

Environmental Sciences Graduate Program, MA, MS, PSM, and PhD Degree(s) 2018

1. General Contact Information

a. Program-specific contacts:

- i. The academic point person for the program, graduate program director (including GTA assignments)

Dr. Carolyn Fonyo

Interim Director

Environmental Sciences Graduate Program

Oregon State University

Mailbox: 104 Wilkinson Hall

Corvallis OR 97331

(541) 760-4196

E-mail: Carolyn.Fonyo@oregonstate.edu

- ii. The administrative point person for the program (including overrides)

Ms. Renee Freeman

Administrative Assistant

Environmental Sciences Graduate Program

104 Wilkinson Hall

Corvallis, OR 97331

(541) 737-5095

Email: renee.freeman@oregonstate.edu

- iii. The point person for reimbursement (travel and other expenses)

University Administration Business Center (UABC)

1600 SW Western Blvd, University Plaza

(541) 737-3252 (Human Resources)

(541) 737-6466 or (541) 737-0669 (Finance)

<http://fa.oregonstate.edu/uabc/unit/Graduate-School>

b. Program website address

Environmental Sciences Graduate Program website address:

<http://gradschool.oregonstate.edu/environmental-sciences-graduate-program-esgp>

c. Graduate School

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.

- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

d. University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

2. Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services for services specifically provided to graduate students pursuing degrees or certificates via those specific venues](#).

[Campus Safety](#) – Emergency phone numbers, university alerts

[Career Development Center](#) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Disability Access Services \(DAS\)](#) – Academic accommodations

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response

[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](#) – Plans for graduate students and graduate employees

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[Office of International Services \(OIS\)](#) – Visa and immigration advising

[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising

[Recreational Sports](#) – Dixon Recreation Center, intramural sports
[Statistics Consulting Service](#) – Graduate student research statistical advising
[Student Health Services \(SHS\)](#) – Clinic and pharmacy
[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans
[Transportation Alternatives](#) – Bike, bus, SafeRide
[Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps
[Valley Library](#) – Reference and research assistance, study spaces, research tools

3. Program Information and Policies

a. Overview

The primary mission of the Environmental Sciences Graduate Program is to foster the development of highly skilled environmental scientists who are well-prepared to:

- analyze and understand the nature of environmental systems and interactions at the natural-human systems interface,
- predict environmental change, and
- effectively collaborate in the interdisciplinary field of environmental sciences and management.

Upon completing their Environmental Sciences graduate degrees, our Doctoral students will be successfully prepared to conduct research in national and international research laboratories, field stations, universities, as well as institutes and corporations in the private sector. Our Master's graduates are well-prepared for careers with federal, state, and local government agencies that are charged with research and management of environmental resources. Students completing the Professional Sciences Master's (PSM) in Environmental Sciences will also find employment opportunities in the private sector with productive careers in industry and consulting.

The Environmental Sciences Graduate Program (ESGP) is presently comprised of approximately 80 degree-seeking students and 200 graduate faculty. The faculty represent a broad spectrum of programs and departments across the university campus, as well as external agencies, including the U.S. Environmental Protection Agency, the U.S. Department of Agriculture and the U.S. Forest Service.

b. Graduate Learning Outcomes

Graduate Learning Outcomes provide metrics and guidelines to assess a student's progress toward achieving core competency in their field of study. Overarching Graduate Learning Outcomes for doctoral and master's programs were proposed by the Graduate Council and approved by the Faculty Senate on Jan 13, 2011 (doctoral) and April 14, 2011 (master's). As approved by Faculty Senate and adopted by the Environmental Sciences Graduate Program, the student shall:

1. Produce and defend an original significant contribution to knowledge (PhD); Conduct research or produce some other form of creative work (M.S., M.A., PSM);

2. Demonstrate mastery of subject material (Ph.D., M.S., M.A., PSM); and
3. Be able to conduct scholarly activities in an ethical manner (Ph.D., M.S., M.A., PSM).

To meet the primary Program goals described above, the Environmental Sciences Graduate Program has also adopted the following program-specific Graduate Learning Outcomes. The student shall:

1. Effectively communicate their field of study;
2. Think critically and creatively to solve interdisciplinary problems within the area of concentration; and
3. Demonstrate attributes of professional development consistent with expectations within their area of concentration

University and program-specific Graduate Learning Outcomes are assessed at the program level. Outcomes are measured by the program, beginning with the admissions process and continuing throughout a student's graduate studies, based on the evaluation of coursework performance, program of study development, adherence toward timelines, and completion of milestone events. Graduate Learning Outcome Assessment for ESGP available at:

http://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/glo_esgp.pdf

c. Degree Options

The Environmental Sciences Graduate Program offers a Master of Science (M.S.) degree, a Master of Arts (M.A.) degree, a Professional Science Master's (PSM) degree, and a Doctor of Philosophy (Ph.D.) degree. The PSM degree in Environmental Sciences (PSM@ENSC) is offered via online delivery as well as onsite, and as an INTO Pathway. We also offer an Accelerated Master's Platform (AMP) with the undergraduate Environmental Sciences program at OSU, both onsite and online.

d. Areas of Concentration/Tracks

Students may choose from eight Areas of Concentration (Tracks) based on their research interests.

1. [Biogeochemistry](#)
2. [Ecology](#)
3. [Environmental Education and Science Communication](#)
4. [Natural Resources](#)
5. [Quantitative Analysis](#)
6. [Social Science](#)
7. [Water Resources](#)
8. [Climate Change](#)

e. Degree Requirements

Master of Science (M.S.) in Environmental Sciences

M.S. students must complete at least 45 graduate credits with the following distribution:

- [Environmental Sciences Core Courses, 7 Credits](#)
- [Methods and Numerical Skills, 6 Credits](#)
- [Area of Concentration, 15 Credits](#)
- [Elective Courses, 5-11 Credits](#)
- [Thesis or Project, 6-12 Credits](#)

Students pursuing a Master of Science have the option to minor in a subject relevant to Environmental Sciences.

The ESGP Program of Study planning template for the M.S. degree may be found at the following link: <http://gradschool.oregonstate.edu/environmental-sciences/master-science-degree-environmental-sciences>

Thesis or Project (non-thesis option)

A core tenet of the MS degree is research. A minimum of six credits of original research are required leading to either a thesis, 2 publication-ready professional refereed journal articles (in lieu of a thesis), or project (non-thesis option), that comply with standards established by the Graduate School and the Environmental Sciences Graduate Program.

Professional Science Masters (PSM) in Environmental Sciences

The Professional Science Master's degree in Environmental Sciences (PSM@ENSC) provides advanced training for early- and mid-career professionals with a need for expertise in environmental sciences. The interdisciplinary program requires an internship and project report in lieu of a thesis and integrates training in communications, business management, ethics, and other professional skills.

The PSM degree program is offered both [online through Ecampus](#) and [onsite through Corvallis campus](#). Onsite international students may be interested in the [Pathway to Environmental Sciences program](#) that provides English language courses while beginning graduate course work.

Environmental Sciences Core (6-7 credits) forms the foundation of this program by providing students with basic skills in environmental research methods and analysis as well as ethical training.

- ENSC 515 Environmental Perspectives and Methods (3 credits)
- ENSC 520 Environmental Analysis (3 credits)
- ENSC 508 Joint Campus Environmental Conference (1 credit, onsite only)

Numerical Skills (6-8 credits) expose students to research design, statistical analysis, modeling, survey design, or other quantitative and qualitative techniques. Students have an opportunity to select courses based on their internship needs and objectives.

Professional/Business Core (6 credits) provides students the ability to serve as liaisons between the scientific and business communities in industry, consulting, NGOs, and government.

- BA 515 Managerial Decision Tools (3 credits)
- BA 516 Creating Value in Exchange (3 credits)

Professional Electives (8 credits) allow students to expand their business training aligned with a particular area of interest.

The ESGP Program of Study planning template for the on campus and online PSM degree options may be found at the following link:

<http://gradschool.oregonstate.edu/environmental-sciences-professional-science-masters/curriculum-environmental-science-psm>

Internship (6 credits)

Internships may take place in a variety of venues, including but not limited to: environmental consulting or engineering firms, businesses involved in land use planning, NGOs, global organizations, or governmental agencies in the public sector such as the U.S. Environmental Protection Agency, the U.S. Forest Service, the U.S. Department of Agriculture, and the Bureau of Land Management. Each of these governmental agencies have extensive laboratories and facilities in the Corvallis area.

During their internships, students will become aware of the costs of protecting resources, career opportunities in the field of environmental sciences, management, and policy, and the breadth of the environmental industry in today's business world. The PSM advisor and the student's graduate committee will help define specific objectives for the proposal and help identify potential internship opportunities. However, it is the responsibility of the graduate student to formally initiate the internship with an industry supervisor.

ENSC 510 Internship is equivalent to 3 months of full-time work (6 credits) with final delivery of a defensible internship report.

PhD in Environmental Sciences

Students must complete at least 108 graduate credits from the following areas:

- [Environmental Sciences Core Courses, 7 Credits](#)
- [Methods and Numerical Skills, 9 Credits](#)

- [Area of Concentration, 30 Credits](#)
- [Elective Courses, 4-24 Credits](#)
- [Thesis or Project, 36-56 Credits](#)

The ESGP Program of Study planning template for the PhD degree may be found at the following link: <http://gradschool.oregonstate.edu/environmental-sciences/phd-environmental-sciences>

Preliminary Examination

The student's committee, in consultation with the student, may designate the examination process. The following document provides guidelines for the ESGP PhD preliminary examination:

ESGP PhD Preliminary Examination Guidelines available at http://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/phd_preliminary_exam_guidelines_esgp.pdf

Thesis or Refereed Journal Publications

A central purpose of the PhD degree is to teach students the process of environmental research. A minimum of 36 credits are required for original research leading to a thesis, or three publication-ready professional refereed journal articles in lieu of a thesis, that comply with standards established by the Graduate School and the Environmental Sciences Graduate Program.

To encourage the development of interdisciplinary graduate study programs, guidelines for course selection are flexible. In addition to the ES Graduate core courses, students must complete courses that constitute an area of concentration (track).

The graduate core consists of three courses, totaling 7 credits. The purpose of the core is to introduce new students to faculty, to give students a sense of programmatic identity, to foster interdisciplinary thinking among students and faculty, to expose students to the breadth of existing environmental sciences analysis tools courses, and to give students the opportunity to present their research to a wide audience.

The three courses are:

- ENSC 515 Environmental Perspectives and Methods (3 credits, fall quarter).
- ENSC 520 Environmental Analysis (3 credits, winter quarter).
- ENSC 508 Joint Campus Environmental Sciences Conference (1 credit, spring quarter).

f. Description of the requirements for the final defense (or other approved alternative summative assessments in lieu of final oral exams for non-M.A. or non-M.S. master's degrees)

The scheduled time allotted for the student's final defense will vary, depending upon the degree and the requirements of the student's committee. At the onset of the final term, the student should consult with their committee and esgp@oregonstate.edu to set a timeline for completion, schedule their defense date, time, and location, and complete required graduate forms based upon published deadlines.

Typically, 2 hours are scheduled for the Master's (M.S., M.A., and PSM) degree defense, and 3-4 hours for the PhD degree defense. The student is expected to be well-prepared to exhibit a mastery of the curriculum, as well as present and defend their research.

Evaluation is based on the following main criteria:

- Conduct research or produce some other form of creative work (thesis or project)
- Demonstrate mastery of subject material (coursework, thesis, final oral defense, or other)
- Conduct scholarly or professional activities in an ethical manner (coursework, final oral defense, and/or other (see program of study))

g. Proposed timeline to degree completion

ESGP Master's (M.S. and M.A.) students complete their degree in 2-3 years on average, though the time to completion varies depending upon the individual student's research requirements.

Time to completion for **ESGP PSM** students is 1.5-2 years, depending upon full-time versus part-time status and the timing of their internship.

ESGP PhD students usually complete their degrees within 4-5 years. Time to completion is dependent upon timely and successful admission to candidacy (i.e. passing preliminary exams), requirements of their committee, and the complexity of their research.

h. Committee membership

i. Graduate Council Representative

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your

committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCRs who can also add disciplinary expertise. Select your GCR using the online GCR list generation tool

(<http://gradschool.oregonstate.edu/forms#gcr>) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

ii. Policy on non-OSU committee membership

Your [graduate committee](#) guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a special case in which a committee member may need to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, your major department/program will need to nominate the proposed member to act in those roles using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

i. Program/department specific funding opportunities (GTA, GRA, fellowships, awards, travel grants, etc.)

In addition to the Graduate School travel award (<https://gradschool.oregonstate.edu/awards/travel-award>), ESGP offers a competitive travel award each term for students near degree completion who will be giving an oral presentation at a professional conference. The total amount awarded will not exceed \$500 each term. Distribution is based on the number of eligible applicants each term and awardees are selected by the ESGP Advisory Board. Please contact esgp@oregonstate.edu for the application form.

GTA, GRA, Fellowships, and other financial support mechanisms available at the program level are limited and vary from year-to-year. Program support is primarily used to match support offered by the student's major professor when available. The Program does not offer any guarantee of funding.

j. Required program/degree milestones

Discuss your goals and expectations with your department's graduate student adviser.

Take courses. Determine eligibility of transfer credits, if any. **Continuous enrollment required.

Before completing 18 credits of coursework

Develop a Program of Study with your program. This is your plan for completing your degree. Your adviser, department chair or departmental graduate coordinator will help you.

At least 15 weeks before your final oral examination:

- (1) Submit your approved Program of Study to the Graduate School and
- (2) Select a Graduate Council Representative (if required) for the final exam.

At least 2 weeks before your final oral examination:

- (1) Use online form to schedule your final oral examination,
- (2) submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term). If your master's degree requires a thesis:
- (3) Distribute a defensible copy of your thesis to your committee, and
- (4) Bring in or email pre-text pages of your thesis to the Graduate School.

Final Examination

If Passes Final Examination

If your master's degree requires a thesis, upload final thesis to Scholars Archive and relevant paperwork to the Graduate School within 6 weeks of your defense date. You must be registered for 3 graduate credits when you submit your thesis to the Graduate School.

Required PhD Degree Milestones

Discuss your goals and expectations with your department's graduate student adviser. Take courses. Determine eligibility of transfer credits, if any. **Continuous enrollment required.

Before completing 2 terms (if you already have a master's) or 5 terms (if you do not have a master's)

- (1) Select program committee members, which must include a Graduate Council Representative,
- (2) Meet with your program committee to create a Program of Study. Take to the meeting: your Doctoral Program Checklist, all transcripts, list of eligible transfer credits, your program curriculum and initial draft of Program of Study.

At least 6 weeks before your preliminary oral exam and most coursework has been completed, submit your signed Program of Study to the Graduate School. When it has been approved by the Graduate School, you may schedule your preliminary oral exam. At least 2 weeks before the exam, submit the online Exam Scheduling Form.

Preliminary Oral Examination

If Passes Preliminary Oral Examination

At least 2 weeks before your final oral examination:

- (1) Use online form to schedule your final oral examination,
- (2) Distribute a defensible copy of your thesis to your committee,
- (3) Bring in or email pre-text pages of your thesis to the Graduate School and
- (4) submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).

Final Examination

If Passes Final Examination

Upload final dissertation to Scholars Archive and relevant paperwork to the Graduate School within 6 weeks of your defense date. You must be registered for 3 graduate credits when you submit your dissertation to the Graduate School.

k. Role of the major professor

The role of a major professor will be to serve as the student's primary academic advisor, principal thesis advisor, and general mentor for the student's academic program and research.

They will also help the student complete their Program of Study and guide their thesis or project research. Students who are not financially self-supported or supported by ESGP may work for their major professors in their labs or on research projects or write their own research grant proposals.

As a committee member, they will attend committee meetings, review the student's research or internship proposal and provide input as needed, participate in the oral exam (for PhD students), review their final thesis or report, and participate in their final defense.

i. Process for identifying or changing major professor

Identifying a Major Professor

Prior to admittance, find faculty that share your interests, study their most recent publications and explore their future research goals. The Environmental Sciences Graduate Program allows tremendous flexibility to explore a broad range of classes and topics, so our students can work with any professor or affiliated professionals in the community (note: professors must be qualified to work with graduate students, or

“graduate faculty”). Securing a major professor is **required** for the Master’s and PhD programs for admission. The Professional Science Master’s program does not require that student secure a major professor.

There are several places you can search for a major professor. One is to [contact people on our current faculty list](#) who appear to have interests similar to yours. Another is to visit different [OSU college websites](#) and look through the faculty list. Some sites will list faculty that can work with graduate students.

As you contact professors let them know that you will be applying to the Environmental Sciences Graduate Program. If faculty are interested in seeing your application materials they can view your online application. Have them email us at espg@oregonstate.edu for access information. When you contact professors let them know what you are interested in studying and how your interests and their research are related. It is also good to ask if they know of other professors working in your area of interest that you might contact.

When you find professors that you would like to work with you will probably discuss funding sources. The Environmental Sciences Graduate Program has limited funding and very few TA positions available. Most students have funding through their major professor or through private sources. The Financial Aid office is a good source of information for funding your graduate studies.

If you identify a professor who is willing to serve as your major professor, let us know and please have him/her notify us directly via email esgp@oregonstate.edu.

Changing a Major Professor

If you have changed your major professor, please send an email with your new major professor name to espg@oregonstate.edu.

If your major professor is not currently listed as an ESGP faculty member, we would be happy to nominate them as faculty. Please send the request to espg@oregonstate.edu.

No Major Professor

To remain a student in good standing, a student must have a major professor. If your major professor is no longer available or the relationship has terminated for other reasons and you are unable to find a new major professor, contact the program director for assistance. A student who is not in good standing will be given a grace period of one term to secure a new major professor to regain good standing in the program. If there is no progress after one term, the student may reapply at a later date when they have secured a major professor.

m. Deadlines related to Program of Study, Exam Paperwork, etc.

Please following the following [link](#) for the minimum deadlines as defined by the Graduate School. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.

n. Process for measuring and communicating a review of satisfactory progress

In order to foster student success, each year Environmental Sciences Graduate students are required to evaluate their academic progress based on the following process template:

[ESGP Student Annual Progress Review](#)

o. Registration

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

p. Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in a given academic term. You are considered a "part-time" graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's)

q. [Continuous Graduate Enrollment](#)

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree

requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

r. **Leave of Absence**

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu.

NOTE: Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

s. **Unauthorized Break in Registration**

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate

credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

t. Grievance Procedures

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <http://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

u. [Grade Requirements](#) and Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

v. Incomplete Grades

An "I" (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

w. Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

x. Academic Dishonesty

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- **CHEATING** — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

y. [Office of Equal Opportunity and Access](#)

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education –related decisions affecting such an individual; or

- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

**Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

z. [Student Records](#)

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.