RIT | College of Science
Thomas H. Gosnell
School of Life Sciences

THOMAS H. GOSNELL SCHOOL OF LIFE SCIENCES

ENVIRONMENTAL SCIENCE

GRADUATE STUDENT HANDBOOK

ACADEMIC YEAR 2024-2025

M.S. DEGREE PROGRAMS IN ENVIRONMENTAL SCIENCE
POLICY AND PROCEDURES MANUAL
Revised August 2024

Contents

I. BACKGROUND

The RIT Environmental Science (ES) Program is composed of three tracks: BS, CABM (combined accelerated Bachelor's/Master's), and MS. Within the MS track there are two paths, the professional path and the research path. One of the key principles emphasized in all three tracks is the interdisciplinary nature of environmental science. Environmental Science draws on many scientific disciplines, mathematics, and a wide range of nonscientific disciplines. In order to solve significant environmental problems, an environmental scientist must simultaneously utilize elements from many disciplines. This interdisciplinary nature of Environmental Science is reflected in the graduate curricula and in the policy and procedures described herein.

This policy and procedure manual applies to the graduate portions (CABM track and MS Track) of the ES Program. CABM students are students initially enrolled in the BS program of either ES or Biology. Students enrolled in the CABM track will fulfill all requirements for both the BS (Environmental Science or Biology) degree and for the MS (Environmental Science) degree. The MS degree track is for students who have already completed a BS degree in environmental science, biological sciences, or a related field of study. While the general degree requirements for the two programs are the same, in some instances these two categories of students will be handled separately as described below.

II. ADMITTANCE

A. CABM TRACK

1. ADMISSION REQUIREMENTS – CABM TRACK

    a. First-year RIT BS Environmental Science or Biology Students that are selected for early conditional acceptance through the Accelerated Scholar program can enroll in the CABM track prior to the start of their first term at RIT. Acceptance to the CABM track is conditional during the first 2.5 years of study and full acceptance into the program is contingent upon completion of 2.5 years of undergraduate study with a GPA of 3.2 or higher.

    b. RIT BS Environmental Science or Biology Students seeking admission to the CABM program can also apply for admission in the spring semester of their third year or when they reach 75 credit hours. Students must have completed or be enrolled in all required courses found in the first two years of the undergraduate ES or Biology curriculum or an alternative sequence of approved courses.

    c. External transfer students to the BS program must meet the above requirements, and must have completed at least two semesters at RIT, before applying.

    d. The academic standards for a Master's degree are higher than those for the BS programs and condensing the schedule of courses makes the CABM program more rigorous than either program individually. **Students applying to the CABM program**

must have a minimum 3.2 Overall GPA. Note: a 3.2 GPA does not guarantee admission into the program.

2. PROCEDURES FOR ADMISSION – CABM
    a. Applicants other than those in the Accelerated Scholar program must complete an application packet and submit it to the Environmental Science Graduate Admissions Committee (Forms 1 and 2). Eligible students will be notified by the ES Graduate Office during the spring semester of their third year and the application must be returned to the ES Program Office by February 14.
    b. At the time of application, students are encouraged to contact potential research mentors regarding potential research projects.
    c. Applicants will be notified by email regarding acceptance into the CABM Program by the Director of the Environmental Science Graduate Program during the spring semester.
    d. In some cases, a student may be admitted on probationary status. In this event, the student will have twelve months to remediate the deficiency, or deficiencies identified by the admissions committee.
    e. Accepted students will meet with their advisor to prepare a tentative semester by semester schedule of courses.
    f. Students admitted to the CABM Program also need to submit a **Change of Program form** for the academic semester following completion of 123 Semester credit hours at RIT.

B. MS TRACK

1. PROCEDURES FOR ADMISSION – MS TRACK
    a. Application for graduate study are accepted on a rolling admissions basis through the RIT Office of Graduate Enrollment Services http://www.rit.edu/emcs/ptgrad/grad_admission.html.
    b. Applicants must have a minimum 3.2 GPA.
    c. **At the time of application, students are encouraged to contact potential research mentors regarding potential research projects. This is especially important for students interested in the research path.**
    d. International students are required to submit GRE scores.
    e. International students are required to submit Test of English as a Foreign Language scores (TOEFL) scores. In general, a TOEFL score of greater than 550 (paper based) or 213 (computer based) is required for admission to the ES Program. Students who do not speak English as their primary language are also required to take the Michigan Test of English Language Proficiency, given by the RIT English Language Center (ELC). If a student's score is below standard, they must follow the recommendations of the ELC for additional English language coursework. Successful completion of this course work is an ES Program requirement for the Master of Science degree in Environmental Science. Foreign students who have completed

their undergraduate degree at a U.S. institution do not need to submit TOEFL scores.

f. When the application materials are complete, the application materials are forwarded to the ES Graduate Program Director for review by the ES Graduate Admissions Committee.
g. Once a decision has been made on an application, materials will be forwarded back to the Office of Graduate Enrollment Services for official notification to the applicant. **The Office of Graduate Enrollment Services is the only office authorized to advise students applying to the MS ES Program of the action taken.** Any offer of scholarship or assistantship made by the ES Program is made contingent on acceptance by the Office of Graduate Enrollment Services.
h. In some cases, a student may be admitted on probationary status. In this event, the student will have twelve months to remediate the deficiency, or deficiencies identified by the committee.
i. Applicants may also be waitlisted, pending advisor availability.

III. SCHEDULING, REGISTRATION, AND CERTIFICATION

A. Scheduling materials, course announcements, and registration materials will be emailed to the students enrolled in the MS ES Program.
B. For new students not yet on campus, the materials are emailed prior to the upcoming semester. If you do not receive these materials, contact the ES Program Office
C. Non-matriculated students should contact the ES Program Office for course announcements and the dates and times of open registration.
D. The Office of the Dean of the College of Science will be responsible for maintaining each student's academic record.
E. The student will receive information of their progress in the graduate program, on a periodic basis, from the ES Program Office.
F. When all degree requirements have been completed, as described in more detail below, the Head of the Thomas H. Gosnell School of Life Sciences will certify completion of the degree program.

IV. RESEARCH & PROFESSIONAL PROGRAM PATHS

A. There are two paths through the Environmental Science MS program, the **research path** and the **professional path**. The research path includes research experience (3 credit hours) and a required thesis (6 credit hours). The professional path includes professional coursework (6 credit hours) and a project (3 credit hours).
B. Students must select which path they wish to pursue during their first semester in the program. In order to pursue the research path, they must have identified a faculty member

who has agreed to advise them on their thesis research. It is encouraged that project students also identify a faculty advisor for their project during the first semester.

C. A thesis should involve the execution and dissemination of original research and will culminate in an oral thesis defense and a written thesis dissertation that is published on ProQuest/UMI.

D. A project is typically narrower in scope than a thesis and could involve a wide range of academic approaches. The final project report must be uploaded to the RIT Scholarworks Repository. Projects could include but are not limited to: the analysis and dissemination of an existing dataset, a literature review that synthesizes information to address an environmental topic or problem, the development and documentation of an environmental education or outreach activity, a case study, a quantitative analysis such as an environmental impact assessment or habitat suitability analysis, or an original research project with a more focused objective than a thesis.

E. Students who wish to switch between the Research and Professional path after their first semester must receive permission from both the Graduate Program Director and their Faculty Advisor. If the switch involves a change in Faculty Advisor, both advisors must approve the change.

V. ADVISING

A. All graduate students will have two advisors: a Faculty Advisor and the Program Director. There is an Environmental Science Staff Assistant located in the Program Office who serves as the day-to-day liaison for questions related to registration, course enrollment and degree certification. The Faculty Advisor is the faculty member with whom the student is doing their graduate thesis research or project.

B. If a thesis or project has not been identified, the instructor of the Environmental Science Graduate Studies (ENVS 601) or the Program Director will act as a temporary advisor and will assist the student in identifying a suitable thesis or project and advisor. Adjunct faculty and environmental professionals from the community may also serve as thesis or project advisors.

C. The Faculty Advisor, Program Director and the student will identify the entire program of study that will be pursued by the student, including any remedial course work prior to the start of the first semester in the program. The Environmental Program Office will prepare and monitor academic records and student degree progress in consultation with the Program Director.

D. The advisor and student will assemble a Graduate Review Committee consisting of at least three members, one of whom is the faculty advisor. The members of this committee will be chosen for their ability to contribute to the student's research effort. At least half of the members of the graduate review committee must be RIT faculty members.

E. Form 3, which indicates the faculty advisor, members of the Graduate Review Committee and the outline of the thesis or project, must be prepared by the student and advisor and

approved by the Graduate Program Director by the end of the second semester of enrollment in the program.

F. Some part-time students may conduct environmental science research at their place of employment. Credit may be granted for such research, if the work-related research is current and the work supervisor and the student's Graduate Review Committee formally coordinate the planning, execution, and reporting of the research. A formal proposal and final report are required, and all parts of the research and reporting must meet program requirements as described in detail below.

G. The Master's Research Performance Evaluation Form (Form 9), must be filled out and signed by the student and their Faculty Advisor once per year when students are enrolled in thesis research (ENVS 790), project research (ENVS 780) or Continuation of Thesis. Faculty Advisors should send completed form to the Department Office for filing.

VI. COURSEWORK

A. Students should make an appointment as soon as possible following admission to review prerequisites and determine the courses to be taken in the first semester of the program.

B. Each student's record will be tracked using a computer spreadsheet, which will be maintained in the Program Office.

C. If a student wishes to petition for transfer credit, the student must submit a Transfer Evaluation Form with The College of Science Dean's Office. Transfer credit will appear on a student's transcript as credit for an equivalent RIT course, or as a Graduate Transfer Elective for courses that have no RIT equivalent. No more than 6 transfer credit hours can be applied to the graduation requirements for the MS ES program.

D. Courses offered by other RIT colleges, which are not required in the MS Environmental Science curriculum, are accepted in the program only when approved by the student's advisor and the Graduate Program Director prior to enrollment in the course. Such courses will be reviewed in consultation with the head of the School as necessary, to determine if they are appropriate to the student's program.

E. A student may elect to use an independent study course as a graduate elective. These courses are accepted in the program only when approved by the student's advisor and the Graduate Program Director prior to enrollment in the course. Such courses will be reviewed in consultation with the Head of the School as necessary, to determine if they are appropriate to the student's program. The College Independent Study approval form must also be filled out and submitted to the Graduate Program Director.

F. Undergraduate courses taken elsewhere or as a part of any undergraduate degree cannot be applied to the MS ES Program. However, in some instances, if a course equivalent to a required course was taken as an undergraduate, this requirement may be waived, and the student may replace the course with an additional Professional Elective of equal or greater credit hours.

G. Required undergraduate prerequisites cannot be counted towards the overall GPA or

towards the number of semester credit hours required for graduation. For example, BIOL-240 General Ecology is a prerequisite for Advanced Conservation Biology; students required to take General Ecology prior to enrollment in Advanced Conservation Biology may not use this course towards their overall GPA or towards their total number of semester credit hours required for graduation.

H. Students in the Research Pathway, 3 credit hours of environmental science research (ENVS 795) and 6 credit hours of thesis research (ENVS 790) will be counted towards completion of the MS degree. For students in the Professional Pathway, 3 credits hours of project research (ENVS 780) will be counted towards completion of the MS degree.

I. A minimum GPA of 3.0 is required to remain in good academic standing. See section XIV below for a discussion of suspension and probation resulting from a GPA below 3.0.

J. If a student has completed all required coursework for graduation, the student must remain continuously enrolled in Continuation of Thesis (ENVS-791) (see section XV below).

VII. NON-MATRICULATED STUDENTS

A. Non-matriculated individuals may take courses that are required for the MS ES degree program prior to seeking admission. If the student later applies for admission to the MS ES Program, the required courses taken prior to matriculation will contribute to the GPA calculation and to the fulfillment of the required hours for this degree.

B. Courses taken prior to matriculation may not exceed the seven-year limit for graduate studies (i.e., the time from which the first course is taken as a non-matriculated student until the completion of the MS ES Program may not exceed seven years).

C. Courses taken prior to formal admission to the program may not count toward the completion of the MS degree if the credits accumulate beyond 16 semester credit hours before an application is filed with the Admission's Office.

VIII. GRADUATE TEACHING ASSISTANTSHIPS (GTA)

A. There are a limited number of GTA positions each year, subject to teaching needs and availability of departmental funds. These positions are highly competitive and usually announced during the summer semester. Students who are interested in GTA positions are required to complete an application form (Form 10) and provide a letter of recommendation before the deadline. MS Students and CABM students who have completed 121 credit hours are eligible for GTA positions.

B. GTAs will be expected to complete the following duties:

1. Teach undergraduate laboratories for a maximum of 10 contact hours per week;
2. Assist faculty members in the grading of undergraduate examinations, homework, and laboratory reports;
3. Arrange and observe office hours for students who desire help in courses for which the GTA is responsible; and

4. Be knowledgeable about the course materials for which the GTA is responsible

C. It is estimated that these duties would require approximately 20 hours per week. In addition to coursework, GTAs should treat this combination as a fulltime job requiring 100% of their effort. GTAs are hired by semester, which may be renewed, provided they are in good academic standing, and have adequately performed their GTA duties.

IX. THESIS/PROJECT PROPOSAL

All students must prepare a thesis (research path) or project (professional path) proposal. For both MS paths a proposal must be developed under the direction of the student's faculty advisor and approved by their graduate review committee. A thesis proposal must include both a written document and an oral or American Sign Language (ASL) presentation that is open to the public. A project (professional path) proposal may be either in the format of a written document or an oral or ASL presentation. The thesis or project proposed above may be from any aspect of ES and may include science, social science, other disciplines, and the integration of disciplines. Research that integrates several disciplines is especially encouraged. The purpose of submitting a proposal is to allow the committee to evaluate, support, and advise the student on matters pertaining to ES research and academic development. As a part of this evaluation, the committee will consider the ability of the student to complete the thesis or project in a reasonable length of time and will include a detailed review of the student's overall performance.

A. Along with consistent consultation with the student's research advisor, the Environmental Science Graduate Studies courses (ENVS-601/602) are designed to result in the student preparing and defending their thesis or project proposal.

B. The proposal document should have the following sections:

1. Introduction – This section should delineate, in detail, the background (science, social science, engineering, etc.) for the proposed project and should reflect a thorough review of the literature. Computer assisted literature searches are available through the RIT library website. This section must conclude with a succinct statement of the problem to be addressed by the proposed project or the objectives of the proposed research.
2. Materials and Methods – This section should give sufficient detail, such that another individual with similar education and training in Environmental Science could reasonably be expected to duplicate the experiments proposed. This may include but is not limited to a description of reagents used (this may include catalog number), a description of equipment used (this may also include catalog numbers or model numbers), details of survey instruments used, site description(s), RIT Institutional Review Board Approval, experimental protocols, analytical methods, the number of subjects and/or samples used, controls, statistical analyses to be used, and a timeline for completion of the project. Broader Impacts (optional) – This optional section may explain the broader implications of the proposed project and should help to put the research project into a larger context. For a list of possible broader impacts, see the definitions used by the National Science Foundation (http://www.nsf.gov/pubs/2007/nsf07046/nsf07046.jsp).

3. Bibliography – This section should include references for all sources cited within the body of the text. In all matters of style and format, the student should meet the requirements for publication of the journal in which the research mentor believes the research may be published. If these requirements are not available, the student is referred to the Chicago Manual of Style.
4. Timeline – Students should provide a map of when experiments will be conducted and a progression of research towards thesis completion.

C. The format of a project proposal may differ from that described above; however, the proposal, delivered either in a written or oral or ASL format, should still include sections that describe the project motivation, background information, approach, expected deliverables and timeline.

D. Research path students will present their thesis proposal orally or in ASL to their Graduate Review Committee. The presentation is open to the public and must be advertised within the School of Life Sciences and/or the College of Science at least one week prior to the time of the defense. A written copy of the proposal must be distributed to the committee members at least one week prior to the scheduled time of the oral or ASL presentation. It is important to note that the oral or ASL presentation is also an examination.

E. Committee members may decide to issue a pass, a failure, or a conditional pass with specific conditions. The thesis/project proposal cannot be passed with more than one dissenting vote. All results from the evaluation should be made known to the student immediately and recorded on Form 4 for thesis proposals (Research path) and Form 5 for project proposals (Professional path). A copy of this form should be given to the student as written notification of the results of the presentation.

F. In the event of an unfavorable evaluation, the committee should immediately decide on the action(s) to be taken. One or more of the following recommendations could be made:
1. Revision of the proposal
2. Special seminar or other presentation
3. Special written assignments
4. Specific coursework to be taken
5. Dismissal from the program

X. FINAL WRITTEN REPORT AND FINAL ORAL OR ASL EXAMINATION/DEFENSE

All students must prepare a final, written report of their thesis or project and in the case of a thesis, formally present their work in an oral or ASL public seminar and defense. The Graduate Review Committee will evaluate both the oral or ASL presentation and the written document of Research path students and the written document of Professional path students.

A. A final written report of the thesis or project will be submitted to the Graduate Review Committee. The final report for a thesis will contain all sections described above for the Research Proposal, and in addition will include Results and Discussion section(s) that present

the results of the research and contain a thorough scholarly review of the environmental implications of the research conducted. The format of project report may differ from that described above; however, the written report should still include sections that describe the project motivation, approach, outcomes and implications. See below for the suggested format.

B. The final report for a thesis will also be presented orally or in ASL to the student's Graduate Review Committee at a mutually agreeable time. This constitutes a second oral or ASL examination. The final oral or ASL examination/defense will be a public seminar that will be followed by private questioning by the Committee. The Committee must receive a copy of the "final draft" of the written report at least one week prior to the time of the oral or ASL presentation.

C. The student should submit a public announcement to The Program Office of the seminar at least one week in advance to the School of Life Sciences and/or the College of Science.

D. The oral or ASL presentation should include the same sections as are found in the written report (i.e., Introduction, Materials and Methods, Results, Discussion). Students must use visual aids to enhance their presentation.

E. The Committee, based on the final written report and in the case of Research path students, the final oral or ASL examination, will take final action. The Committee will record their actions on Form 6 for thesis proposals (Research path) and Form 7 for project proposals (Professional path). The final approval cannot be given with more than one dissenting vote.

F. The comments, requirements, corrections etc. from the Committee should be promptly incorporated into the Final Written Report or Thesis, at which time the Committee will sign the thesis or project report cover page.

G. Research path students are required to submit an electronic copy of the thesis or dissertation to ProQuest/UMI for certification and publication (see https://infoguides.rit.edu/thesis-services/guidelines). Note: the cover page should contain the approval signatures and is submitted to the library separately. Professional path students are required to submit an electronic copy of their final project report to their faculty advisor who will then upload it to the RIT Scholarworks repository.

H. The Environmental Science department does not require a hard bound copy of the thesis. If a student wants a hard bound copy of their completed thesis, it is advised that the student request one through Pro-quest (for a fee).

I. Acceptance of a thesis constitutes a publication.

XI. FORMAT OF PROJECT REPORT OR THESIS

A. Instructions for preparing a thesis are available in the Wallace Memorial Library.

B. The following formatting must be used:

1. Document specifications for copy submitted to Pro-Quest
    a. A margin of 1 inch (minimum) on all sides of the pages is required in order to accommodate the binding process for theses.

b. The thesis/project text is to be 1.5 or double spaced. Footnotes and long quotations are to be single spaced. Such spacing is a standard requirement in academic publishing.
c. The font style must be a serif style—serif fonts have additional structural details that enhance the readability of printed text. One popular serif font is Times New Roman.
d. The font size must be within 10 point – 12 point, for optimum readability of the text.
e. All preliminary pages should be numbered with Roman numerals.
f. Pages containing the main text, illustrations, appendices, and bibliography should be numbered with Arabic numerals.
g. For additional details on document preparation see https://infoguides.rit.edu/thesis-services

2. References
   a. Reference citations are indicated in the text by the first author's last name and year of publication in parentheses. The corresponding citation will appear in the Bibliography of the report or thesis.
   b. The citations will adhere to the format of the journal in which publication of the research is most likely to appear.
   c. If no such format is available to the student, the student is referred to the Chicago Manual of Style.
3. Figures and Tables
   a. Charts, graphs, drawings, and tables are inserted following the page in which reference is made to them. Charts, graphs, and drawings are referred to as figures.
   b. Legends generally provide experimental detail sufficient for interpretation without reference to the text.
      (1) Legends appear on the same page as data tables, positioned above the table.
      (2) Legends for figures appear below the figure on the same page
   c. The axes of graphs must be clearly labeled with units. The axes should have graduation marks.
   d. Every figure must be boldly and consecutively numbered.
   e. If you utilize a figure or table that has previously been published, this must be referenced. If the material is copyrighted, permission to use the figure or table must be obtained and noted.
   f. Footnotes to tables should appear on the same page as the table.
4. Headings should appear in bold. The following headings may be used:
   a. TITLE PAGE (See Form 8 for the proper format)
   b. TABLE OF CONTENTS
   c. TABLE OF FIGURES

d. TABLE OF TABLES
e. ACKNOWLEDGEMENTS
f. ABSTRACT
g. INTRODUCTION
h. MATERIALS AND METHODS
i. RESULTS
j. DISCUSSION
k. CONCLUSION
l. BIBLIOGRAPHY
m. APPENDIX (optional)

XII. GRADUATION

A. All requirements as described in the RIT Graduate Bulletin must be fulfilled.
B. All coursework, as listed on the Degree Audit and Program Office spreadsheet and described above must be successfully completed.
C. An overall GPA of 3.0 or higher is required for graduation.
D. When final approval has been received from the Committee and all other requirements have been met, the Head of the School of Life Sciences will certify the student for graduation.
E. A student enrolled in the CABM track may participate in the spring graduation ceremony at the end of their fourth year, provided that they have completed the degree requirements for the BS degree at the time of the ceremony. At this time the student will be recognized only for the BS degree. A CABM student may also wait until completion of the MS degree to participate in the graduation ceremonies, in which case the student will receive recognition for both degrees at the same time. CABM students will not receive recognition for the BS degree in more than one ceremony.
F. In order to participate in the spring graduation ceremony and receive recognition for completion of the MS degree, a student must have completed all of the degree requirements above. In rare instances, a student who intends to finish the degree during the summer semester may participate in the spring ceremony provided that the student: (1) has completed collection of all data for the thesis or project, (2) has a defense date scheduled during the summer semester, and (3) has received approval from their advisor and the Graduate Program Director.

XIII. TIME LIMITATION

A. All program requirements must be completed within seven (7) years after matriculation.
B. Only the RIT Graduate Council can grant an extension of this limit. The student must petition the Graduate Council for an extension. The petition must include a description of the circumstances, which have led to an unusual period of time being required for completion of the degree.

XIV. PROBATION AND SUSPENSION

A. Any matriculated student whose cumulative program GPA drops below 3.0, after completion of 8 semester credit hours or more, will be placed on probation.
B. If a student has completed 8 hours or more of coursework towards the MS ES degree and their GPA drops below 2.75, dismissal from the program may result.
C. Students on probation must meet with their advisor to discuss the advisability of their continuation in the program.
D. Students placed on probation must raise their GPA above 3.0 in 8 semester credit hours or less or they will be suspended from the program.
E. A suspended student wishing to return to the program may apply for readmission after a period of one academic year.
F. A student suspended from the program may not enroll in courses for one year from the date of the suspension, unless special permission is obtained from the Dean of the College of Science.
G. Dismissal from the program is generally an irreversible decision of the Environmental Science Program Director.

XV. CONTINUATION OF THESIS

A. If a student has completed all requirements for graduation except the preparation and presentation of their project/thesis, the student should register for Continuation of Thesis.
B. Continuation of Thesis costs the equivalent of one credit hour, although no credit is earned.
C. The student must register for Continuation of Thesis each semester (including summer semester) until the project or thesis is completed.
D. The seven-year limit for completion of all work related to the MS ES degree continues in force.
E. If a student must temporarily discontinue study for one or more semesters, a Leave of Absence Form should be completed. This form is available on The Registrar's Office web page
F. A leave of absence will not exceed one year. An extension may be granted in exceptional circumstances.
G. If a student leaves the program permanently, a Withdrawal Form should be completed.
H. For additional details, see the current RIT Graduate Bulletin.

XVI. RESEARCH PROGRESS REPORTING

Once a year, students must complete the Master's Research Performance Evaluation Form (Form 9) with their faculty advisors. Students should send the digital copy or scan and the complete the form into a PDF and send to the Graduate Program Staff and Director for record.

XVII. RIT NON-DISCRIMINATION STATEMENT

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:

Stacy DeRooy
Director of Title IX and Clery Compliance
Title IX Coordinator
171 Lomb Memorial Drive
Rochester, NY 14623
585-475-7158
Stacy.DeRooy@rit.edu
www.rit.edu/titleix

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made regardless of whether the person reporting is the alleged victim of any conduct that could constitute sex or gender-based discrimination or harassment. Reports may be made at any time (including during non-business hours) by calling the telephone number noted above, by electronic mail, by mail to the office address listed for the Title IX Coordinator, or by filing a report on https://cm.maxient.com/reportingform.php?RochesterInstofTech&layout_id=25 with RIT's Title IX Office.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

XVIII. FORM 1 – APPLICATION FOR THE CABM PROGRAM IN ENRIRONMENTAL SCIENCE

ENVS CABM Degree Program
Rochester Institute of Technology
Thomas H. Gosnell School of Life Sciences

Name: _____ Student Number: _____

Address: _____

Home Phone: _____ RIT Phone: _____

E-mail: _____

GPA (overall, cumulative): _____ UGRAD Major: _____

Note: MS degree requires GPA of 3.2 or higher.

Total credit hours earned to date: _____
Preference for Professional or Research/Thesis Pathway _____

Note: default is the Professional Pathway, acceptance to the Research/Thesis pathway requires the commitment of a faculty thesis advisor.

The following materials are required for application to the CABM Program in Environmental Science. The submission deadline for application materials is February 14.

_____ Application – Form 1.

_____ An essay explaining why you wish to be accepted into the program and how it fits with your career goals. Include your interest in either the Professional path or the Research path and discuss your project (Professional path) or thesis (Research path) ideas and identify potential project or thesis advisors. You may also provide additional information you feel would be useful to the Environmental Science Graduate Committee, such as job or research experience.

_____ Applicant Evaluation – Form 2. Complete the applicant section of evaluation form and distribute the evaluation form to **two faculty** members who are familiar with your academic and/or research experience. Faculty members are to submit the recommendation forms directly to the ES Program. List the names of the evaluators below.

Evaluator #1: _____

Evaluator #2: _____

By signing below, I hereby grant permission for members of the Environmental Science Graduate Committee to have access to my academic file and records from the Registrar's Office or the College of Science Dean's Office.

_____ _____

(Signature) (Date)

XIX. FORM 2 - APPLICANT EVALUATION FORM

ENVS CABM Degree Program

APPLICANT EVALUATION FORM

To the applicant (please print):
Name: _____, UGRAD Major: _____

Pursuant to the Family Rights and Privacy Act (Buckley Amendment) signed into law on 31 December 1974, I hereby _____ **waive _____ do not waive** (check one) my right of access to inspect and review this evaluation form.

Signature: _____ Date _____

To the evaluator, please complete the following form and return to the Environmental Science Program Office via email (Allyson Jefferis – aljsse@rit.edu) or interoffice mail by February 14.

I. Please rate the applicant by placing a checkmark at appropriate points on the scale from Top 10% to Deficient. Where you have no opinion, or have had no opportunity to observe, leave the item blank.

	Top 10%	Top 30%	Top 50%	Lowest 30%	Deficient
Aptitude for Science					
Imagination and Creativity					
Writing Ability					
Verbal Ability					
Analytic Ability					
Initiative					
Perseverance					
Dependability					
Reaction to Criticism					
Stability and Maturity					
Integrity					
Leadership Skills					
Meticulous in Data Collection and Analysis					
Ability to Work Well with Others					
Ability to Conduct Independent Research					
Motivation for a Career in Science					

II. Length of association with applicant: _____
III. Type of association with applicant (e.g. professor, advisor, employer): _____
IV. Please use the back of this form to state what you believe to be the strengths and weaknesses of this applicant for graduate study in environmental science. Note any particular achievements of which you are aware, or reservations you may have, concerning the applicant's ability to successfully pursue graduate study. You may attach a letter.
V. Would you accept this student if they were applying to work in your lab?
_____ Yes _____ No _____ Maybe
VI. This applicant is:
_____ recommended _____ recommended with reservations _____ not recommended

Signature of Evaluator _____ Date _____

Name of Evaluator _____

XX. FORM 3 - PROPOSED THESIS OR PROJECT FORM

ENVS MS Degree Program

PROPOSED RESEARCH PROJECT FORM

Rochester Institute of Technology

Thomas H. Gosnell School of Life Sciences

TO: Program Director, Environmental Science

RE: Committee Appointment and Request for Approval of Research Proposal

I request that a Committee be appointed to evaluate my progress in the Environmental Science Master of Science degree program and my thesis research proposal.

_____ _____

Student's Name Student's University ID Number

Professional or Research path: _____

Title of Proposed Research Project: _____

Proposed Research Advisor (name): _____

_____

Telephone Number

_____ _____

Student Signature Date

_____ _____

Date Received Student Advisor

Student Advisor Committee Appointed:

_____

_____

_____

_____

Program Student Record File – Original
cc: Student

XXI. FORM 4 - EVALUATION OF THESIS RESEARCH PROPOSAL

ENVS MS Degree Program

EVALUATION OF THESIS PROPOSAL
Rochester Institute of Technology
Thomas H. Gosnell School of Life Sciences

TO: Program Director, Environmental Science

The undersigned state that _____ _____
Candidate's Name Candidate's Number

A student in the Master of Science Degree Program in Environmental Science has submitted a Thesis Research Proposal to the Committee.

Evaluation of Thesis Research Proposal by Committee:

Specific Recommendations:

Research credit hours recommended for the project proposed: _____ semester credit hours.

The results are as follows: **(Write in Pass or Fail)**	Proposal	Oral/ASL	Signature
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

_____ _____
Date Chairman, Committee

NOTE: No more than one negative vote is allowed for successful approval.

Program Student Record File – original
Cc: Student
Committee Members

XXII. FORM 5 - EVALUATION OF PROJECT PROPOSAL

ENVS MS Degree Program

EVALUATION OF PROJECT PROPOSAL
Rochester Institute of Technology
Thomas H. Gosnell School of Life Sciences

TO: Program Director, Environmental Science

The undersigned state that _____ _____
Candidate's Name Candidate's Number

A student in the Master of Science Degree Program in Environmental Science has submitted a Project Proposal to the Committee.

Evaluation of Project Proposal by Committee:

Specific Recommendations:

Proposal Format: _____Written _____Oral/ASL

The results are as follows: Proposal Signature
(Write in Pass or Fail)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____
Date Chairman, Committee

NOTE: No more than one negative vote is allowed for successful approval.

Program Student Record File – original
Cc: Student
Committee Members

XXIII. FORM 6 - EVALUATION OF FINAL THESIS ORAL/ASL EXAMINATION AND WRITTEN REPORT

ENVS MS Degree Program

EVALUATION OF FINAL THESIS ORAL OR ASL EXAMINATION AND WRITTEN REPORT
Rochester Institute of Technology
Thomas H. Gosnell School of Life Sciences

TO: Program Director, Environmental Science

The undersigned state that _____ _____
Candidate's Name Candidate's Number

a candidate for the Master of Science Degree in Environmental Science, has presented their thesis research and has taken a final oral or ASL examination.

The results are as follows: **(Write in Pass or Fail)**	Thesis	Oral/ASL	Signature
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Specific Recommendations:

Number of research credit hours approved for the completed research: _____ semester credit hours.

_____ _____
Date Chairman, Committee

NOTE: No more than one negative vote on each phase (thesis & thesis defense) is allowed for successful completion. If the oral or ASL examination is not passed, the candidate will be allowed one more chance to achieve this goal.

Program Student Record File – original
Cc: Student
Committee Members

XXIV. FORM 7 - EVALUATION OF FINAL PROJECT WRITTEN REPORT

ENVS MS Degree Program

EVALUATION OF FINAL PROJECT WRITTEN REPORT
Rochester Institute of Technology
Thomas H. Gosnell School of Life Sciences

TO: Program Director, Environmental Science

The undersigned state that _____ _____
Candidate's Name Candidate's Number

a candidate for the Master of Science Degree in Environmental Science, has presented a project report.

The results are as follows: Project Report Signature
(Write in Pass or Fail)

_____ _____

_____ _____

_____ _____

_____ _____

Specific Recommendations:

Number of project credit hours approved for the completed project: _____ semester credit hours.

_____ _____
Date Chairman, Committee

NOTE: No more than one negative vote on each phase (thesis & thesis defense) is allowed for successful completion. If the oral or ASL examination is not passed, the candidate will be allowed one more chance to achieve this goal.

Program Student Record File – original
Cc: Student
Committee Members

XXV. FORM 8 - SAMPLE TITLE PAGE FOR THESIS

Sample Title Page

IRREVERSIBLE FIRST ORDER REACTIONS

Susan Queue

August, 2013

A thesis submitted in partial fulfillment of the requirements
for the degree of Master of Science in Environmental Science
at Rochester Institute of Technology
Rochester, New York 14623-5603

Approved: _____
Thesis Advisor

_____
Committee Member 1

_____
Committee Member 2

XXVI. FORM 9 - MASTER'S RESEARCH PERFORMANCE EVALUATION FORM

Thomas H. Gosnell School of Life Sciences

MASTER'S RESEARCH PERFORMANCE EVALUATION FORM

Rochester Institute of Technology

INSTRUCTIONS: Please complete this form, evaluating the student's performance over the previous period, as specified. The completed form should be shared with the student and a copy placed in their student file.

Student Name: _____

Advisor Name: _____

Professional or Research Path: _____

Period of Evaluation: _____ Date of Performance Evaluation: _____

PERFORMANCE RATING SCALE

The three rating categories are Exceeds Expectations, Meets Expectations and Does Not Meet Expectations:

Expectations	Evaluation: Exceeded	Meets	Not Met	Clarifying Comments
Quality of Work: The work is accurate and thorough	☐	☐	☐	
Initiative: Student demonstrates self-determination and self-direction	☐	☐	☐	
Time Management: Completes work on schedule	☐	☐	☐	
Communication Skills: effectively communicates with internal and external audiences	☐	☐	☐	
Interpersonal Skills: interacts effectively and appropriately with others in the workplace	☐	☐	☐	
Overall Performance	☐	☐	☐	

Specific Areas of Strength:

Opportunities for Growth:

_____ _____

Graduate Student Signature Date Evaluation Received

_____ _____

Advisor/Supervisor Signature Date of Evaluation

_____

M.S. Program Director

XXVII. FORM 10 – GRADUATE TEACHING ASSISTANT APPLICATION

THOMAS H. GOSNELL SCHOOL OF LIFE SCIENCES

Graduate Teaching Assistant (GTA) Application

Graduate Teaching Assistantships (GTA) responsibilities include, but are not limited to, conducting instruction within the classroom, setup/breakdown of any materials needed for instruction, posting materials and grades to MyCourses, responding to students' questions both verbally and electronically, grading student work, holding regular office hours, attending weekly instructor meetings and assisting with the administration of the course.

Please refer to the Graduate Assistantship link https://www.rit.edu/emcs/seo/graduateassistantships on the RIT Student Employment Office webpage for more information.

Name _____ Academic Program _____

RIT UID _____ Preferred Telephone # _____

Mailing Address _____ RIT Email Address _____

_____

Personal Statement:
Please attached a 2-page (double-spaced) essay describing why you are interested in the GTA position and describe how becoming a GTA will impact your future career aspirations. Please send the essay to Amanda Dolan (arasbi@rit.edu).

Letter of Recommendation:
Please have a faculty member send a letter of recommendation that addresses reliability/ dependability and teaching competencies, as applicable to Amanda Dolan (arasbi@rit.edu).

The deadline for this application is **June 15th by 4pm.** Please note that this form, personal statement and faculty recommendation letter are required for consideration.

*Please note that all Graduate Teaching Assistantships are contingent on availability of funds