

Graduate Student Handbook

Program in Earth and Environmental
Sciences

UNIVERSITY of TEXAS at
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**Program in Earth and Environmental Sciences
(EES) University of Texas at Arlington (UTA)**

Graduate Student Handbook

Table of Contents

Overview	3
Nature of this Document and How to Use.....	4
UTA Graduate Program Policies, Deadlines, and Listserv	5-6
PhD Milestones Requirement.....	7-9
Earth and Environmental Sciences Graduate Programs.....	10
Masters Degree.....	10
Navigating the MS Degree.....	10
Doctoral Degree	11
Navigating the PhD Degree.....	11
Program Completion Requirements.....	12
Graduate Admission Requirements and Process	13 - 14
Student Conduct	15
Withdrawal from UTA.....	15

OVERVIEW OF THE GRADUATE PROGRAM

The program in Environmental and Earth Sciences is designed to provide a graduate student an integrated, multidisciplinary education, nurtured through a carefully tailored degree program, which requires a breadth of understanding and mastery of a spectrum of scientific and engineering principles. Among the goals is to provide students who have earned science or engineering undergraduate degrees a common ground for interdisciplinary communication, understanding of the Earth and environment, and competence in a discipline that will allow him or her to evaluate and solve complex geoscience or environmental problems.

The program offers the Master of Science degree in Environmental and Earth Sciences (With multiple Options) and the Doctor of Philosophy degree.

- **The Master of Science program** is designed to prepare students for careers in industry, government and teaching, or for further graduate education leading to a doctorate. A student may follow one of six Options in the MS program:
 - <https://catalog.uta.edu/science/earth/graduate/#text>
- **The Doctoral Program** provides additional training in science, engineering, and urban planning aimed at producing a sophisticated, solution-oriented approach to environmental and geoscience problems, while providing training in research and scholarship through the dissertation.

An interdisciplinary approach is a unique characteristics of the program, which prepares students for careers in industry, government and higher education.

- <https://catalog.uta.edu/science/earth/graduate/#text>

THE NATURE OF THIS DOCUMENT

This document is for planning and advising purposes. It is not intended to, nor does it, contain all regulations related to students. *The provisions of this document do not constitute a contract, expressly or implied, between an applicant, student, faculty member, the Program in Earth and Environmental and Sciences, the participating Departments and Colleges, the University of Texas at Arlington, or the University of Texas System.* The University reserves the right to withdraw courses at any time, change fees, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Students are individually responsible for complying with all requirements of the rules and regulations of the Program, the University, and the Board of Regents of the University of Texas System. Failure to read and comply with policies, regulations and procedures will not exempt a student from whatever penalties he or she may incur.

Each graduate student must be familiar with the general regulations of the Graduate School and the specific regulations that pertain to their particular graduate program.

HOW TO USE THIS DOCUMENT

This Handbook has a list of particular topics under a series of general headings. Each topic has a link to the UTA Catalogue, the UTA Graduate School, the Library, or Registration & Records with information about that topic.

The best way to use this document is to find a general heading of interest and then browse the topics/links in that heading for the information you want.

UTA GRADUATE PROGRAM - POLICIES, DEADLINES, LISTSERV

Composition of the Ph.D. Committee

The Ph.D. committee consists out of five committee members, with at least four Ph.D. committee members required for graduation of a student. At least one committee member shall be outside of the Department of Earth and a minimum of three committee members shall be from the Department of Earth and Environmental Sciences.

Changing Your Committee Member

Graduate students changing the members of M.S. or Ph.D. committee requires approval from the committee chair. It does not require approval from members who are leaving the committee. File these changes immediately with committee change form from the graduate school.

For master's students: graduate students may make changes at any point prior to three months before the final examination by filing the committee change form from the graduate school.

For doctoral students: Ph.D. students may make changes to their Ph.D. committee at any time prior to their comprehensive exam. Committee changes after your comprehensive exam require the department chair's approval. Generally, graduate students may not schedule their comprehensive exam within three months of a change of committee member.

Changing Your Committee Chair

Changing your committee chair is the same as changing any other committee member. Your director of graduate studies may ask to meet with you if you request a change of your chair, especially if such a change is requested after the comprehensive exam.

Committee-Member Resignations

Any member, including your chair, may resign at any time from a graduate student committee. It is the student's responsibility to reconstitute a M.S. or Ph.D. committee. If graduate student fails to reconstitute a committee, the graduate student will not be permitted to continue registration in the Graduate School.

Other Graduate Policies

1. UTA Office of Graduate Studies sets the general requirements and procedures for graduate study at the UTA.
 - <https://www.uta.edu/gradstudies/>
2. The Office of Records and Registration certifies and awards graduate degrees. To allow time for certification, the Office of Graduate Studies sets deadlines by which the required procedural matters must be completed.
 - <https://www.uta.edu/records/>
3. Deadline dates for each semester are in the Office of Graduate Studies calendar. The responsibility for meeting established deadlines resides with the student.

- <https://www.uta.edu/records/calendars/index.php>
4. Education Records Policy
 - <https://www.uta.edu/records/about/records.php>

Graduate Studies Deadlines

1. **Graduate Admissions Deadlines:**
<https://www.uta.edu/admissions/apply/when-to-apply>
2. **Application for Graduation Deadlines:**
<https://www.uta.edu/records/graduation/applying.php>
3. **All transactions relating to deadlines** must be completed and documentation received in the appropriate Office by the deadline.
 - a. Transactions requiring the action or approval of the Graduate Advisor, committees, departmental chairperson, instructors, academic deans, or others prior to receipt by the Office of Graduate Studies should be initiated by the appropriate person (student, Graduate Advisor, or other) sufficiently in advance of the Office of Graduate Studies' deadline to allow the required actions to be completed, approvals obtained and documents filed in the Office of Graduate Studies before the deadline expires.
4. The Department Graduate Advisor initiates those actions that are routinely his/her responsibility.
 - a. Each student should contact the department graduate advisor by email before registering for the next semester.

UTA GRADUATE PROGRAM - POLICIES, DEADLINES, LISTSERV CONT.

DEPARTMENT LISTSERV - FIND OUT WHAT'S HAPPENING

1. Go to <https://listserv.uta.edu> – It will ask for a list name. Insert GEOLGRADEVSE. And click on that listserv
2. Under Login Required, use your UTA email and password
3. Click on the Menu symbol on the right side of the web page and select item ***Subscribe or Unsubscribe.***
4. Follow the instructions on that page and click on the ***Subscribe*** Button
5. A confirmation request will be sent to your email address. Your subscription will not be completed until you respond to the confirmation request.

PHD MILESTONES REQUIREMENT

Milestones Agreement Form

This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Advisors are expected to work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has ongoing concerns or grievances related to his or her Milestones Agreement, the student may obtain third party consideration of those concerns by following UT Arlington's policies and procedures regarding academic grievances as described in the **Graduate Catalog**.

Academic Advising

Upon entering the Environmental and Earth Science Ph.D. program, all students will be assigned an advisor. The advisor will be a member of the Environmental and Earth Science program department. Graduate advisor will be Dr. Max Hu

Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Graduate advisors, supervising professors and graduate studies committees are responsible for the following:

- **Ensuring that annual reviews between student and Ph.D. supervising professor occur. The results of this review will be included in the program's annual doctoral progress report. The annual review should be completed and submitted by February 1 to the EES administration (courtony.hill@uta.edu).**
- Provide information on program requirements, general advisement and information about choosing supervising professor.
- Providing suggestions on course selection
- Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Doctoral Studies Committee and student to determine if modifications are necessary
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements
- Providing the student with assistance in understanding the requirements for successful completion of dissertation
- Providing the student with assistance in assembling a dissertation committee
- Providing the student with experiences and information that will optimize the student's career opportunities and success

Requirements for all Students in the Environmental and Earth Science Ph.D. Program

<u>Milestone</u>	<u>Date proposed/Date achieved</u>
Review of student's progress by <i>Ph.D. Committee and Doctoral studies committee</i>	
Dissertation Committee appointed and approved by Graduate School	_____/____
Successful completion of oral diagnostic exam (by the end of 2. long semester but not later than by the end of 3. Long semester)	_____/____
Completion of graduate course work approved by Ph.D. committee	_____/____
Comprehensive exam completed (by the end of 5. long semester but not later than by the end of 6. long semester)	_____/____
Student admitted to doctoral candidacy by graduate school	_____/____
Student completes and files all paperwork required for graduation	_____/____
Dissertation defense and form submitted to Graduate School	_____/____
Exit interview completed and submitted to Survey of Earned Doctorates	_____/____

Other program-specific requirements may be included here.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Spring semester
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Have your committee approved by program GSC and Graduate School
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

EARTH AND ENVIRONMENTAL SCIENCES GRADUATE PROGRAMS

Program Objectives

- <https://catalog.uta.edu/science/earth/graduate/#text>

Department Admission

- <https://catalog.uta.edu/science/earth/graduate#text>

Administration of the Graduate Degree Programs

- <https://catalog.uta.edu/graduateschool/#text>
- Department Academic Advisors:
 - <https://www.uta.edu/academics/schools-colleges/science/departments/ees/advising>

NAVIGATING THE MS DEGREE

- <https://www.uta.edu/academics/schools-colleges/gradschool/navigating-your-degree/masters>

MS PROGRAMS IN EARTH AND ENVIRONMENTAL SCIENCES

- **Environmental Science Thesis Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Environmental Science Non-Thesis Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Geoscience Thesis Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Geoscience Non-Thesis Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Environmental Science Professional Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Energy Geoscience Professional Option**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>
- **Dual Degree Program**
<https://catalog.uta.edu/science/earth/graduate/#masterstext>

MS Student Thesis Supervising Committees

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#linkstext>

Final Master's Examination

- **All MS students must take the Final MS Exam to graduate.**
 - <https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#linkstext>
- **Final MS Exam Report**
 - https://resources.uta.edu/gradschool/_documents/forms/masters/FinalMasterExamReport.pdf

Master's Thesis Option

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#linkstext>

- **Thesis/Dissertation Manual**
 - <https://www.uta.edu/academics/schools-colleges/gradschool/resources/academic/dissertations>
- **Thesis Manuscript Format, Final Submission and Archiving**
 - <https://libraries.uta.edu/services/thesis-dissertation>
 - <https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#linkstext>

DOCTORAL PROGRAM IN EARTH AND ENVIRONMENTAL SCIENCES

Doctoral Degree Requirements

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Doctoral Degree Plans and Required Hours

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Time Limit

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Residence

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Foreign Language Requirement

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Diagnostic Evaluation

- All PhD students take the diagnostic Exam during the first year.

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Comprehensive Examination

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

Dissertation

<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#doctoraltext>

- Dissertation Manual
 - <https://www.uta.edu/academics/schools-colleges/gradschool/resources/academic/dissertations>
 - Enrollment Requirements
 - Dissertation Committee
 - Dissertation Defense
- Dissertation Manuscript Format, Final Submission and Archiving:
 - <https://libraries.uta.edu/services/thesis-dissertation>
 - <https://cdn.web.uta.edu/-/media/project/website/grad-school/documents/dissertation-resources/outline-of-steps-required-to-earn-a-doctoral-degree-revisions.ashx?revision=543c40de-fa07-4c56-9b0f-f6448759ddcd>

NAVIGATING THE PhD DEGREE

- <https://cdn.web.uta.edu/-/media/project/website/grad-school/documents/dissertation-resources/outline-of-steps-required-to-earn-a-doctoral-degree-revisions.ashx?revision=543c40de-fa07-4c56-9b0f-f6448759ddcd>
- <https://www.uta.edu/academics/schools-colleges/gradschool/navigating-your-degree/doctoral>

GENERAL REQUIREMENTS FOR GRADUATE PROGRAM COMPLETION

Each graduate student must complete degree requirements in accordance with the catalog in effect at the time the student entered the graduate program or, at the student's option, the catalog of any subsequent year in which the student was in residence.

Note that changes in University regulations and policies become effective for all enrolled students in the year for which the catalog is in effect, regardless of the year of initial enrollment. Thus, students may choose to satisfy degree requirements specified in an earlier catalog, but all must observe University regulations and follow graduation procedures prescribed in the catalog in force in the intended semester of graduation.

- **ENROLLMENT REQUIREMENTS FOR ALL STUDENTS:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **ENROLLMENT REQUIREMENTS FOR FUNDED STUDENTS:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **W95LÇ{ Çhí!w5{ 59Dw99{**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **CREDIT FOR REPEATED COURSES:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **COURSE CREDIT APPLIED TO MORE THAN ONE DEGREE:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **CREDIT FOR ADVANCED UNDERGRADUATE COURSEWORK:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **CHANGE OF GRADUATE PROGRAM OR DEGREE LEVEL FOR CURRENT STUDENTS:**
<https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **EARNING GRADUATE COURSE CREDIT AS A UT ARLINGTON UNDERGRADUATE STUDENT:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **STUDENTS ENROLLED AS DEGREED UNDERGRADUATES**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **COURSES THAT DO NOT PROVIDE GRADUATE CREDIT:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **TRANSFER CREDIT APPLIED TO MASTER'S DEGREES:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **TRANSFER CREDIT APPLIED TO DOCTORAL DEGREES:**
<https://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text>
- **GRADUATION PROCEDURES**
<https://www.uta.edu/records/graduation/>
- **APPLYING FOR GRADUATION**
<https://www.uta.edu/records/graduation/applying.php>

ADMISSION REQUIREMENTS FOR GRADUATE STUDIES

- **Basic admission requirements must be met before a student can be accepted.**
 - <https://catalog.uta.edu/science/earth/graduate/>
- **Applicants must complete the online application for admission**
 - <http://grad.uta.edu/prospective/apply>
 - <https://www.uta.edu/admissions/apply/graduate>
 - The admission policies of the academic departments of UTA comply with standards specified by the Texas Education Code, Section 51.842. Specifically, performance on a standardized test is not the sole criterion for consideration of an applicant for admission or the primary criterion to end consideration of the applicant for admissions. Relevant experience, commitment to the field of planned study, multilingual proficiency, and socioeconomic background (to the extent that it can be identified) may also enter into these decisions. This law does not apply to standardized tests used to measure the English language proficiency of non-native English speakers without a bachelor's or master's degree from a regionally accredited U.S. institution.
- **Application for admission must be made on official application forms.**
 - An applicant may only submit one application, and be considered for admission to one program at a time.
 - <http://www.uta.edu/admissions/graduate>.
- **A non-refundable application evaluation fee is required of all applicants.**
 - Payment must be received before processing can begin.
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **Application processing**
 - Admission to a graduate program requires receipt of official U.S. transcripts or foreign country transcripts or mark sheets and diplomas.
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **GPA REQUIREMENTS FOR STUDENTS WITH DEGREES FROM U.S. INSTITUTIONS**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **GPA REQUIREMENTS FOR STUDENTS WITH DEGREES FROM INTERNATIONAL INSTITUTIONS:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **STANDARDIZED TEST REQUIREMENTS: GRE and GMAT; TOEFL IBT or IELTS**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **TOEFL, IBT OR IELTS REQUIREMENTS FOR GRADUATE TEACHING ASSISTANTS**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **APPLICATION DEADLINES FOR UNITED STATES CITIZEN APPLICANTS:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **APPLICATION DEADLINES FOR INTERNATIONAL AND U.S. RESIDENT ALIEN APPLICANTS**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **CHANGES TO A SUBMITTED APPLICATION - STARTING SEMESTER OR DEGREE PROGRAM**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>

ADMISSION REQUIREMENTS Continued

- **TYPES OF ADMISSION DECISIONS:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **FACILITATED ADMISSION FOR UT ARLINGTON UNDERGRADUATES**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **NOTIFICATION OF APPLICANTS REGARDING ADMISSION DECISIONS:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **FAST TRACK TO MASTER'S DEGREE:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **NON-DEGREE SEEKING (SPECIAL) APPLICANTS**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **READMISSION:**
 - <https://catalog.uta.edu/academicregulations/admissions/graduate/#text>
- **RETENTION OF APPLICATION MATERIALS:**
 - Application materials become property of UTA and cannot be returned.

STUDENT CONDUCT AND ACADEMIC INTEGRITY

- <https://catalog.uta.edu/academicregulations/dishonesty/>

WITHDRAWAL (RESIGNATION) FROM THE UNIVERSITY:

A student who wishes to withdraw (resign) voluntarily from the University may do so by withdrawing from all graduate and undergraduate classes prior to or until the point of time corresponding to two-thirds of the duration of the semester or term. The exact date of the deadline is provided in the Academic Calendar

- <http://www.uta.edu/uta/acadcal>

After this deadline has passed, a graduate student or undergraduate student enrolled in a graduate course is not permitted to withdraw or to selectively drop courses.