

# Function follows Form

The Whos, Wheres, Hows, Whys and Whens of All the Forms Graduate Students Need to Submit at SUNY ESF

# Graduate Forms

A complete list of fillable forms is found on the Grad School's webpage:  
<https://www.esf.edu/graduate/current/graddegreq.htm>

EB-specific forms are found on the departmental webpage:  
<https://www.esf.edu/efb/graduate/forms.htm>

# Why Forms?

- Collect information for quality assurance
- Monitor (and ensure) student progress
- Assure adherence to Grad School policies and procedures
- Allow departmental and Grad school oversight and input
- Facilitate common understanding between student, steering committee and department
  - Requirements
  - Timeline

# “Foundational” Forms

Form	Degree/Program	Due Date
Steering Committee Appt (2a)	FT Students	Steering committee established and met by end of 3 <sup>rd</sup> semester. 1 <sup>st</sup> or 2 <sup>nd</sup> semester recommended.
	PT Students	After 12 credits
Program of Study (3b)	M.P.S.	By end of 1 <sup>st</sup> semester.
	M.S.	End of 3 <sup>rd</sup> semester. Recommend develop during 1 <sup>st</sup> semester and file with Grad School in 2 <sup>nd</sup> semester.
	Ph.D.	End of 3 <sup>rd</sup> semester. Must be completed before candidacy.
Proposal	M.S.	2 semesters before defense of thesis.
	Ph.D.	To achieve candidacy.

# Appointment of Committee

**ESF** *Form 2A*  
State University of New York College of Environmental Science and Forestry  
Office of Instruction and Graduate Studies

**Date:** \_\_\_\_\_

**TO:** Office of Instruction and Graduate Studies

**FROM:** \_\_\_\_\_  
(Print Name of Department Chair or Graduate Program Coordinator)

**SUBJECT:** Appointment of Major Professor/Steering Committee

I recommend the following appointments for the student:  
\_\_\_\_\_

**Major Professor:** \_\_\_\_\_

**Steering Committee:** \_\_\_\_\_  
\_\_\_\_\_

I support the appointment of this committee: \_\_\_\_\_  
(Dept. Chair/Graduate Program Coordinator Signature Required)

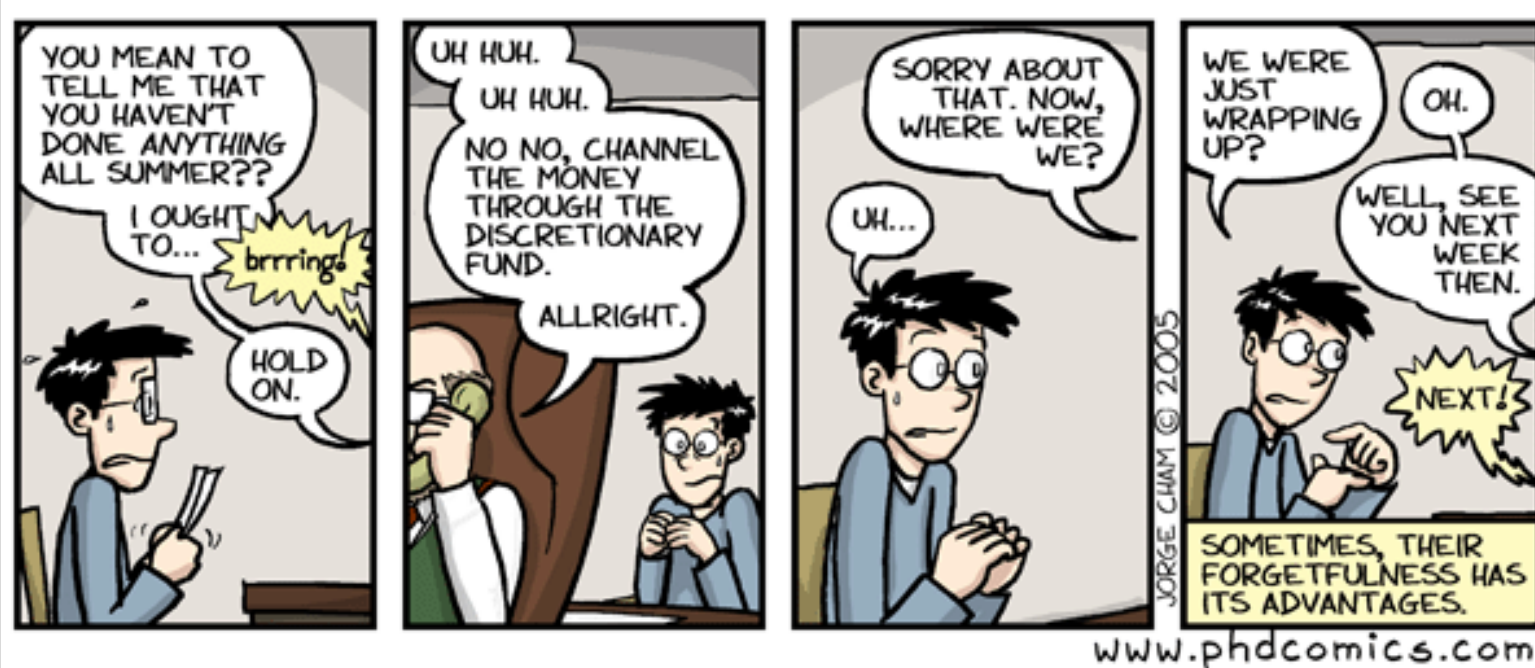
**For non-ESF faculty committee appointments, please include the full name, affiliation, and e-mail address of the appointee.**

Revised: 3/9/2022


- Major Professor
  - Primary advisor
  - May change with 2a
  - Must be ESF faculty member in your department
  - May list co-major professor
- Steering Committee
  - 2 for research degrees
  - 1 for professional degrees
  - May include other qualified people such as faculty at other schools or recognized professionals
- Committee must be approved by Department Chair or Grad Coordinator, depending upon dept policy/convention

# Steering Committee

- MP, with assistance of steering committee, *guides your coursework and research (or project) and serves as your final examining committee*
- Student should consult with MP for selection of steering committee



# Program of Study



**ESF**

State University of New York  
College of Environmental Science and Forestry  
Office of Instruction & Graduate Studies

Form 3B (MS)

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**Graduate Student Program of Study: Master of Science**

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Area of Study: \_\_\_\_\_

**A. Coursework**

1. Graduate credits transferred from non-degree programs, excluding ESF:

Course Number	Course Title	Credits

**Subtotal** \_\_\_\_\_

2. Non-degree ESF graduate credits (maximum of 9 credits without petition):

Course Number	Course Title	Credits

**Subtotal** \_\_\_\_\_

**Total Transfer Credits** \_\_\_\_\_

3. Suggested Courses: The following listed courses are desirable to broaden the student's program but are **NOT required to meet minimum degree requirements**:

Course Number	Course Title	Credits

**Subtotal:** \_\_\_\_\_

3B – MS Student Name: \_\_\_\_\_

[illegible]

B. Communication Skills

1. Technical Writing complete \_\_\_\_\_

2. Library Usage complete \_\_\_\_\_

C. Master's Study Integration

1. Thesis proposal and defense target semesters

Target semester for proposal: \_\_\_\_\_

Target semester for capstone seminar: \_\_\_\_\_

Target semester for defense: \_\_\_\_\_

Accepted by:

Major Professor \_\_\_\_\_ Student \_\_\_\_\_

Steering Committee member \_\_\_\_\_ Department Chair or Graduate Coordinator \_\_\_\_\_

Steering Committee member \_\_\_\_\_

**For non-ESF faculty committee appointments, please include the full name, affiliation, AND EMAIL of the appointee.**

cc: Department Chair  
Major Professor  
Office of Instruction and Graduate Studies  
Student  
Registrar  
CRT \_\_\_\_\_

Revised: 2/3/12

3B – MS Student Name:

Grad students may transfer 6 non-degree credits. Ph.D.s may also transfer 30 credits from Master's program. Must petition to add.

# Time Limits

- Master's students must complete all requirements for degree within 3 years of matriculation or they may be withdrawn from graduate study.
- Doctoral students must complete candidacy 1 year prior to defense or 3 years after matriculation. They must successfully complete all degree requirements within 7 years of matriculation or may be required to re-take candidacy exam.







# Defense Chair Appointment

- Finishing MS students and PhD candidates should submit [form 5B](#) requesting appointment of an exam committee about three to four weeks into the semester.
  - Must have approved 2A and 3B forms on file.
- The Grad School will appoint an exam chair who will:
  - manage the defense
  - ensure its integrity
  - represent the interests of both the student and faculty
- Professional master's students who do not have a defense will need to notify The Grad School that they will be graduating by answering graduation survey

# Defense Committee

*Form 5B*

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY  
Office of Instruction and Graduate Studies

Date: \_\_\_\_\_

TO: Office of Instruction and Graduate Studies

FROM: Department Chair (signature required)

SUBJECT: Request to Appoint Defense of Thesis/Dissertation Examination Committee

As the Department Chair for the student noted below, I recommend you appoint the following defense of thesis/dissertation examination committee, including the defense committee chair who is not a member of our department:

Student: \_\_\_\_\_

Examination Committee:

*Major Professor:* \_\_\_\_\_

*Steering Committee:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Examiner(s):\** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Thesis or Dissertation Title:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned Semester: \_\_\_\_\_

\* At least one additional faculty member or other qualified person is required for the master's degree examination and at least two additional faculty members or other qualified persons for the doctoral degree examination. Please provide e-mail addresses for all non-ESF faculty appointments.

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To be completed by OI&GS:

Defense Committee Chair: \_\_\_\_\_

## Committee Structure

- Thesis Defense: Committee (major professor plus at least two steering committee members), one examiner, and the chair.
- Dissertation Defense: Committee, two examiners, and the chair.

# Defense Examiner

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY  
Office of Instruction and Graduate Studies

Form 5B

Date:

TO: Office of Instruction and Graduate Studies

FROM: Department Chair (signature required)

SUBJECT: Request to Appoint Defense of Thesis/Dissertation Examination Committee

As the Department Chair for the student noted below, I recommend you appoint the following defense of thesis/dissertation examination committee, including the defense committee chair who is not a member of our department:

Student: \_\_\_\_\_

Examination Committee:

Major Professor:

\_\_\_\_\_

Steering Committee:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examiner(s):\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thesis or Dissertation Title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planned Semester:

\_\_\_\_\_

\* At least one additional faculty member or other qualified person is required for the master's degree examination and at least two additional faculty members or other qualified persons for the doctoral degree examination. Please provide e-mail addresses for all non-ESF faculty appointments.

\*\*\*\*\*

To be completed by OI&GS:

Defense Committee Chair: \_\_\_\_\_

The examiner reads the thesis/dissertation and participates fully in the oral exam but is not involved in the actual supervision of the thesis/dissertation. Examiner information must be included in the 5b (including email address, if not ESF faculty).



# Defense logistics

- The defense usually lasts two hours, and it is expected that all committee members stay through its entirety.
- Students are required to submit their thesis or dissertation to all committee members at least 14 days prior to the defense.
- Within five days of oral defense, the major professor confirms with committee that oral defense should proceed as scheduled.
- Students may invite one other student to serve as a silent observer during the defense.

# Final Steps



- 5b triggers a series of emails and forms which walk M.S. and Ph.D. students through the necessary steps to graduation
- Capstone seminar is required for all MS and PhD degrees and **usually** for MPS, MF, and MLA degrees
- The capstone lasts approximately one hour and usually immediately precedes the defense. It is the student's responsibility to coordinate the date, time, and location of the capstone with the **department**, not The Graduate School

# Petitions

A petition is the official way to request action on academic matters that are *not routine*. The petition serves as the written record of the action taken on a request and serves to notify the petitioner, their faculty advisor, and the Registrar of the action taken.

- Form 4 – Revising Existing 3b
- Petition for Extension of Time Limit for Degree Completion
- General Petition