record Examination scores in the General Aptitude or Advanced Biology tests are not required, but are recommended. Information on the place and time of these examinations may be obtained from the Office of Graduate Admissions; from the Educational Testing Service, Box 955, Princeton, NY 08540; or at [www.gre.org](http://www.gre.org).

### Non-Matriculated Students:

Applicants may be allowed to take courses on a non-matriculated basis by filing a non-matriculated application with the Graduate Admissions Office. If matriculated status is later desired, the requirements listed above must be satisfied. A maximum of nine semester hours taken under non-matriculated status may be applied to the degree program, at the discretion of the candidate’s Advisory Committee.

Non-matriculated students are those individuals who either:

- Have earned a baccalaureate degree and fulfilled the prerequisites for the courses in which they wish to enroll;
- do not wish to pursue a degree but who, for their own interest, wish to enroll in graduate-level courses; and

- intend to seek admission to a graduate program, but have not yet completed admissions requirements.

Non-matriculated graduate students wishing to enroll for the first time are required to submit a [non-degree application](#), along with the required \$25 fee, to the Office of Graduate Admissions. For further assistance please call (585) 395-5465. This application should only be used for non-degree status. If you are interested in taking summer or winter courses only, please call the Special Sessions Office at (585) 395-5720.

### **C. ADMISSIONS PROCEDURES (Departmental Graduate Committee)**

The Departmental Graduate Committee will consist of three faculty members: The Graduate Coordinator, another faculty member from the Department of Environmental Science and Biology, and a third member from either the Chemistry or Earth Sciences Department. Completed application files forwarded to the departmental Graduate Coordinator from the Office of Graduate Studies will be distributed to other members of the committee.

1. The Committee will review applications and send them to appropriate faculty members to determine their interest in the student.
2. Assignment of a student to a faculty member will be determined by the Graduate Committee. When a file is circulated among members of the faculty and associate faculty, those faculty expressing an interest in the student will be considered for the position of Major Advisor by the Graduate Committee. In making the assignment, the committee will consider the following criteria:
  - a. Area of expertise, relative to the interests of the applicant.
  - b. Expressed (written) desire of a student to work with a faculty member.
  - c. The ability of a faculty member to provide financial support for the applicant.
  - d. Number of graduate students currently supervised by a faculty member.
  - e. All other things being equal, priority will be given to those faculty with fewer graduate students. One goal of the graduate program is to distribute graduate students evenly among willing faculty with similar research interests, whenever possible.
3. If the applicant is acceptable to the Graduate Committee and a major advisor, the Graduate Coordinator will recommend to the Graduate Admissions Office that the student be admitted as a matriculated M.S. candidate in the Department of Environmental Science and Biology.
4. In cases where the candidate shows signs of promise but has a GPA below 3.0 or is deficient in other areas and a faculty member is willing to act as the student's major advisor, the faculty member should write a letter supporting the applicant's candidacy, which the Graduate Committee will consider in its decision.
5. If the applicant is accepted for admission to the MS program in Environmental Science and Biology, the Graduate Coordinator will notify the Office of Graduate Studies, send a letter of acceptance to the applicant, and give a copy of the letter to the major advisor. A copy of this letter will also be placed in the student's file.

6. If the applicant is deemed unqualified for admission to the MS program in Environmental Science and Biology or no faculty member is willing to serve as the thesis advisor, the Graduate Coordinator will send a letter of rejection to the applicant, notify the Office of Graduate Studies.
7. The major advisor is responsible for working with the accepted student concerning the logistics of becoming a MS candidate in the department.

#### **D. DEADLINE FOR APPLICATION FOR GRADUATE STUDY**

We recommend that applicants apply before 1 March to be considered for assistantships. The College and the department will accept applications until 1 July for the autumn term. For the spring term, 1 October is the closing date for application.

#### **E. GRADUATE ASSISTANTSHIPS**

The Department of Environmental Science offers a limited number of graduate teaching assistantships. The current stipend for teaching assistants is \$6,000 per nine-month academic year, plus two semesters of tuition remission for nine credits each semester. Graduate research assistantships are available from faculty members with grant support. The number available is variable, with stipends as high as \$15,000. Interested students should contact faculty directly in regards to possible research assistantships. Other sources of funds are given in Appendix A.

Teaching assistants serve as instructors in laboratory sections associated with courses offered by the Department of Environmental Science and Biology. Responsibilities usually involve teaching three laboratory sections per week; duties may also include grading and laboratory preparation. Classes served by teaching assistants may include Environmental Science (ENV 202), Biology of Organisms (ENV 204); and classes as determined by the Graduate Committee in consultation with the Department Chairperson. Graduate teaching assistants are expected to maintain a full-time schedule of classes and research activity.

Teaching assistantships are awarded on a competitive basis; the application procedure and selection criteria are outlined below. Please note that it is the responsibility of the applicant to contact the Graduate Coordinator with a statement of interest.

#### 1. Application Procedures

##### Procedure for Applying for a Teaching Assistantship – Appointments Beginning During the Autumn Term

- a. The Graduate Coordinator will request applications from currently matriculated students for teaching assistantships for the following academic year by 1 March.
- b. Students applying for an assistantship should notify the graduate coordinator by no later than 15 March. The notification must be in writing, and should include any information pertinent to the criteria for selecting teaching assistants (see below).

- c. It is the responsibility of newly admitted students (i.e., those accepted to graduate study, but not yet matriculated) who are interested in being considered for a teaching assistantship to contact the graduate coordinator in writing. The letter should include any information pertinent to the criteria for selecting teaching assistants (see below)

Procedure for Applying for a Teaching Assistantship – Appointments Beginning During the Spring Term

Because most teaching assistantships are filled for the entire year, relatively few positions become available for the spring term. In the event that an assistantship does become available for the spring term, the following procedure will be used.

- i. The Graduate Coordinator will request that any interested matriculated students contact him/her in writing, as soon as the need becomes known.
  - ii. The applicants will then be ranked by the committee that recommends students for teaching assistantships, as described below.
3. Ranking and Selection Criteria for Teaching Assistantships:
    - a. In order to be eligible for a teaching assistantship, a graduate student must:
      - i. Be matriculated in the Department of Environmental Science and Biology at the time the appointment begins;
      - ii. be registered for at least one credit during each term of their appointment. Students registered for less than the full-time number of credit hours (nine) must have their graduate advisor certify that they are engaged in full-time thesis research; and
      - iii. have submitted a TAP application (see page 12), or an affidavit attesting to their ineligibility.
  4. Applicants for teaching assistantships will be evaluated based on the following criteria:
    - a. Graduate grade point average (if applicable).
    - b. Undergraduate grade point average.
    - c. Experience or training relevant to departmental teaching needs.
    - d. Prior teaching experience at SUNY Brockport. Returning teaching assistants will have first priority in awarding of assistantships, if they have received a satisfactory evaluation during their previous term(s) of teaching.
    - e. Teaching experiences other than at SUNY Brockport.
  5. The Graduate Committee will rank the applicants, and submit the rankings to the Chair of the Department of Environmental Science and Biology. Students will be offered teaching assistantships in the order that they are ranked, based on the number of open positions for the following academic year. These rankings will be submitted to the Department Chair by 15 April.
  6. A graduate student will not hold a teaching assistantship for more than a total of two years. Exceptions to this rule will be made only when it is necessary to meet departmental teaching needs. Any exceptions must be approved by a vote of the Graduate Committee.

## **F. MAJOR ADVISOR and THESIS ADVISORY COMMITTEE**

Upon admission to the program in Environmental Science and Biology, the candidate will be assigned a Major Advisor by the Department of Environmental Science and Biology by the Graduate Committee. The Major Advisor will monitor the student's academic progress and be responsible for direction of the Thesis Proposal, Oral Comprehensive Exam and the Thesis Defense.

The candidate, with the advice of the Major Advisor, will select two other members who, together with the Major Advisor, will constitute the candidate's Thesis Advisory Committee. Committee members should have some expertise related to the candidate's area of interest. Appendix G summarizes faculty research interests; more detailed information can be found at

<http://www.brockport.edu/envsci/Environmental%20Science%20and%20Biology%20Faculty.htm>. One member of the Thesis Advisory Committee may be a scientist not from the SUNY Brockport campus. In this situation, the major advisor should place a note in the candidate's file indicating that an individual from outside SUNY Brockport has been appointed to the Thesis Advisory Committee. The Thesis Advisory Committee will:

1. With the candidate develop a Plan of Graduate Study (see below).
2. Act in an advisory capacity concerning thesis research.
3. Administer and evaluate the candidate's Oral Comprehensive Exam.
4. Evaluate the candidate's written thesis (ENV 704) and administer the Thesis Defense.
5. Terminate the student's participation in the graduate program if the student does not make reasonable progress towards completion of the M.S. degree, or does not maintain a 3.0 GPA. Reasonable progress is defined by the following:
  - a. Maintenance of 3.0 GPA in courses listed in the Plan of Graduate Study;
  - b. development of a Plan of Graduate Study by the end of the first semester after matriculation,
  - c. successful completion of the Oral Comprehensive Exam by the end of the fourth semester (note that the first attempt to complete the Oral Comprehensive Exam must occur by the beginning of the fourth semester); and
  - d. development of a thesis proposal in a timely manner.

## **G. PLAN OF GRADUATE STUDY, THE CURRICULUM, COMPREHENSIVE AND THESIS EXAMS**

**General:** The M.S. in Environmental Science and Biology is a rigorous, demanding, thesis-based experience. The Comprehensive Exam, Thesis Defense and Schedule of Courses are designed to challenge students to think critically, independently and creatively, while providing the intellectual depth and breadth necessary to support the research formally developed in the thesis proposal. Graduate students pursuing the M.S. degree are required to complete a minimum of 30 semester hours, including thirteen hours of core courses, plus defend a thesis based upon original research. Students must also pass an oral comprehensive exam administered by their Thesis Advisory Committee.

Graduate students pursuing an M.S. in Environmental Science and Biology are supervised by faculty members in the Department of Environmental Science and Biology, or by Associate Faculty from the Departments of Earth Science and Chemistry, which currently collaborate with the Department of Environmental Science and Biology on the B.S. program in Environmental Science. Appendix B and Table 1 below provide information on the course work and timeline for the M.S. degree program in Environmental Science and Biology.

**Plan of Study:** Thirty credits or more are required for the M.S. in Environmental Science and Biology. Of these 30 credits, 15 credits or more are to be at the 600/700 level. The remainder may be at the 700, 600 or 500 level as determined by the Thesis Advisory Committee in consultation with the candidate prior to the end of the first semester of matriculation. Between six and 11 credits of core courses are required as follows: Graduate Research Seminar (ENV 705, two one-credit seminars – one in each of the first two semesters of enrollment), Thesis (ENV 705, a minimum of one and a maximum of six credits), Experimental Design (ENV 614, three credits). The Plan of Graduate Study may include supervised independent study, which will not exceed three credits. The Plan of Graduate Study will reflect the student’s expressed desire to concentrate in some area of Environmental Science and Biology. That is, courses selected will reflect the expertise required for their thesis.

Table 1. A typical two-year course schedule for an MS student in Environmental Science and Biology. \*=required. See Appendix C for potential courses.

<b>First Semester</b>	<b>Cr</b>	<b>Second Semester</b>	<b>Cr</b>
*Experimental Design (ENV 614)	3	*Thesis Research (ENV 704)	1
*Graduate Research Seminar (ENV 705)	1	*Graduate Research Seminar (ENV 705)	1
700/600/500 electives	6-7	700/600/500 electives	6-7
<b>Subtotal</b>	<b>10-11</b>	<b>Subtotal</b>	<b>8-9</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
Thesis Research (ENV 704)	As needed	Thesis Research (ENV 704)	As needed
700/600/500 electives	As needed	700/600/500 electives	As needed
<b>Minimum total credits required for graduation: 30</b>			

**Thesis Proposal:** A thesis proposal must be written by the candidate prior to the end of the second semester and approved by the Thesis Advisory Committee prior to the start of the candidate’s thesis research. Specific guidelines are provided by the major advisor but

are likely to include a literature review and development of hypotheses and proposed methods.

**Oral Comprehensive Exam:** The oral comprehensive exam is a 2 to 3-hour formal question-and-answer period required of every student. The exam must be taken by the beginning of the fourth semester after matriculation. Exam questions from each faculty member are unannounced and may cover any aspect of environmental science and biology deemed important by the Thesis Advisory Committee. Committee members can provide general guidance on the comprehensive exam, but should not provide questions to the student prior to the exam. Important: **See Appendix D for details.**

**Thesis:** Only after successful completion of the Oral Comprehensive Examination will the candidate be permitted to defend the Thesis before the Advisory Committee. No student with less than a 3.0 Cumulative Average, according to the official Brockport transcript, will be permitted a Defense of Thesis. It will be the responsibility of the “Major Advisor” to post a public notice of the defense examination at least seven days prior to the event. The written thesis is reviewed by the Thesis Advisory Committee and revised by the candidate until deemed acceptable for the Thesis Defense by the Committee. The written thesis (ENV 704 – six credits) will be formally defended before the Thesis Advisory Committee. The defense, which takes place over a 2 to 3-hour period, concentrates on aspects of the thesis and will be preceded by a public seminar covering the thesis research. This seminar may be presented independently of the thesis defense, or immediately preceding it. In the defense, the student must be able to satisfactorily answer questions dealing with experimental design, methodology, hypotheses, conclusions, etc. developed in the thesis. Appendix F provides an overview of thesis requirements. See Appendix E for formatting and technical details related to thesis preparation.

Semester-hour credit, on a Pass/Fail basis, will be awarded for ENV 704 pending approval of the Thesis by the Thesis Advisory Committee. The Major Advisor is responsible for submitting the final grade for the Thesis to the Office of Registration and Records.

### **Graduate Dismissal Policy**

- “Students who are deemed as not making reasonable progress toward the degree, as defined by published departmental policy, may be dismissed from the program.” (Faculty Senate, 3 February 1992).
- A student in the ES&B program must maintain a minimal 3.0 cumulative average, according to the official Brockport transcript, by the end of the second semester, or when 24 credits are completed, whichever is later. Failure to meet this standard will result in immediate dismissal from the program.
- Matriculated graduate students whose cumulative GPA falls below 3.0 are placed on Academic Probation I. Students receive written notification of their probationary status from the Office of Graduate Studies. A student placed on academic probation is expected to consult with his/her graduate advisor no later than the first week of the semester to discuss his/her plans to address academic

deficiencies. After attempting nine credits in probationary status, the student's file is reviewed by the program's Graduate Committee. If the student's cumulative GPA is a minimum of 3.0, the student is automatically removed from probation. If the student does not achieve the minimum 3.0 GPA, the Graduate Committee will either:

- Dismiss the student from the program immediately; or
  - Continue the student's probation period for an additional six credits, with the proviso that dismissal is automatic if a minimum of 3.0 is not then achieved.
- No student with less than a 3.0 Cumulative Average, according to the official Brockport transcript, will be permitted a Defense of Thesis.

Further information on the College's policy on academic probation and dismissal can be found at <http://www.brockport.edu/policies/category.php?id=15>.

## **H. COMPLETION OF PROGRAM AND COMMENCEMENT**

The Candidate and her/his Major Advisor will request the Graduate Coordinator to notify the Registrar of the intended completion of all degree requirements at least two months in advance of the awarding of the degree.

*Departmental Requirements for Graduation with the MS in Environmental Science are as follows:*

1. Completion of the Plan of Graduate Study, as determined by the Thesis Advisory Committee in consultation with the candidate by the end of the first semester.
2. Successful completion of an Oral Comprehensive Exam administered by the Advisory Committee prior to the beginning of the fourth semester of matriculation. The results of this exam may be used by the advisory committee to adjust the candidate's Plan of Graduate Study. In case of failure of this exam, ONE oral reexamination may be granted by the committee prior to the end of the fourth semester.
3. Completion of required core courses (6-11 credits):
4. Graduate Research Seminar (ENV 705 – 2 credits; one one-credit course during the first two semesters).
5. Thesis (ENV 704 – from a minimum of 1 to a maximum of 6 credits.)
6. Experimental Design (ENV 614 – 3 credits)
7. Completion of a minimum of 15 semester hours at the 600/700 level.
8. Completion of a minimum of 30 semester hours of credit with a cumulative GPA of 3.0 or higher in all graduate courses taken at SUNY Brockport.
9. A Thesis Defense of a written thesis, administered by the Thesis Advisory Committee, and presentation of a public seminar on results of the thesis research.
10. Submission of five copies of the defended thesis, including the original, to the department secretary.

College requirements require the following items for graduation. The Candidate's major advisor is responsible for ensuring that the following items are placed in the Candidate's file, which is held by the Departmental Secretary.

1. Program of Study (with grades and semester indicated), including the latest official graduate transcript. The official graduate transcript must indicate a graduate cumulative average of 3.0 or higher. **Note: it is vital that the Major Advisor and student compare the official graduate transcript and Program of Study prior to the thesis defense.**
2. Decision on the Oral Comprehensive Examination.
3. Decision on the Thesis Defense.
4. Any Incomplete contracts (showing completion and grade).
5. Any waivers or transfer credit (with transcripts).
6. A Graduate Data Card (completed).

## **I. TIME LIMIT, STUDENT APPEALS, LEAVES OF ABSENCE, EXTENSIONS**

Degree requirements should be completed within three years of the date of matriculation. With written approval of Major Advisor and the Graduate Coordinator, extensions of up to two years (i.e., five consecutive calendar years total in the program) may be granted.

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for up to a year's leave of absence. Application for such a leave is made to the student's department. Leaves of absence approved by the department will not be charged against the time for degree completion, as stipulated by SUNY Brockport. If circumstances warrant, students may apply for extensions of such leaves, up to a maximum of three years in total leave time. Application for extensions beyond the five-year time limit require approval by the Graduate Director, Chair, Dean of the School, and Dean of Graduate Studies. Forms for Leaves of Absence and Time Extensions are in Appendix H (Forms).

Student appeals on any issue dealing with the graduation program may be filed with the Graduate Coordinator. See <http://www.brockport.edu/policies/category.php?id=15> for information on specific appeals policies.

## **J. INCIDENTALS**

Independent Study: Independent study allows students to explore unique areas of interest not addressed by currently offered courses, or to explore in greater depth a topic covered in an existing course. A student in the MS program in Environmental Science and Biology is limited to three credits of Independent Study (ENV 699) credit.

Full-Time Students: At the matriculated graduate level, the definition of full-time is a bit complicated. Twelve graduate credits per semester is the college definition of a full-time load. However, graduate students who are registered for nine graduate credits and who have either an assistantship or are enrolled for an internship involving 15 or more contact hours per week are also considered full-time. Finally, enrolled graduate students are defined by the College as full-time if they are engaged in full-time thesis research, if three conditions are met:

1. Their thesis research is part of an approved Plan of Study;
2. Their thesis research requires effort which is the equivalent in Carnegie units to 12 credits of work; and,
3. They have in their departmental file a letter from the department chairperson or graduate program coordinator indicating that they are engaged in full-time thesis research for each semester or comparable summer period.

The Department of Environmental Science and Biology considers that students enrolled in ENV 704 are full-time students even though they may be enrolled in less than 12 credit hours of courses.

NOTE: The definition of “full-time” used by the Federal governments for financial aid purposes requires that the student must be enrolled for 12 credits. No financial aid will be considered for students enrolled in less than six credits.

Transfer Credit: Up to six credits of graduate course work with a grade of “B” or better may be transferred from other institutions with the approval of the student’s Thesis Advisory Committee.

## **K. APPENDICES**

### **APPENDIX A. FINANCIAL AID – SOME THOUGHTS AND SUGGESTIONS**

How costs are met – sources of aid:

1. Students savings
2. Parents’ contributions
3. Loans
4. Grants/Scholarships
5. Work opportunities

Financial aid available to students include the following:

1. Tuition Assistance Program
2. Guaranteed Student Loans

3. Federal Program for Financial Assistance
4. National Direct Student Loans
5. College Work Study Program
6. Private Scholarships and Awards
7. Foreign Student Assistance
8. Assistantships (teaching and research)

### The Programs – where and how to apply

#### 1. Tuition Assistance Program (T.A.P.)

All full time students who are legal residents of New York are eligible to apply for assistance under the Tuition Assistance Program. Applications are available from college financial aid offices by June 1<sup>st</sup> to apply for the next academic year. This application is used to determine the amount of T.A.P. award you will receive based on net taxable state income. Awards range from \$100 per year to full cost of tuition. You must apply yearly to receive an award.

#### 2. Guaranteed Student Loans:

These loans are administered by the New York Higher Education Assistance Corporation (NYHEAC) and are available through your local bank. They are low interest loans with up to a ten-year repayment schedule. Applications may be obtained at your nearest participating bank. Apply yearly during the spring to insure funds for September.

#### 3. Federal Program of Financial Assistance:

The following awards can be applied for by submitting a Brockport Financial Aid Application and a Parents' Confidential Statement (PCS) or a Student Financial Statement (SFS). Brockport's Financial Aid Application is mailed in the admissions acceptance packet or is available from the Financial Aid Office. Parents' Confidential Statements and Student Financial Statements can be obtained from college financial aid offices. Applications should be on file by 1 April for consideration of award for the next academic year.

##### a. National Direct Student Loans (NDSL)

These are low interest long-term loans. Designate NDSL on Brockport's Financial Aid Application and be sure to have a PCS or SFS on file. Apply yearly before 1 April.

##### b. College Work Study Program (CWSP)

This program offers jobs to students demonstrating financial need and desire to work. Positions are available in almost every department and administrative office. Every effort is made to correlate the job with the student's interest and schedule. Designate CWSP on Brockport's Financial Aid Application and have on file a PCS or SFS. Apply yearly before April 1<sup>st</sup>.

#### 4. Private Scholarship and Awards:

The Financial Aid Office coordinates the processing on Private Scholarships. Students seek these scholarships on their own and awards are made as specified by the agency offering the scholarship.

Locally determined scholarships and awards are publicized and needs as well as academic competence are determining factors for selection. It would be beneficial to have on file in the Financial Aid Office a Parents' Confidential Statement (PCS) or Student Financial Statement (SFS) if you desire to be considered for a locally determined grant or non- monetary award.

#### 5. Foreign Student Assistance

Contact the Coordinator of Foreign Student Affairs.

#### 6. Assistantships:

A limited number of assistantships are available from various sources. Assistantships usually provide \$3600 to \$6500 salary and may include a tuition waiver. Inquiries should be made with your respective department. In addition, faculty occasionally have grants to support graduate student research. There is no formal procedure in applying for these awards. We recommend talking with individual faculty on availability.

### **APPENDIX B. SUGGESTED SCHEDULE OF EVENTS**

The following schedule is a general guide as the approximate time sequence for a program leading to the M.S. Degree.

#### First Semester

1. Meet with Major Advisor to plan first semester courses, prior to classes.
2. File accepted Course of Study with Graduate Coordinator and the Dean of Graduate Studies.
3. Consider Research Proposal options (to be filed and approved during the second semester).
4. Begin preparation for Oral Comprehensive Examination (given by the beginning of the fourth semester)

#### Second and Third Semesters

1. Meet with Advisory Committee to review progress.
2. Have the Research Proposal approved by the Advisory Committee.
3. Continue preparation for Oral Comprehensive Examination.
4. Complete Oral Comprehensive Examination by start of the fourth semester.

#### Fourth Semester

4. Complete Oral Comprehensive Examination re-test, if granted, before the end of the fourth semester.

#### Subsequent Semesters

1. Register for at least one credit each fall and spring term until your degree is completed. If all six thesis credits have been used, register for one Thesis Continuation Credit (TCC 718) each fall and spring term.

#### Last Semester

1. Submit draft Thesis to entire Advisory Committee at least two weeks prior to the defense.
2. Defend Thesis and present a public seminar on your research.
3. Notify Graduate Coordinator of intended graduation.
4. Submit five (5) copies of the final thesis (Plan I) to the Graduate Coordinator.
5. Check transcripts and Plan of Study for correspondence as to course names, course codes and credits.

**APPENDIX C. List of potential courses available to candidates for the Master of Science degree in Environmental Science and Biology. \*Required Courses.**

<b>Courses</b>	<b>Title (credits)</b>
<b>700 LEVEL Courses</b>	
*ENV 704	Thesis (minimum of 1; maximum of 6)
*ENV 705	Graduate Research Seminar (1)
LST 722	Great Lakes Issues (3)
<b>600 LEVEL Courses</b>	
*ENV 614	Experimental Design (3)
ENV 616	Multivariate Analysis (3)
ENV 621	Water Chemistry (4)
ENV 692	Graduate Internship (1-3)
ENV 695	Topics in Environmental Science (1-3)
ENV 699	Independent Study (3)
ESC 636	Water Resources Topics (3)
PAD 679	Grant Writing and Management (3)
PAD 680	Public Policy (3)
<b>500 LEVEL Courses</b>	
ENV 500	Plant Diversity (4)
ENV 505	Plant Ecology (4)
ENV 506	Wildlife Ecology (4)
ENV 513	Topics in Plant Biology (3)
ENV 519	Principles of Limnology (3)
ENV 521	Limnology Laboratory (2)
ENV 523	Biology of Pollution (3)
ENV 527	Animal Behavior (3)
ENV 530	Ornithology (4)
ENV 535	Restoration Ecology (3)
ENV 539	Conservation Biology (3)
ENV 540	Herpetology (4)
ENV 544	Terrestrial Ecosystem Ecology (3)
ENV 546	Wetland Ecology (4)
ENV 548	Northern Wetlands (3)
ENV 552	Environmental Laws and Regulations (3)
ENV 557	Marine Biology -Bahamas (3)
ENV 559	Mammalogy (4)
ENV 562	Aquatic Toxicology (4)
ENV 564	Aquaculture I (4)
ENV 574	Aquaculture II (4)
ENV 576	Animal Ecophysiology (3)
ENV 577	Field Biology (4)
ENV 583	Aquatic Invertebrates (4)
ENV 584	Fish Ecology (3)
ENV 588	Environmental Impact Analysis (4-6)
ENV 590	Fishery Techniques and Identification (2)
ESC 512	Hydrology (4)
ESC 518	Watershed Sciences (3)
ESC 521	Air Pollution Meteorology (3)

ESC 531	GIS Applications Earth and Environ Sci (3)
ESC 555	Soils Science (4)
ESC 557	Marine Geology-Bahamas (3)
ESC 562	Groundwater (4)
GEL 511	Stratigraphy and Sedimentology (4)
GEL 557	Geochemistry (4)
BIO 515	Molecular Biology (3)
BIO 526	Recombinant DNA (3)
BIO 567	Biochemistry I (3)
BIO 568	Biochemistry II (3)

## **APPENDIX D. ORAL COMPREHENSIVE EXAMINATION**

1. By the beginning of the fourth semester after matriculation, the Candidate will be tested by the Advisory Committee via an Oral Comprehensive Examination.
2. The Candidate will be expected to have knowledge both of environmental science and of the selected area of specialization.
3. The examination will be open to the Faculty (and to students at the discretion of the Candidate). Other faculty members may, at the discretion of the Candidate's Advisory Committee, ask a reasonable number of questions after the Advisory Committee has examined the Candidate. Students, if attending, can not ask questions of the candidate. The oral examination will normally not exceed two hours.
4. The Major Advisor of the Advisory Committee will act as a moderator.
5. Passing or failure of the examination will be determined by a simple majority of the Advisory Committee (two out of three).
6. The Candidate will be passed without condition, passed with condition, or failed. Passing with condition means that the Candidate's performance in certain areas was inadequate, but this inadequacy was not considered extensive enough by the Committee to warrant failure. The Committee then will detail the means by which these conditions can be met (i.e., readings, courses, etc.). A second examination may be scheduled prior to the start of the next semester at the discretion of the Advisory Committee. Candidates failing the original examination may be allowed one re-examination at the discretion of the Committee. That is, at the Committee's discretion, a candidate may be allowed one and only one Comprehensive re-examination during their Master Degree Program, regardless of Plan or combination of Plans. Failure of a re-examination terminates the candidate's graduate program at SUNY Brockport. The Graduate Coordinator will then notify the Graduate Admissions Office of the College that the student is no longer considered a matriculated graduate student in the Environmental Science and Biology Department.
7. The re-examination will be conducted in a similar manner as the original examination and the Candidate will be graded as passed or failed.
8. The Major Advisor must secure the approval of the Graduate Coordinator for the proposed date for the examination or re-examination. It will then be the responsibility of the Advisor to post a public notice of the Examination at least 7 days prior to the event.
9. Philosophy for the MS Oral Comprehensive Exam.

The student should demonstrate sufficient background knowledge in environmental science and ecology plus competency in his or her area of specialty. Specifically, the comprehensive oral exam tests the student's ability to:

- recall, synthesize, and think critically about information gleaned from graduate and undergraduate courses pertinent to their degree and specialty, including a broad understanding of ecological, biological, chemical or geological principles, as appropriate;

- “think on his or her feet” and express himself or herself effectively;
- demonstrate mastery of relevant subjects that the degree implies.

The exam also aids the faculty in identifying students needing additional course work or study before being granted the Master's degree. Because the master's program encourages integration of skills, expect questions to cover complementing areas. Ultimately, the purpose of the comprehensive exam is to encourage students who are nearing graduation to engage in a systematic review of their course work and become familiar with professional journals relevant to the field of Environmental Science.

#### 10. The Oral Comprehensive Examination Model

For the comprehensive exams, students should be prepared for questions relating to:

- Basic biology, chemistry, earth science, environmental science, and/or ecology as taught at the introductory level (i.e. ENV 204, CHM 205-206, GEL 201, ENV 202, and ENV 303), as relevant to their program of study and thesis proposal.
- Advanced topics pertaining to the student’s program of study and thesis.
  - Committee members may advise the student as to the intended content of their questions, including the title of an upper division course, a textbook, or selected primary literature. The examination may include, at the discretion of the committee, a question addressing experimental design, data analysis, and data interpretation as taught in ENV 614 or covered in another upper division course in the program of study.

The student must meet with each committee member at least one month prior to the scheduled exam date to discuss topic selection, and also may select one topic area. The major advisor will coordinate efforts between committee members to ensure that all components are addressed.

## APPENDIX E. THESIS REQUIREMENTS

### I. THESIS PREPARATION

1. General Requirements: All theses must have a high quality professional appearance to them. Computer printout and all figures and graphs must meet the same standards as the rest of the thesis.

- Word processing is required and, a good quality Laser or Inkjet printer is required (no dot matrix).
- All five copies of the thesis must be printed on 25% cotton bond.
- Only one side of the page may be used.
- The thesis must be standard double-spaced throughout, except for quotations, footnotes, bibliographies, tables, and figures, which may be single-spaced.
- Any and all equations and formulas must be word-processed. Hand insertions are not acceptable.
- Each page must have a margin on the left-hand side of 1½ inches and a margin on the other three sides of 1¼ inches.
- Each page must be numbered consecutively. Arial or Times New Roman are acceptable fonts.
- Corrections in thesis: Erasures in copies are not acceptable.
- For additional information on formatting, see:  
<http://www.brockport.edu/library/about/ThesisGuidelines.doc>.

II. Number of copies required: Five (5) unbound copies each in a separate file or folder, must be submitted to the Graduate Coordinator. Before candidates prepare their final copies, they should determine from their Advisory Committee whether the committee or the candidate requires additional copies. Extra copies may be requested but must be paid for by the candidate.

III. Title Page: See below.

IV. Pagination: The following plan of page numbering has is required:

For the Preliminaries: Use small Roman numerals (ii, iii, iv, etc.) Place the Roman numerals at the bottom center of the page.

- Title Page: bears no number, but is considered to be “i” (See below)
- A signed copy of the thesis defense form: bears no number, but is considered to be “ii” (see below).
- Biographical Sketch: Roman numeral “ii”
- Dedication (if any): Roman numeral “iv”
- Abstract
- Acknowledgements

- Table of Contents
- List of Tables
- List of Figures

For the Text: Use Arabic numerals. On pages carrying major headings, as the first page of a chapter, first page of the appendix, etc. the number is placed at the bottom center of the page.

- On all other pages, including the text, charts, maps, illustrations, bibliography, and appendices, the page number is placed either at the top center (1/2" clearance from the top of the page), or at the top right corner (1/2" clearance from the top of the page, and 1" from the right edge of the paper).
- Text: All pages, beginning with page 1 of the text must be numbered consecutively.
- If the description of an illustration or figure is too long to be placed on the same page as the illustration, it should be placed on a numbered page preceding the illustration. All pages must face front.
- Text should include:
  - Introduction
  - Methods
  - Results
  - Discussion
  - Conclusions (optional)
  - Literature Cited

**Formatting of Literature Cited:**

All literature cited in the thesis must be clearly and accurately referenced. This could change based on the target journal but must be agreed upon by the major advisor and the student. List citations in alphabetical order, and include *only* those works cited in your paper. In the text of the paper, cite the references using the author's name and year. For example:

**One author:**

"Male Harris's Sparrows actively defend their breeding territories (Jones 1985)." Or:

"Jones (1985) documented the territorial behavior of male Harris's Sparrows."

**Two authors:**

"Male Harris's Sparrows actively defend their breeding territories (Jones and Smith 1985)."

**More than two authors:**

"Male Harris's Sparrows actively defend their breeding territories (Jones *et al.* 1985)."

**Two or more separate works:**

" Male Harris's Sparrows actively defend their breeding territories (Jones *et al.* 1985, Smith 1995)." Note that the more recent paper is given last.

Examples of the correct format (with special attention to capitalization, punctuation, and spacing) for use in the Literature Cited section are as follows:

### **Journal article**

Author(s). year published. Title. Journal Name Volume:pages.

Buttner, J. K., J. C. Makarewicz, and T. W. Lewis. 1995. Concentration of selected priority organic contaminants in fish maintained on formulated diets in Lake Ontario waters. *Progressive Fish-Culturist* 57:141-146.

### **Book**

Author(s). year published. Title. Edition (if applicable). Publisher, City, State, Country.

Merritt, R. W., and K. W. Cummins. 1996. An introduction to the aquatic insects of North America. Third Edition. Kendall/Hunt Publishing Company, Dubuque, Iowa, USA.

### **Chapter in book**

Author(s). year published. Chapter title. Pages *in* Name of Editor(s), editor(s). Book title. Publisher, City, State, Country.

Nickum, J. G. 1993. Walley. Pages 115-126 *in* R. R. Stickney, editor. Culture of non-salmonid freshwater fishes. CRC Press, Boca Raton, Florida, USA.

### **Edited book**

Editor(s), editors. year published. Title. Publisher, City, State, Country.

Batzer, D. P., and R. R. Sharitz, editors. 2006. Ecology of freshwater and estuarine wetlands. University of California Press, Berkeley, California, USA.

### **Thesis or Dissertation**

Author. year completed. Title. Institution, City, State, Country.

Meeker, J. E. 1993. The ecology of wild rice (*Zizania palustris* var. *palustris*) in the Kakagon Sloughs, a riverine wetland on Lake Superior. Ph.D. Dissertation. University of Wisconsin, Madison, Wisconsin, USA.

### **Agency Report**

Author(s). year published. Title. Report series and number, Agency name, City, State, Country.

Wilcox, D. A., T. A. Thompson, R. K. Booth, and J. R. Nicholas. 2007. Lake-level variability and water availability in the Great Lakes. Circular 1311, U.S. Geological Survey, Reston, Virginia, USA.

### **World Wide Web sources**

These should be used sparingly, and only with the Major Advisor's approval. Many web sites are scientifically suspect. In addition, use only those cites that are more or less permanent, although this may be difficult to determine.

Author(s). Year. Title, version. [Online.] Organization, City, State. Available at: web address. Access date.

Sauer, J. R., G. Gough, I. Thomas, and B. Peterjohn. 1997. The North American Breeding Bird Survey, version 96.1. [Online.] Patuxent Wildlife Research Center, Laurel, Maryland. Available at <http://www.mbr.nbs.gov/bbs/bbs.html>. Accessed 17 August 1999.

Note, information obtained by verbal correspondence or from unpublished material is not considered "literature," but may be referenced as (personal communication, individual, affiliation):

Aardvarks are not capable of insight learning (personal communication, Dr. Jane Doe, Department of Environmental Science and Biology, SUNY Brockport.)

**EXAMPLE OF TITLE PAGE**

**Identification of *E. coli* Sources in Conesus Lake Sub-watersheds Using BOX A1R-Derived Genetic Fingerprints**

A Thesis

Presented to the Faculty of the Department of Environmental Science and Biology

of the State University of New York College at Brockport

in Fulfillment for the

Degree of Master of Science

Jason Somarelli

August 2004

## **APPENDIX F. DEFENSE OF THESIS**

### **GENERAL**

1. Only after the successful completion of the Oral Comprehensive Examination will the candidate be permitted to defend the Thesis before the Advisory Committee. It is the responsibility of the Major Advisor to post a public notice of the defense examination at least 7 days prior to the event.
2. Submission of draft thesis: The candidate should submit an early outline, and draft of the thesis to all members of the Advisory Committee at least six weeks before the defense unless this requirement is modified by the Advisory Committee. A word-processed copy of the thesis must be submitted in its proposed final form to each Advisory Committee member at least seven days before the final examination. A faculty member may refuse to participate in a thesis defense if a draft is submitted less than seven days prior to the scheduled defense. The Graduate Coordinator should be notified of this development.
3. The Defense will only occur after the Advisory Committee has unanimously certified to the Graduate Coordinator that the Thesis is in a suitable form for defense.
4. The draft thesis submitted to the Advisory Committee at least seven days before the final examination may be modified as a result of the final examination, but at the time of the examination, it must be complete in all respects and editorially acceptable for final approval. The candidate then has sixty days after the final examination in which to have a final copy of the thesis word-processed and reproduced in an acceptable form, incorporating possible suggestions made by the Advisory Committee at the final examination.
5. The Defense will be open to the Faculty (and to students at the discretion of the Candidate). Other faculty members may, at the discretion of the Candidate's Advisory Committee, ask a reasonable number of questions after the Advisory Committee has examined the Candidate. The Defense will normally not exceed three hours.
6. The Defense will be preceded by a public seminar covering the thesis research. This seminar may be presented independently of the thesis defense, or immediately preceding it. The seminar should be presented within three months of the defense examination, but may be presented immediately preceding the examination. The Candidate will review the thesis in a detailed manner, thus demonstrating the Candidate's ability to present scientific material in public. The seminar should be scheduled when the entire Thesis Advisory Committee can attend. The title of the seminar and an abstract, including date, time, and place, should be submitted to the Advisor for public notice. The seminar should be prepared and presented at an advanced undergraduate level, and should be a minimum of 30 minutes long, not including time for questions.
7. Final approval of the Thesis is contingent upon a successful defense and requires a majority vote of the Advisory Committee.
8. At the end of the Thesis Defense, the Candidate will be passed or failed. Failure may result from any deficiency that the Committee feels is present in the thesis work. If

failed, it is the responsibility of the Candidate to correct the deficiency and to schedule a second Thesis Defense with the Advisory Committee. The Curriculum Committee is to be notified of the date of the second meeting. Candidates will not be granted a third defense. That is, failure to successfully defend the thesis the second time terminates the Candidate's graduate program at Brockport.

9. The College retains the proprietary rights to any and all data or innovations generated by the candidate.

## **APPENDIX G – RESEARCH INTERESTS OF GRADUATE FACULTY**

### **Department of Environmental Science and Biology**

#### **Haynes, James M., Professor and Chairman, Ph.D., University of Minnesota**

FISH ECOLOGY/FISHERY SCIENCE: fish ecology and behavior; marine biology; benthic macroinvertebrate communities (zebra mussel effects, indicators of stream health); environmental impact analysis; biotelemetry; Great Lakes' issues; environmental education.

Phone: (585) 395-5783

E-mail: [jhaynes@brockport.edu](mailto:jhaynes@brockport.edu)

Office: 121 Lennon

#### **Makarewicz, Joseph C., Distinguished Service Professor, Ph.D., Cornell University.**

LIMNOLOGY/WATERSHED SCIENCE: ecosystem approach to environmental analysis and community ecology; water quality and toxic chemical analysis; nutrient cycling and primary productivity; zooplankton/phytoplankton interactions; stressed stream analysis.

Phone: (585) 395-5747

E-mail: [jmakarew@brockport.edu](mailto:jmakarew@brockport.edu)

Office: 125 Lennon

#### **Norment, Christopher J., Professor, Ph.D., University of Kansas**

VERTEBRATE ECOLOGY/CONSERVATION BIOLOGY: ecology of terrestrial vertebrates, particularly birds and mammals; avian breeding biology, and community structure and function; grassland ecology; ecology of arctic and alpine environments.

Phone: (585) 395-5748

E-mail: [cnorment@brockport.edu](mailto:cnorment@brockport.edu)

Office: 119 Lennon

**Norris, Mark D., Ph.D., University of Minnesota**

PLANT/ECOSYSTEM ECOLOGY: plant-soil interactions, decomposition, nutrient cycling, plant growth and reproduction, nutrient conservation, global change effects on ecosystem functioning.

Phone: (585) 395-5743

E-mail: [mnorris@brockport.edu](mailto:mnorris@brockport.edu)

Office: 117 Lennon

**Rinchar, Jacques, Ph.D. University of Namur (Belgium)**

FRESHWATER ECOLOGY: fish physiology and reproduction; aquaculture; animal ecophysiology; fish endocrinology; fish nutrition

Phone: (585) 395-5750

E-Mail: [jrinchar@brockport.edu](mailto:jrinchar@brockport.edu)

Office: 115 Lennon Hall

**Wilcox, Douglas, Ph.D. Purdue University**

WETLANDS ECOLOGY: Emphasis on the influence of hydrology, climate change, and human disturbance on wetland plant communities.

Phone: (585)395-5963

E-Mail: [dwilcox@brockport.edu](mailto:dwilcox@brockport.edu)

Office: 108-B Lennon Hall

**Department of the Earth Sciences**

**Autin, Whitney J., Ph.D., Louisiana State University**

GEOLOGY: Quarternary geology and geomorphology; stratigraphy and sedimentology; soil science; geoarchaeology; environmental, engineering and economic geology.

Phone: 585-395-5738

E-mail: [dirtguy@brockport.edu](mailto:dirtguy@brockport.edu)

Office: 225 Lennon

**Maliekal, Jose A., Ph.D., University of Hawaii**

METEOROLOGY: climate and global change; tropical and air pollution meteorology; statistical data analysis and time series modeling.

Phone: 585-395-2582

E-mail: [jmalieka@brockport.edu](mailto:jmalieka@brockport.edu)

Office: 221 Lennon

**Noll, Mark R., Ph.D, University of Delaware**

SOIL/AQUEOUS GEOCHEMISTRY: trace element geochemistry; sorption processes; kinetics and mechanisms of heavy metal cycling; trace element speciation, mobility and bioavailability.

Phone: 585-395-5717

E-mail: [mnoll@brockport.edu](mailto:mnoll@brockport.edu)

Office: 327 Lennon

**Richards, Paul L., Ph.D., Pennsylvania State University**

WATERSHED SCIENCE: Description and modeling of hydrologic, surficial and geochemical processes in watersheds; geologic impacts of climate and land use changes; Geographic Information Systems.

Phone: 585-395-5715

E-mail: [Prichard@brockport.edu](mailto:Prichard@brockport.edu)

Office: 219 Lennon

**Zollweg, James A., Ph.D., Cornell University**

HYDROLOGY/WATERSHED SCIENCE: hydrologic/watershed modeling; application of Geographic Information Systems to hydrology; field instrumentation; non-point source pollution analysis.

Phone: 585-395-2352

E-mail: [jzollweg@brockport.edu](mailto:jzollweg@brockport.edu)

Office: 323 Lennon

**Department of Chemistry**

**Brown, Michael, Ph.D., University of Memphis**

ANALYTICAL CHEMISTRY: development of membrane-based analytical instrumentation and methods for monitoring of drinking water and air; development of LED-based detectors for flow injection analysis (FIA), capillary electrophoresis (CE), and liquid chromatography applications; also extensive knowledge of GC-MS and HPLC.

Phone: 585-395-5596

E-mail: [mabrown@brockport.edu](mailto:mabrown@brockport.edu)

Office: 227 Smith

**Heitz, Mark P., Ph.D., SUNY at Buffalo**

ANALYTICAL CHEMISTRY: spectroscopy; micro-heterogeneous chemistry; surfactants; biomolecular entrapment and enzyme reactivity in reverse micelles; supercritical fluid technology, solvation effects and environmental applications of supercritical fluids.

Phone: 585-395-5586

E-mail: [mheitz@brockport.edu](mailto:mheitz@brockport.edu)

Office: 233 Smith

**Hoffmann, Markus, Ph.D., Washington University**

PHYSICAL CHEMISTRY: environmental solvent systems/Green Chemistry; intermolecular interactions in ionic liquids; supercritical fluids, phase behavior studies, hydrothermal chemistry; NMR-, IR-, XAFS spectroscopy.

Phone: 585-395-5587

E-mail: [mhoffman@brockport.edu](mailto:mhoffman@brockport.edu)

Office: 228 Smith

**APPENDIX H. FORMS**

**Graduate Student Application Review – ES&B**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Anticipated matriculation date:** \_\_\_\_\_

**Transcript Summary GPA** \_\_\_\_\_ **B.S./B.A. College** \_\_\_\_\_ **Major** \_\_\_\_\_

Calculus I \_\_\_\_\_ Bio I \_\_\_\_\_ Ecology \_\_\_\_\_

Chem I \_\_\_\_\_ Bio II \_\_\_\_\_ Computer Sci \_\_\_\_\_

Chem II \_\_\_\_\_ Organic Chem I \_\_\_\_\_ Environ Sci/Studies \_\_\_\_\_

Statistics \_\_\_\_\_ Organic Chem II \_\_\_\_\_

Other Significant Courses:

\_\_\_\_\_  
\_\_\_\_\_

Letters of recommendation received:

\_\_\_\_\_ 1)

\_\_\_\_\_ 2)

\_\_\_\_\_ 3)

Scientific Writing Sample \_\_\_\_\_ Comments on writing sample:

**GRE Scores (not required):**

Verbal \_\_\_\_\_ Quant \_\_\_\_\_ Analytical \_\_\_\_\_ Biology \_\_\_\_\_

**Reviewer Comments:** Accept Reject Uncertain Notes

Graduate Coordinator

Reviewer #2

Reviewer #3

Advisor indicated in cover statement? \_\_\_\_\_

Other possible advisors? \_\_\_\_\_



**Department of Environmental Science and Biology**  
**Oral Comprehensive Exam for**

---

Date \_\_\_\_\_

**Master's Degree Advisory Committee**

**Approved   Not Approved**

\_\_\_\_\_  
**Major Advisor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Graduate Coordinator**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, Environmental Science & Biology**

**Date** \_\_\_\_\_

**Department of Environmental Science and Biology**

**Thesis Defense by**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Master's Degree Advisory Committee**

**Approved    Not Approved**

\_\_\_\_\_  
**Major Advisor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Committee Member**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Graduate Coordinator**

**Date** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, Environmental Science & Biology**

**Date** \_\_\_\_\_

State University of York, College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2919

REQUEST FOR EXTENSION TO FIVE YEAR TIME LIMIT FOR DEGREE COMPLETION

Students applying for an extension must complete this form and return it to the *Graduate Director of the program in which they are matriculated.*

Extensions granted will be for a maximum of one year. The extension period commences on the date of the expiration of the normal matriculation period. Students **must** describe a plan for completing remaining program requirements within the time frame of the extension requested. Approvals of additional extensions are *extremely rare*, so students need to make every effort to complete requirements before the extension expires.

NAME: \_\_\_\_\_ Banner ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

zip code

PHONE: \_\_\_\_\_  
area code

**Department Use:**

Matric Date: \_\_\_\_\_

LOA Dates: \_\_\_\_\_

Current end date: \_\_\_\_\_

New end date: \_\_\_\_\_

**REASON FOR REQUEST/PLAN FOR COMPLETION:**

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(Attach letter or use back of form if more space is required.)

*The student is requesting an extension through the end of*  *Spring*  *Summer*  
 *Fall* of 20 \_\_\_\_\_

\_\_\_\_\_  
Graduate Director

\_\_\_ RECOMMENDED  
\_\_\_ NOT RECOMMENDED      \_\_\_\_\_  
date

\_\_\_\_\_  
Chair

\_\_\_ RECOMMENDED  
\_\_\_ NOT RECOMMENDED      \_\_\_\_\_  
date

\_\_\_\_\_  
Dean, School

\_\_\_ RECOMMENDED  
\_\_\_ NOT RECOMMENDED      \_\_\_\_\_  
date

\_\_\_\_\_  
Dean, Graduate

\_\_\_ RECOMMENDED  
\_\_\_ NOT RECOMMENDED      \_\_\_\_\_  
date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

NOTE: Return this form to the **Graduate Director** of the **program in which you are matriculated.**  
(3/07)

State University of New York, College at Brockport  
350 New Campus Drive  
Brockport, NY 14420-2919

**REQUEST FOR LEAVE OF ABSENCE**

Students applying for a leave of absence must complete this form and return it to **the Graduate Director of the program in which they are matriculated.**

Students whose progress toward degree completion is interrupted by circumstances beyond their control may apply for a year's leave of absence. Application for such leaves is made to the **student's department.** Leaves of absence approved by the department will not be charged against the time for degree completion. If circumstances warrant, students may apply for extensions of such leaves, up to a maximum of three years.

**NAME:** \_\_\_\_\_ **Banner ID#:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
zip code

**PHONE:** \_\_\_\_\_  
area code

Matriculation Date: _____
Prior LOA info: _____
_____
_____

**REASON FOR REQUEST OF LEAVE OF ABSENCE:**

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(Attach letter or use back of form if more space is required)

**Leave Start:**     Spring 20\_\_  
                   Summer 20\_\_  
                   Fall 20\_\_

**Through the end of:**     Spring 20\_\_  
                                   Summer 20\_\_  
                                   Fall 20\_\_

\_\_\_\_ RECOMMENDED \_\_\_\_\_

\_\_\_\_\_  
Graduate Director

\_\_\_\_ NOT RECOMMENDED \_\_\_\_\_ date

\_\_\_\_\_  
Chair

\_\_\_\_ RECOMMENDED \_\_\_\_\_  
\_\_\_\_ NOT RECOMMENDED \_\_\_\_\_ date

**Original must be sent to the Office of Registration and Records.  
Copy must be sent to the Office of Graduate Studies**

(3/07)

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## **INTRODUCTION**

As a candidate for a master's degree, your department may require a thesis representing original research that contributes to your discipline. You must provide two copies of your thesis to be made available in the Drake Memorial Library, one archival copy that will not leave the library and one circulating copy that can be checked out by the campus community or the public at large. In addition, your department may require one or more copies of your thesis to keep on file. Therefore, it is essential that you conform to the guidelines established in this document and construct a well-presented thesis. This document will help you organize your thesis and format it appropriately. In addition, you should seek the guidance of your advisor and the other members of your thesis committee throughout the entire process of writing your thesis. It is the responsibility of each candidate for a master's degree to follow the guidelines established in this document. Choice of citation and bibliographical style will vary by discipline, but the format of every thesis should be consistent with these guidelines.

## **PARTS OF THE THESIS**

### **Title Page**

The title page of the thesis must include your full legal name, your department's official name, the title of your work, a thesis submission statement, and the name of the degree you are seeking. Be sure to double-space all portions of your title page. Refer to **Figure 1** as an example.

### **Figure 1 Sample Title Page**

Full Title of Thesis  
(centered in top quarter of page)

by

Full name of author

A thesis submitted to the Department of \*\*\* of the  
State University of New York College at Brockport  
in partial fulfillment of the requirements for the  
degree of  
Master of \*\*\*  
Month, day, and year submitted