

INFORMATION FOR MASTER'S STUDENTS

During your first semester, prepare for and have a committee meeting

At your first committee meeting, you typically review your plan of study and research proposal.

Committee Membership

Masters committees must be composed of 3 members. If you have 2 UA, tenure track faculty, then you can have as many non-tenure track or outside members as you want, but if you want fewer than 2 UA tenure-track faculty, you must petition the Graduate College. You must also submit a "Special Committee Member Request" for all non-tenure track committee members. The chair of the committee must be tenure-track. Adjunct professors cannot chair a committee but can *co-chair*.

Plan of Study

The Plan of Study Form (grad.arizona.edu/Current_Students) outlines courses you will use towards completion of your degree requirements. The Graduate College will charge you \$35 for processing this paperwork.

- Courses must be graduate (500-level +) courses, at least half of which must be assigned letter grades (A, B, C. . .).
- Transfer credit cannot account for more than 20% of the minimum units required for your degree. Attach an 'evaluation of transfer credit form (grad.arizona.edu/Current_Students).
- Do NOT list course work deficiencies; they don't count towards your degree.
- DO list your thesis units.
- Get all signatures (except Graduate College) and turn Plan in to Cheryl.
- If your work requires approval from Human Subjects or IACUC, include a copy of your approval letter.

For students in Natural Resource Studies, you will complete a School-generated form (available in BSE 325D) to be approved prior submitting the Graduate College form.

Unit requirements

<i>Program</i>	<i>Total Units</i>	<i>Max Thesis Units</i>
Fisheries Conservation & Management	30	1-10
Rangeland Ecology & Management	30	5
Natural Resource Studies	36	6
Watershed Management	30	5
Wildlife Conservation & Management	30	1-10

Start your proposal

Your primary goal as a graduate student is to conduct scholarly research. To that end, you will need to have an approved proposal for that research. Although your research may be part of a larger project and a funding proposal may already exist, you should write your own proposal to indicate your understanding of the work and distinguish it from the larger project.

During your final semester

Complete your thesis

Preparation of the thesis is your responsibility. You are expected to publish your research, and are encouraged to submit papers for publication within one year of completing your degree. This task becomes more difficult the longer it is delayed, if you do not meet this obligation, your major professor may assume the publication responsibility.

The Graduate College has prepared a Manual of Theses and Dissertations to guide the physical format of your thesis:

www.grad.arizona.edu/Current_Students/Manuals

It is your responsibility to see that your thesis conforms in all respects to the requirements.

Final Defense

Your defense is composed of two parts—a 30 to 40-minute public presentation with time for questions, followed by a closed-door defense of your work before your committee. Room reservations may be made with Anne Hartley in BSE 325. Examinations are a maximum of 3 hours in length.

If you fail the final examination you may, upon recommendation of your advisory committee and approval of the Graduate College, be granted a second examination after at least 4 months. The outcome of the second examination is final.

Following your final examination, submit the “Master’s/Specialist Completion of Degree Requirements Form (grad.arizona.edu/Current_Students) to Cheryl.

Deadlines to complete for each semester can be found on the Graduate College website (grad.arizona.edu/Current_Students).

Turn in your thesis

You must turn in one unbound copy of your master’s thesis to the School. Should you choose to have your thesis microfilmed/archived, you must submit a copy electronically (www.grad.arizona.edu/Current_Students/Manuals) to the Graduate College and pay the microfilming/archiving costs—\$90 (but subject to change).

The School will pay to bind one thesis for the School library. Additional bound copies may be ordered for \$16-18/copy. If you want multiple copies, it is easiest to print out multiple copies of your thesis. Often, your advisor can use an account number to pay for additional copying and binding. Work with Anne Hartley to arrange for bound copies.

Copyrighting theses

Student may choose to copyright their theses. You are responsible for meeting these costs (\$65; subject to change).

Clear all fees with the Bursar’s office

An outstanding balance with the University of Arizona means you won’t get your diploma.