



## be sure you're up-to-date!

It's the responsibility of the student (prospective or continuing) to check with the Program Coordinator to see if any changes have been made concerning the requirements since the last printing of this program.

You can also check <http://environ@okstate.edu/es>

### contact information

• **Dr. Will Focht, Program Director** received his Ph.D. in Environmental Science, M.A. in Political Science, B.E. in Civil Engineering, and a B.S. in Zoology. An Associate Professor in the Political Science Department, he teaches courses in environmental regulatory compliance, applied environmental risk analysis, environmental management, and public policy analysis. Dr. Focht brings an interdisciplinary approach to the program and is responsible for developing the environmental management, policy and conflict management, water and watershed and sustainability specializations.

• **Talya Henderson, Program Coordinator** has served the program in many capacities since 1996. She handles student recruitment, admissions, advisement, alumni tracking, course coordination and advertisement, administrative support to the curriculum committee and steering council, along with program marketing, accounting and purchasing. Talya holds a B.A. in Sociology and has been a part of the OSU family for 27 years

**Matt Albright, OSU-Tulsa Recruiter/Coordinator** holds a BS in Biology, MS in Environmental Science and is a PhD candidate in the Environmental Science program. Traveling throughout Oklahoma attending college career days, conference, meetings, and job fairs are only part of his day, as he also handles student recruitment, admissions, and advisement for the OSU-Tulsa office.

• **Jenny Jafek-Jones, Administrative Specialist** provides support for various aspects of the Environmental Science Graduate Program. Her background in corporate training, emerging professional development, and student service enables her to best assist students with the administrative side of their educational experience.

## Environmental Science Graduate Program - PhD Checklist



### environmental science graduate program

Oklahoma State University  
002 Life Sciences East  
Stillwater, Oklahoma 74078  
405.744.9994 ph  
405.744.7074 fax  
<http://environ.okstate.edu>

Checklist

# 08

PhD Program

# Checklist

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## getting started

Applying for the Environmental Science Graduate Program is a two-part process. A completed application and fee must be received by OSU's Graduate College, which then sends your information on to us. Please note that applications are only available online; you'll find the link and additional information in the checklist.

Be sure to follow the steps to the right and you'll be set!

## we're here for you

The Director, Program Coordinator, Admin Specialist, and your Committee Chair are always here to help through the process of application, acceptance, matriculation, and graduation.

## applying for the environmental science doctoral program

- ☼ Complete Graduate College Application online: <http://gradcollege.okstate.edu>
  - ☼ If you choose to submit your application using the web-based application, the fee is \$40 (first application) or \$25 (additional applications). The application website is at: <https://app.it.okstate.edu/gradcollege/>
  - ☼ A non-refundable application fee can be submitted in paper form of \$50.00 (first application) or \$25 (additional applications or transition from Special (non-degree seeking) status). The application fee can be paid either by check or money order payable to "Oklahoma State University." Applications cannot be processed until this fee is received.
- ☼ Include two copies of Official Transcripts from all college level work
- ☼ Include Application Fee

### Submit to the Program Coordinator at 002 LSE:

- ☼ Goal Statement
- ☼ Three letters of recommendation
- ☼ Copy of Resume/Vita
- ☼ Proof of minimum 3.0 GPA
- ☼ GRE scores
- ☼ Course Evaluation Form (will be sent to you after application is filed with the Graduate College)
- ☼ Agreement to advise from faculty member

*These seven items may be submitted, as appropriate, by e-mail to [environ@okstate.edu](mailto:environ@okstate.edu)*



environmental science graduate program

interdisciplinary +  
flexible +  
well-rounded

Graduate education is an opportunity for the student to take responsibility for their own education. The Environmental Science Graduate Program offers flexibility in curriculum that allows individuals to craft a unique educational experience and the necessary expertise for addressing environmental problems and concerns.

The mission of the program is to provide interdisciplinary understanding of, and appreciation for, the interdependent relationships between human and natural systems, and the skills to analyze, synthesize, manage, and disseminate environmental knowledge and research to find solution to environmental problems.



## student responsibilities after application

the responsibility for satisfying all requirements for a degree rests with the student. advisors, faculty members and administrators offer help to the student in meeting this responsibility

- ⊗ Enroll (*must complete 6 credit hours during each 12- month period to be continuously enrolled*)
- ⊗ Select a Committee
- ⊗ Develop a Plan of Study (*must be filed prior to the 28<sup>th</sup> credit hour*)  
<http://gradcollege.okstate.edu/download/plansforms.htm>
- ⊗ Submit Plan of Study to Program Coordinator for Approval (*prior to the 28<sup>th</sup> credit hour*)
- ⊗ File Institutional Review for Use of Human Subjects (IRB) form if human subjects are used in research
- ⊗ Select research topic for dissertation
- ⊗ Complete course work on Plan of Study
- ⊗ Check Academic Calendars for Graduate College and University  
[http://gradcollege.okstate.edu/current\\_student/calendar.html](http://gradcollege.okstate.edu/current_student/calendar.html) AND  
<http://www.okstate.edu/registrar/AcademicCalendar/AcademicCalendarMain.html>
- ⊗ Submit Request to take Doctoral Qualifying Exam (*two months in advance*)
- ⊗ Submit Dissertation proposal to Chair (*must accompany Qualifying Exam Request*)
- ⊗ Sit for Comprehensive Exam
- ⊗ Arrange Committee meeting to:
  - Submit Doctoral Candidacy Form with Graduate College (*6 months prior to graduation*)  
[http://gradcollege.okstate.edu/current\\_student/forms.html](http://gradcollege.okstate.edu/current_student/forms.html)
  - Discuss research topic
  - Review IRB Application
- ⊗ Write dissertation following OSU Thesis Guidelines (*Graduate College website for guidelines*)
- ⊗ Submit final copy of dissertation to Adviser
- ⊗ Submit final copy of dissertation to Committee Members
- ⊗ Submit paper copy of dissertation to Graduate College (*must have advisor's approval*)
- ⊗ Arrange for dissertation defense; report results to Graduate College
- ⊗ Make revisions to dissertation and submit final copy of dissertation *electronically* to the Graduate College
- ⊗ Submit two copies of Abstract, on OSU Thesis Paper and signed by Adviser, to Graduate College
- ⊗ Submit one copy of Signature Page, on OSU Thesis Paper and signed by all committee members to the Graduate College
- ⊗ Pay thesis fees
- ⊗ Complete the online *Survey of Earned Doctorates*

“Being a graduate student means you must actively take the reins”



At the beginning of your final semester

- ⊗ File the “Admission to Doctoral Candidacy” form six months prior to the graduation dates.
- ⊗ Enroll for last semester classes in the minimum number of hours; see Catalog for enrollment deadlines
- ⊗ Catalog: <http://www.okstate.edu/registrar/Catalogs/Catalog.html>
- ⊗ Class Schedules: <http://www.okstate.edu/registrar/ClassSchedule/ClassSchedule.html>
- ⊗ File Graduation Clearance Form, which can be downloaded at: [http://gradcollege.okstate.edu/gradcord/download/Grad\\_Clearance\\_form.pdf](http://gradcollege.okstate.edu/gradcord/download/Grad_Clearance_form.pdf) Obtain signatures and submit to 202 Whitehurst
- ⊗ Submit Final Revision of Plan of Study to 202 Whitehurst if plan has changed since last time filed with Graduate College; download at: <http://gradcollege.okstate.edu/download/plansforms.htm>
- ⊗ File Diploma Application *Registrar's Office, 322 Student Union. The form is also available for download at* <http://www.okstate.edu/registrar/Graduation.html>
- ⊗ Turn in DRAFT copy of dissertations *Graduate College, 202 Whitehurst*
- ⊗ Turn in “Results of Final Exam” form for dissertation option *Graduate College, 202 Whitehurst*
- ⊗ Submit Final Copy of Dissertation (student will be given access to e-submission website after the completed and signed Result of Final Exam form is submitted to the Graduate College)
- ⊗ Complete Coursework
- ⊗ Submit “Change of Final Grade” form (won't be applicable after Fall 08 semester begins)

The Graduate College Thesis/Dissertation Handbook is available for download free of charge at <http://gradcollege.okstate.edu/student/thesis.htm>. Other thesis or dissertation questions can be answered by contacting the Graduate College (405-744-6368) in 202 Whitehurst. Also refer to the *Thesis/Dissertation Checklist* at <http://www.gradcollege.okstate.edu/download/misc.htm>

**NOTE: Do not forget to schedule an exit interview with Director.  
Call 405-744-9994 to arrange an interview.**

## Mentoring is key

**Q: Why do I have to have to have an advisor (Committee Chair) to enter the program?**

The mentoring relationship between the student and advisor is vitally important to obtain career goals, so choose your advisor (also known as “Chair” or “Committee Chair”)



carefully. Specific defining activities of graduate education include the selection of a Committee Chair and graduate advisory committee, and the research process. You will work with your committee Chair to choose appropriate graduate committee members and develop a Plan of Study. The Plan of Study is your contract with the University on which courses you will take to complete your educational goals.

## OSU - Tulsa Environmental Science Graduate Program

The Environmental Science Graduate Program, in conjunction with OSU-Tulsa, has been helping students obtain their MS or PhD degrees since 1991. OSU-Tulsa is conveniently located on the northern side of Tulsa and is a beautiful campus that now includes a new research building. OSU-Tulsa has its own graduation ceremony, allowing students to graduate from the campus they attended.

Known for its non-traditional students, OSU-Tulsa offers most of its courses in the evening, weekend and week-long formats. Though several specializations in Environmental Science are offered in Tulsa, the most popular is Environmental Management. You'll also find great expertise in Water and Watershed Management.