



Developing the stewards of tomorrow

2024-25 GRADUATE STUDENT HANDBOOK

Policies and Procedures



**AGRICULTURE
& LIFE SCIENCES**
TEXAS A&M UNIVERSITY



TEXAS A&M UNIVERSITY
Rangeland, Wildlife
& Fisheries Management

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Introduction and Overview - rwfm.tamu.edu

As a Tier One research institution, Texas A&M is dedicated to conducting sound, credible and innovative research. Here at Rangeland, Wildlife & Fisheries Management (RWFM), we're devoted to doing just that. Our faculty, students and research associates are working to develop applicable and innovative solutions to management needs, problems and policies related to natural resource issues in Texas and beyond. We're interested in evidence-based science that speaks for itself in the field. Our faculty are leading the field with expertise areas in management strategies, economics and the legal and regulatory considerations associated with stewardship of natural resources. All of our research aims to advance rangeland, wildlife and fisheries management today, while impacting policy that shapes the future.

The faculty and staff of the Department of RWFM will make every effort to ensure that your experience as a graduate student in our department is challenging, rewarding, and preparatory for a career in ecology, conservation biology, or natural resource management.

Departmental Contacts

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payrollprocessing@ag.tamu.edu

Ms. Whitney Wagoner, Business Coordinator
Accounts payable, ordering
WFES 162, 979-458-7744,
RWFMBusiness@ag.tamu.edu

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Accounts receivable, cash handling
WFES 166, 979-845-5570, centralar@ag.tamu.edu

Ms. Lisa Terral, Business Associate
Travel, inventory
WFES 164, 979-845-5342,
Travel (travelprocessing@ag.tamu.edu)
Inventory (RWFMInventory@ag.tamu.edu)

Student Support Resources

Academic Success Resources

Texas A&M University's Graduate and Professional School offers a host of services to support progress in your academic pursuits, ensuring that you have the tools for success. Resources include: thesis and dissertation guides, training and mentoring programs, conflict resolution, professional development, wellbeing and mental health, writing center tools and advising, and more:

<https://grad.tamu.edu/academics/academic-success-resources>.

Student Support Resources

Information and resources to assist students in a successful graduate program:

<https://rwfm.tamu.edu/academic-resources/>

The Graduate and Professional School (The Grad School)

The Graduate and Professional School is the University office responsible for administering the graduate programs of Texas A&M. The office is in Nagle Hall on Main Campus. All petitions, requests, and proposals are submitted to and approved by The Grad School. The Grad School publishes a Graduate Student Calendar every semester that lists dates for all deadlines for graduate program degree requirements. The calendar is available at <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>. Much of the necessary graduate information needed, along with forms relative to graduate programs is available on The Grad School website.

International Student & Scholar Services (ISSS) <https://global.tamu.edu/iss/> Most international students enrolled at Texas A&M are enrolled at the graduate level. There are many resources and services on campus specifically to help and guide international students and to provide support to facilitate their transition to student life in the United States and at Texas A&M. International Student & Scholar Services (ISSS) office provides answers to questions regarding U.S. customs, government regulations, registration procedures and problems, campus community facilities, medical care, banking, shopping, and entertainment.

ISSS can also help students with questions regarding immigration-related matters, provide counseling regarding federal regulations, and aid in the processing of documents and applications that impact student status. The ISSS office also provides personal advising regarding cultural adjustment and socialization issues, readjustment to home country, academic concerns, health questions and concerns, emergency assistance (family tragedy, etc.) banking, transportation, and many other necessary concerns. ISSS also acts as a liaison for the students to best represent their interests and to provide a link with government, business, University, and community officials.

<http://grad.tamu.edu>

Other Helpful Resources

Graduate Catalog

Details and steps to degree completion

<http://catalog.tamu.edu>

Graduate and Professional School *Academic process, forms, dates, deadlines*

<https://grad.tamu.edu>

International Student & Scholar Services

resources for international students

<https://global.tamu.edu/iss/>

Registrar

Academic calendar, registration details

<http://registrar.tamu.edu>

Writing Center

Writing support, consultations, workshops, thesis/dissertation retreats

<http://writingcenter.tamu.edu>

Student Business Services

Tuition and fees information, Aggie ID, loans

<https://sbs.tamu.edu>

Career Center

CV writing, job postings, career/job search, graduate student workshops
<http://careercenter.tamu.edu>

University Libraries

Research and study, research collections, study space; search for resources
<https://library.tamu.edu>

Medical Sciences Library

<https://msl.library.tamu.edu>

Disability Resources

Accommodations, coordination, evaluation referral, adaptive technology
<https://disability.tamu.edu>

Rec Center

Recreational sports facility
<https://recsports.tamu.edu>

Veterans Services Office

Veterans funding, financial aid, resource and support center, thesis/dissertation support groups
<https://aggie.tamu.edu/financial-aid/veterans>

Multicultural Student Services

Services and programs for African American, Asian American, Hispanic, and Native American students
<https://dms.tamu.edu>

Women's Resource Center

Support for and awareness of issues affecting women
<https://studentlife.tamu.edu/wss/>

Parking

Parking permits, citations, parking maps
<https://transport.tamu.edu>

Buses

Bus routes, schedule, live bus location
<https://transit.tamu.edu>

Student Health Services

On-campus health care
<https://uhs.tamu.edu/index.html>

University Police

Protection of persons and property of Texas A&M University
<https://upd.tamu.edu>
979-845-2345

Aggie Dining

Dining locations, menus, meal plans
<https://dineoncampus.com/tamu>

Corps Escort

Members of the Corps of Cadets provide escorts any time during the fall and spring semesters for extra security while walking on campus.
<https://www.tamu.edu/emergency/procedures/safetySupport.html>
979-845-6789

Texas A&M Title IX Officer

Professional staff contact for students who have been sexually assaulted, harassed, stalked, or who are in a violent relationship.
<https://titleix.tamu.edu>

Student Legal Services

Legal services for students
<https://studentlife.tamu.edu/sls/services>

Rangeland, Wildlife and Fisheries Management Graduate Degrees

The Rangeland, Wildlife and Fisheries Management (RWF) offers graduate programs leading to MNA, M.S., and Ph.D. degrees in Rangeland, Wildlife and Fisheries Management. The M.S. and Ph.D. degrees train students for careers in research and management of rangelands, wildlife, and fisheries resources. The M.S. offers a thesis and the MNA a non-thesis option, allowing flexibility in both graduate education and preparation for a variety of career trajectories.

Graduate Catalog

The official policies of Texas A&M University are published annually in the Graduate Catalog. It is the responsibility of each graduate student to read and be familiar with the policies as set forth in the Catalog, which is published annually. The catalog is now available electronically at <http://catalog.tamu.edu>

Student Rules

Rules that govern student conduct and student activities at Texas A&M University and that describe faculty and staff obligations in their work with students. Each student has the responsibility to be fully acquainted with and to comply with the *Texas A&M University Student Rules*. <https://student-rules.tamu.edu>

Scholastic Requirements

This document summarizes policies and procedures to be followed by graduate studies in Rangeland, Wildlife and Fisheries Management. Students should consult the <https://catalog.tamu.edu/graduate/> or <https://grad.tamu.edu/> as the final authority on all matters discussed in the handbook.

Grade Point Average

Graduate students must maintain a grade point average (GPA) of 3.0 (4.0 scale) for all courses which are listed on the degree plan; as well as for all graded graduate and advanced undergraduate coursework (300 and 400 level) completed at Texas A&M and eligible for application toward a graduate degree. Graduate students will not receive graduate degree credit for undergraduate courses taken on a satisfactory/unsatisfactory (S/U) basis. Graduate courses on the degree plan may not be taken S/U, except for 681, 684, 690, 691, 692, 693, 695, and 697. Graduate courses not on the degree plan may be taken S/U.

If either a student's cumulative GPA or the GPA for courses listed on the degree plan fall below 3.0, he or she will be considered scholastically deficient and may be dropped from the University unless the minimum GPA is attained by the end of the next long semester. The student will have one semester to bring their GPA back to 3.0 or risk loss of their assistantship. Some scholarships and assistantships may have higher requirements for minimum GPA to retain the funding.

Credits and Course Requirements

Students come into the field of Rangeland, Wildlife and Fisheries Management with diverse interests, science backgrounds and career goals. As such, you can tailor your degree plan with the help of your faculty advisor and advisory committee.

The seminar course (RWF 681) is required for M.S. and Ph.D. students. Other than the seminar course, there is no core curriculum (departmental or university) at the graduate level. However, students earning graduate degrees in Rangeland, Wildlife and Fisheries Management are encouraged to have competency in fundamental areas of the field, such as ecology, natural resources management, spatial inventory and analysis, human dimensions, and biodiversity.

It is encouraged for all students to take at least one course in each of the four emphasis areas outlined by RWFM (Sept 2022). The final decision on coursework rests on the faculty advisor and committee for the student. **RWFM Graduate Degree Programs – 5 emphasis areas:**

1. Study/experimental design, statistics;
 - a. **RWFM 618 Study Design for Natural Resource Sciences**
 - b. **RWFM 651 Geographic Information System for Resource Management**
 - c. **RWFM 662 Quantitative Methods in Natural Resources**
 - d. **RWFM 678 Latent Variable Model Applications**
 - e. BIOL 683 Experimental Design in Biology
 - f. BUSH 631 Quantitative Methods in Public Management I
 - g. ECCB 631 Ecological Applications in R
 - h. EPSY 633 Qualitative Research Design and Data collection
 - i. EPSY 651 Structural Equation Modeling
 - j. GEOG 652 Quantitative Methods in Geography
 - k. STAT 651 Statistics in Research I; STAT 652 Statistics in Research II
 - l. SOCI 624 Qualitative Methods
2. Management including extension;
 - a. **RWFM 601 Wildland Watershed Management**
 - b. **RWFM 602 Wildlife Tracks and Signs**
 - c. **RWFM 606 Wildlife Habitat Management**
 - d. **RWFM 608 Techniques of Wildlife Management**
 - e. **RWFM 610 Rangeland Resource Management**
 - f. **RWFM 611 Grazing Management and Range Nutrition**
 - g. **RWFM 612 Rangeland Vegetation Management**
 - h. **RWFM 619 Wildlife Restoration**
 - i. **RWFM 627 Ecological Risk Assessment**
 - j. **RWFM 630 Conservation Principles and the Role of Hunting**
 - k. **RWFM 633 Aquaculture**
 - l. **RWFM 641 Sustainable Military Land Management**
 - m. **RWFM 642 Field Military Land Management**
 - n. **RWFM 672 Aquatic Vegetation Management**
 - o. RPTS 666 Parks, Tourism and the Natural Environment
3. Ecology/natural resources;
 - a. **RWFM 609 Wildlife Diseases**
 - b. **RWFM 616 Invasive Species Ecology and Management**
 - c. **RWFM 620 Ecology and Society**
 - d. **RWFM 628 Wetland Ecology and Pollution**
 - e. **RWFM 640 Wetland Delineation**
 - f. **RWFM 645 Fish Health and Diseases**
 - g. **RWFM 649 Nutrition of Range and Wild Animals**
 - h. **RWFM 653 Conservation Psychology**
 - i. BIOL 698 Behavior, Genes, and Evolution
 - j. ECCB 600 Population, Communities and Ecosystems
 - k. ECCB 613 Dynamics of Populations
 - l. ECCB 634 Conservation Genetics
 - m. POLS 654 Environmental Political Theory

4. Policy;
 - a. **RWFM 605 Community Organization and Natural Resources Management**
 - b. **RWFM 620 Ecology and Society**
 - c. **RWFM 621 Communicating Natural Resources**
 - d. **RWFM 643 Wildlife and Natural Resource Policy**
 - e. **RWFM 653 Conservation Psychology**
 - f. **RWFM 658 Human-Wildlife Conflict and Coexistence**
 - g. **RWFM 659 Human Dimensions of Parks and Protected Areas**
 - h. **RWFM 660 Leadership in Natural Resource Management**
 - i. **RWFM 665 Environmental Law and Policy**
 - j. **RWFM 670 Environmental Impact Analysis for Renewable Natural Resources**
 - k. **ALEC 652 Images of Agriculture: Visual Communication Research**
 - l. **COMM 631 Group Communication**
 - m. **COMM 632 Communication and Conflict**
 - n. **ECCB 671 Ecological Economics**
 - o. **GEOG 619 Human Impact on the Environment**
 - p. **PSAA 606 Environmental Policy and Management**
 - q. **PSAA 615 Policy Analysis**
5. All RWFM GR Students;
 - a. **RWFM 681 Seminar**
 - b. **RWFM 684 Professional Internship**
 - c. **RWFM 685 Directed Studies**
 - d. **RWFM 689 Foundation in RWFM**
 - e. **RWFM 691 Research**

Additional information can be found in the Texas A&M University Graduate Catalog at <https://catalog.tamu.edu/graduate/colleges-schools-interdisciplinary/agriculture-life-sciences/rangeland-wildlife-and-fisheries-management/>.

Degree	Minimum credit hours	Course Requirements/Limitations
<p>Doctor of Philosophy</p> <p>See Graduate Catalog for additional requirements, http://catalog.tamu.edu/graduate/</p> <p>For more information on Degree Completion consult the Graduate and Professional School link: https://grad.tamu.edu/academics/degree-completion</p>	<p>64 credit hours beyond a master's degree</p> <p><i>(Students typically take around 24-30 hours of formal coursework plus research hours.)</i></p>	<ul style="list-style-type: none"> • Minimum 23 hours of graded coursework is required; <i>however, committee chairs and advisory committees should expect from 32 to 40 hours of graded coursework, which usually includes courses offered by other departments across campus.</i> • 2 hours of seminar (RWFM 681) are required. • Students who accumulate more than 99 semester credit hours may be required to pay out-of-state tuition on any additional hours. • No limitations on number of research credits (RWFM 691) • Transfer courses allowed, graded courses only, no set limit on number of hours allowed for transfer, must not have been used for another degree or certificate. • For non-distance degree programs, no more than 50% of the non-research credit hours required for the program may be completed through distance education courses.
	<p>96 credit hours beyond a bachelor's degree</p> <p><i>(Students typically take around 40-50 hours of formal coursework plus research hours.)</i></p>	<ul style="list-style-type: none"> • Minimum 32 hours of graded coursework. • Minimum 6 hours of statistical/quantitative courses. <i>This will count for six hours of the 32 graded coursework hours.</i> • No limitations on number of research credits (RWFM 691) • Maximum 8 hours of 685 (directed studies). • Maximum 9 hours of upper level (300-400) undergraduate courses will count toward the 32 hours of graded course work. <i>Additional hours may be approved by the Associate Department Head (ADH) but will not count towards graded coursework.</i> • 2 hours of graduate seminar (RWFM 681) are REQUIRED. • Transfer courses allowed, graded courses only, no set limit on number of hours allowed for transfer, must not have been used for another degree or certificate. • For non-distance degree programs, no more than 50% of the non-research credit hours required for the program may be completed through distance education courses. • Students who accumulate more than 99 semester credit hours may be required to pay out-of-state tuition on any additional hours.

<p>Master of Science (thesis)</p> <p>See Graduate Catalog for additional requirements, http://catalog.tamu.edu/graduate/</p>	<p>32 credit hours</p> <p><i>(Students typically take around 24 hours of formal coursework plus research hours.)</i></p>	<ul style="list-style-type: none"> • Minimum 23 hours of graded coursework approved by the Graduate and Professional School and the student's advisory committee. • Committee must include at least three faculty members, including one with a primary departmental affiliation outside of Rangeland, Wildlife and Fisheries Management • 1 credit hour of graduate seminar (RWFM 681) is REQUIRED; maximum 2 hours of seminar is allowed. • Maximum 9 hours of upper level (300-400) undergraduate courses. • Minimum 3 hours of statistical/quantitative courses. <i>This will count for 3 hours of the 23 graded coursework hours.</i> • Maximum 12 hours of 685 (directed studies) and 691 (research), combined, with a: <ul style="list-style-type: none"> ○ Maximum 8 hours of 685 (must be taken for a letter grade) ○ Maximum 8 hours of 691. • Maximum 12 hours of transfer courses allowed, graded courses only, must not have been used for another degree or certificate • No more than 50% of degree plan hours can be taken web-based or distance.
<p>Master Natural Resource (non-thesis)</p> <p>See Graduate Catalog for additional requirements, http://catalog.tamu.edu/graduate/</p>	<p>36 credit hours</p> <p><i>(Students typically take at least 30 hours of formal coursework plus directed studies.)</i></p>	<ul style="list-style-type: none"> • Maximum 2 hours of graduate seminar (681) • Any combination of 684 (internship) or 685 (directed studies) may not exceed 25% of the total credit hour or 9 hours. • Maximum 8 hours of 685 (must be taken for a letter grade) • Maximum 8 hours of 684 • No research (691) credits are allowed. • Maximum 9 hours of 300- or 400-level undergraduate courses. • Maximum 12 hours of transfer courses allowed, graded courses only, must not have been used for another degree or certificate

Steps Leading to a Master of Science Degree

There are several steps that must be successfully completed to fulfill the requirements for the M.S. degree in Rangeland, Wildlife and Fisheries Management. These include:

Committee

Graduate students must identify a faculty advisor (chair) prior to being admitted to the graduate program. In their first semester, students should consult with their faculty advisor/chair (and co-chair, if applicable) and establish their advisory committee members. All advisory committee members must be members of the Graduate Faculty at Texas A&M University.

Graduate Faculty members can be found on the Graduate School website at <https://gradcom.tamu.edu/faculty>. Faculty and other additional members can be appointed who are not members of the Graduate Faculty according to the guidelines at <https://grad.tamu.edu/academics/graduate-faculty>. Students should meet with Theresa Nemec for more information regarding special or “extra” committee appointments if questions arise.

Master of Science committees are composed of the chair and at least 2 additional members. One of the additional members may be a co-chair. The chair must be from RWFM. At least one of the remaining members must be from another Texas A&M department or Faculty. Adjunct faculty from other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Degree Plan

In consultation with their advisory committee, students must submit a degree plan at <https://ogsdps.tamu.edu> that adheres to the minimum credit hours, course requirements and limitations. Once submitted, the degree plan will route to the graduate advisor for requirement verification, then the student's advisory committee, department head, and The Grad School for approval. The degree plan must be submitted to The Grad School before the end of the student's second long semester and no later than 90 days prior to final oral or thesis defense. Should a student fail to submit the degree plan by the deadline, a registration hold will be placed on the student's account by The Grad School (October 1 for degree plans due in the fall and March 1 for degree plans due in the spring).

Seminar

M.S. students are required to register for 1 credit of RWFM 681 (or other approved 681) during their degree program.

Proposal

Students must develop a detailed research proposal. This research proposal, consisting of a maximum of ten pages of narrative, should review pertinent literature and summarize methods to be used in the proposed research. The proposal should optimally be submitted and approved before the research starts. At the latest, the proposal should be submitted before the end of the second-long semester (fall or spring). The proposal should include:

- a. Justification and rationale (summarize previous research on the subject, providing specific literature citations; identify problems that the study will help resolve).
- b. Statement of hypothesis (or specify questions the research is designed to answer).
- c. Objectives (specify what hypotheses will be tested; define the limits of the proposed study).
- d. Procedures (identify methods to be used to accomplish objectives, including data analysis).
- e. Budget (prepared for experience, where practical; do not include in The Grad School copy).

A student's research project should be designed to produce a publishable product for a refereed journal. It is in the best interest of the student and the committee to ensure the proposal is approved prior to the start of the research. The student should report regularly on research progress to the faculty advisor and the advisory committee to prevent unexpected surprises or misunderstandings and to gain approval of any redirection.

The proposal is submitted by the student through the ARCS system (accessed in the HOWDY portal) which routes to the student's advisory committee, department head, and The Grad School for approval. The document must be submitted no less than 20 business days prior to the submission of the Request for the Final Examination. More information on the proposal requirements may be found at <https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form>.

Apply for Degree and Pay Graduation Fees

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines are available on the Graduate and Professional School website at <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>.

Complete Residence Requirements

Graduate students who have lived outside of College Station and attended classes at the College Station campus in a sporadic fashion must verify they have met the residence requirements. These requirements state the student must reside, attend classes, and be full-time enrolled at the College Station campus for one long semester. In order for a semester to count as a full-time semester, the student must be enrolled in 9 credit hours during the regular semester or 10-week summer semester, AND a minimum of 1 credit hour must be in a non-distance education delivery mode. Semesters during which the student is enrolled in all distance education coursework will not count toward fulfillment of the residence requirement. The Graduate and Professional School will confirm the residence requirement has been fulfilled before the student may defend their thesis.

Final Examination/Thesis Defense

Although the final oral exam tends to focus on the thesis or professional paper, additional issues may be addressed as an outgrowth of the normal discussion of the student's research or professional activities. Requests to schedule final oral exams/defenses must be submitted at least 10 business days prior to the scheduled date requested, and only after approval to schedule has been received from all advisory committee members.

Final oral examinations must be held on the College Station campus; however, students may request, well in advance of scheduling the exam, that it be held off campus. Examinations via Zoom or other electronic means must also be requested in advance with a statement indicating location of each member and the student.

The ARCS Request of Final Examination Form (<https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>) must be submitted to The Grad School at least 10 business days prior to the exam. The form will route to the student's advisory committee, department head, and The Grad School for approval. The Report of Final Exam will be emailed directly to the advisory committee chair who must submit the final exam results within 10 business days of the scheduled exam.

All students will present a final thesis seminar prior to the final examination. This will be cooperatively planned and advertised to the academic community. The final defense and the seminar must be approved by the advisory committee and advertised at least 2 weeks prior to the scheduled date.

Thesis

Specific information on paper format and style can be found at <https://grad.tamu.edu/academics/academic-success-resources/thesis-dissertation-services/general-formatting>. In addition to meeting all The Grad School requirements, students must provide a copy of their thesis (in final form) to each member of their committee.

The thesis should be in a proper format for publication and should be "tightened" to a readiness for submittal by use of appendixes for non-essential information. The major role of the student's advisory committee is to offer guidance on study design and interpretation of results. It is not the committee's responsibility to edit careless writing. A polished draft (including all manuscript components and page numbers) must be delivered to the advisory committee for review after the student and major advisor have agreed upon editorial changes; this should occur well before the anticipated date of the final examination. It is the student's and faculty advisor(s)' responsibility to make certain that the document is in good form both in terms of grammar and scientific style. Advisory committee members have the right to reject documents that fail to meet these guidelines. Advisory committee members should be given at least two weeks to review the draft before the student attempts to schedule the final exam/defense. The final exam is to be scheduled only after the advisory committee agrees that the thesis is ready for defense.

Advisory committee members should return the corrected thesis to the student two weeks after receipt. Thus, the student should check with advisory committee members to ensure they have the time to review the document. If the student delivers the final draft to the advisory committee one month prior to the exam, this allows two weeks before the scheduled exam/defense date for the student to make recommended changes. Final approval of style and content for graduate student documents (proposals, theses, professional papers) is the responsibility of each student and their advisory committee.

The student's thesis must be submitted electronically as a single PDF file at <https://etd.tamu.edu>. In addition to the thesis submission, the ARCS Written Thesis Approval Form (<https://grad.tamu.edu/knowledge-center/forms/written-thesis-approval-form>) must be submitted along with the ARCS Copyright and Availability Form (<https://grad.tamu.edu/academics/academic-success-resources/thesis-dissertation-services/copyright-and-availability-form>). The Written Thesis Approval Form will route to the student's advisory committee, department head, and The Grad School for approval.

Steps Leading to a Master of Natural Resources (MNA)

There are several steps that must be successfully completed to fulfill the requirements for the MNA. These include:

Committee

Graduate students must identify a faculty advisor (chair) prior to being admitted to the graduate program. In their first semester, students should consult with their faculty advisor/chair (and co-chair, if applicable) and establish their advisory committee members. All advisory committee members must be members of the Graduate Faculty at Texas A&M University. Graduate Faculty members can be found on the Graduate School website at <https://gradcom.tamu.edu/faculty>. Faculty and other additional members can be appointed who are not members of the Graduate Faculty according to the guidelines at <https://grad.tamu.edu/academics/graduate-faculty>. Students should meet with Theresa Nemec for more information regarding special or "extra" committee appointments if questions arise.

Master of Natural Resources committees are composed of the chair and at least 1 additional member. One of the additional members may be a co-chair. The chair must be from RWFM. All members of the committee can be from within the RWFM department. Adjunct faculty from other agencies may serve as committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Degree Plan

In consultation with their advisory committee, students must submit a degree plan at <https://ogsdps.tamu.edu> that adheres to the minimum credit hours, course requirements and limitations. Once submitted, the degree plan will route to the graduate advisor for requirement verification, then the student's advisory committee, department head, and The Grad School for approval. The degree plan must be submitted to The Grad School before the end of the student's second long semester and no later than 90 days prior to final oral or thesis defense. Should a student fail to submit the degree plan by the deadline, a registration hold will be placed on the student's account by The Grad School (October 1 for degree plans due in the fall and March 1 for degree plans due in the spring).

Seminar

MNA students are encouraged to register for 1 credit of RWFM 681, but not required.

Apply for Degree and Pay Graduation Fees

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines are available on the Graduate and Professional School website at <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>.

Complete Residence Requirements (non-distance programs)

Graduate students who have lived outside of College Station and attended classes at the College Station campus in a sporadic fashion must verify they have met the residence requirements. These requirements state the student must reside, attend classes, and be full-time enrolled at the College Station campus for one long semester. In order for a semester to count as a full-time semester, the student must be enrolled in 9 credit hours during the regular semester or 10-week summer semester, AND a minimum of 1 credit hour must be in a non-distance education delivery mode. Semesters during which the student is enrolled in all distance education coursework will not count toward fulfillment of the residence requirement. The Graduate and Professional School will confirm the residence requirement has been fulfilled before the student may defend their thesis.

Final Examination

Although the final oral exam tends to focus on the professional paper, additional issues may be addressed as an outgrowth of the normal discussion of the student's research or professional activities. Requests to schedule final oral exams/defenses must be submitted at least 10 business days prior to the scheduled date requested, and only after approval to schedule has been received from all advisory committee members.

Final oral examinations must be held on the College Station campus; however, students may request, well in advance of scheduling the exam, that it be held off campus. Examinations via Zoom or Teams must also be requested in advance with a statement indicating location of each member and the student.

The ARCS Request of Final Examination Form (<https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>) must be submitted to The Grad School at least 10 business days prior to the exam. The form will route to the student's advisory committee, department head, and The Grad School for approval. The Report of Final Exam will be emailed directly to the advisory committee chair who must submit the final exam results within 10 business days of the scheduled exam.

All students will present a final professional paper seminar prior to the final examination. This will be cooperatively planned and advertised to the academic community. The final exam and the seminar must be approved by the advisory committee and advertised at least 2 weeks prior to the scheduled date.

Professional Paper (MNA only)

In lieu of a thesis, MNA students must complete a professional paper. Students may receive up to 6 hours of 685 credits for the professional paper. The professional paper should cover relevant areas of

Rangeland, Wildlife and Fisheries Management, may be an account of an internship that highlights the scientific and managerial principles the student learned and applied during the experience. This paper is formulated in consultation with the student's advisory committee and may be based on literature reviews, surveys, and other sources. Students must receive committee approval on the proposed project and paper before beginning work on it. Students should report regularly to their advisory committee chair and full advisory committee to apprise them of progress on the project and paper and to gain approval of any redirection. The professional paper does not need to be submitted to the grad school thesis office for approval but is submitted to the Department in final form.

Specific information on paper content and style may vary considerably and is typically decided by each student's advisory committee. Full-time non-employed students will be encouraged to complete an off-campus internship. Students may receive up to 4 hours of 684 credits for an internship. Final approval of style and content is the responsibility of each student and their advisory committee.

Steps Leading to a Doctor of Philosophy

There are several steps that must be successfully completed to fulfill the requirements for the Ph.D. degree in Rangeland, Wildlife and Fisheries Management. These include:

Committee Structure

Graduate students must identify an advisory committee chair prior to being admitted to the graduate program. In their first semester, students should consult with their faculty advisor/chair (and co-chair, if applicable) and establish their advisory committee members. All advisory committee members must be members of the Graduate Faculty at Texas A&M University. Graduate Faculty members can be found on the Graduate School website at <https://gradcom.tamu.edu/faculty>. Faculty and other additional members can be appointed who are not members of the Graduate Faculty according to the guidelines at <https://grad.tamu.edu/academics/graduate-faculty>. Students should meet with Theresa Nemec for more information regarding special or "extra" committee appointments if questions arise.

Doctor of Philosophy committees are composed of the chair and at least 3 additional members. One of the additional members may be a co-chair. The chair must be a RWFM faculty member, and at least one member must be from another Texas A&M department. Adjunct faculty from other agencies may serve as advisory committee members representing the department to which they are adjunct if they are members of the Graduate Faculty.

Degree Plan

In consultation with their advisory committee, students must submit a degree plan at <https://ogsdps.tamu.edu> that adheres to the minimum credit hours, course requirements and limitations. Once submitted, the degree plan will route to the graduate advisor for requirement verification, then the student's advisory committee, department head, and The Grad School for approval. The degree plan must be submitted to The Grad School before the end of the student's fourth long semester for 64 hour PHD students and before the end of the student's second long semester for 96 hour PHD students.. Should a student fail to submit the degree plan by the deadline, a registration hold will be placed on the student's account by The Grad School (October 1 for degree plans due in the fall and March 1 for degree plans due in the spring).

Seminar

PhD students are required to register for 2 semesters of RWFM 681 (or other approved 681) during their degree program.

Preliminary Examination Eligibility and Scheduling

Students should review the eligibility requirements for the preliminary exam at the end of their fourth or

fifth long semester and several weeks prior to scheduling the exam. A formal Preliminary Examination (Prelim) is given by the student's advisory committee when the student is within 6 hours of completing formal degree plan coursework (i.e., except 681 and 691) but must be given before the end of the semester following completion of regular coursework on the degree plan. A student must have at least a 3.0 GPA, be registered during the semester, and have previously submitted a degree plan at least 12 weeks prior to the date of the exam.

Once the student's advisory chair is satisfied that all prelim eligibility requirements have been met, the preliminary exam may be scheduled with the student's advisory committee. Students must submit the ARCS Preliminary Examination Request at <https://grad.tamu.edu/knowledge-center/forms/preliminary-examination-checklist-and-report> prior to taking the exam. This checklist will route to the advisory committee who will wait until the exam is complete to submit the exam results.

Prelims will cover all areas within the scope of the student's doctoral program, and usually will involve written exams from each advisory committee member, followed by an oral exam administered by the committee as a whole. The time frame from the first written exam until the oral exam should be approximately 3 weeks.

Written and oral examinations must be held on the College Station campus; however, students may request, well in advance of scheduling the exam, that it be held off campus. Examinations by Zoom or other electronic means must also be requested in advance with a statement indicating location of each member and the student. No substitutions can be made for the faculty advisor/chair of the advisory committee. One substitution for a committee member who cannot attend can be made with prior approval from the Grad School. The examination must be rescheduled if two or more members cannot attend. Not more than one dissenting vote is allowed for the student to pass the Prelim.

After passing the required Prelim examination, the student must complete all remaining requirements within four calendar years. If this is not done, the Prelims will have to be retaken. An extension of time-limits can be requested by submitting a "Time Limit Petition" in DPSS.

Once the exam is complete the advisory committee chair will submit the results, both written and oral, to the ARCS Preliminary Examination Checklist and Report, which will route to advisory committee, department head, and The Grad School for approval. The results must be submitted to The Grad School within 10 business days of the oral examination.

Proposal

Students must develop a detailed research proposal. This research proposal, consisting of a maximum of ten pages of narrative, should review pertinent literature and summarize methods to be used in the proposed research. The proposal should optimally be submitted and approved before the research starts. At the latest, the proposal should be submitted before the end of the second-long semester (fall or spring). The proposal should include:

- a. Justification and rationale (summarize previous research on the subject, providing specific literature citations; identify particular problems that the study will help resolve).
- b. Statement of hypothesis (or specify questions the research is designed to answer).
- c. Objectives (specify what hypotheses will be tested; define the limits of the proposed study).
- d. Procedures (identify methods to be used to accomplish objectives, including data analysis).
- e. Budget (prepared for experience, where practical; do not include in The Grad School copy).

A student's research project should be designed to produce a publishable product for a refereed journal. It is in the best interest of the student and the committee to ensure the proposal is approved prior to the start of the research. The student should report regularly on research progress to the advisor and the advisory

committee to prevent unexpected surprises or misunderstandings and to gain approval of any redirection.

The proposal is submitted by the student through the ARCS System (accessed in HOWDY portal) which routes to the student's advisory committee, department head, and The Grad School for approval. The document must be submitted no less than 20 business days prior to the submission of the Request for the Final Examination. More information on the proposal requirements may be found at <https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form>.

Complete Residence Requirements

Graduate students who have lived outside of College Station and attended classes at the College Station campus in a sporadic fashion must verify they have met the residence requirements. These requirements state the student must reside, attend classes, and be full-time enrolled at the College Station campus for two consecutive long semesters. In order for a semester to count as a full-time semester, the student must be enrolled in 9 credit hours during the regular semester or 10-week summer semester, AND a minimum of 1 credit hour must be in a non-distance education delivery mode. Semesters during which the student is enrolled in all distance education coursework will not count toward fulfillment of the residence requirement. The Graduate and Professional School will confirm the residence requirement has been fulfilled before the student may defend their thesis.

Apply for Degree and Pay Graduation Fees

These items must be accomplished during the first week of the student's final semester. Students should note this and all deadlines are available on the Graduate and Professional School website at <https://grad.tamu.edu/knowledge-center/dates-and-deadlines/dates-and-deadlines>.

Final Examination/Defense

Although the final oral exam tends to focus on the dissertation, additional issues may be addressed on the basis of the prelims, or as an outgrowth of the normal discussion of the student's research or professional activities. Requests to schedule final oral exams/defenses must be submitted at least 10 business days prior to the scheduled date requested, and only after approval to schedule has been received from all advisory committee members.

Final oral examinations must be held on the College Station campus; however, students may request, well in advance of scheduling the exam, that it be held off campus. Examinations via Zoom must also be requested in advance with a statement indicating location of each member and the student.

The ARCS Request of Final Examination Form (<https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>) must be submitted to The Grad School at least 10 business days prior to the exam. The form will route to the student's advisory committee, department head, and The Grad School for approval. The Report of Final Exam will be emailed directly to the advisory committee chair who must submit the final exam results within 10 business days of the scheduled exam.

All students will present a final dissertation seminar prior to the final examination. This will be cooperatively planned and advertised to the academic community. The final defense/seminar must be approved by the advisory committee and advertised at least 2 weeks prior to the scheduled date.

Dissertation

Specific information on paper format and style be found at <https://grad.tamu.edu/academics/academic-success-resources/thesis-dissertation-services/general-formatting>. In addition to meeting all The Grad School requirements, students must provide a copy of their thesis (in final form) to each member of their committee.

The dissertation should be in a proper format for publication and should be "tightened" to a readiness for submittal by use of appendixes for non-essential information. The major role of the student's advisory

committee is to offer guidance on study design and interpretation of results. It is not the committee's responsibility to edit careless writing. A polished draft (including all manuscript components and page numbers) must be delivered to the advisory committee for review after the student and major advisor have agreed upon editorial changes; this should occur well before the anticipated date of the final examination. It is the student's and advisor(s)' responsibility to make certain that the document is in good form both in terms of grammar and scientific style. Committee members have the right to reject documents that fail to meet these guidelines. Committee members should be given at least two weeks to review the draft before the student attempts to schedule the final exam/defense. The final exam is to be scheduled only after the advisory committee agrees that the dissertation is ready for defense.

Advisory committee members should return the corrected dissertation to the student two weeks after receipt. Thus, the student should check with committee members to ensure they have the time to review the document. If the student delivers the final draft to the committee one month prior to the exam, that will allow two weeks before the scheduled exam/defense date for the student to make recommended changes. Final approval of style and content for graduate student documents (proposals, dissertations, professional papers) is the responsibility of each student and their advisory committee.

The student's dissertation must be submitted electronically as a single PDF file at <https://etd.tamu.edu>. In addition to the dissertation submission, the ARCS Written Dissertation Approval Form (<https://grad.tamu.edu/knowledge-center/forms/written-dissertation-approval-form>) must be submitted along with the ARCS Copyright and Availability Form (<https://grad.tamu.edu/academics/academic-success-resources/thesis-dissertation-services/copyright-and-availability-form>). The Written Dissertation Approval Form will route to the student's advisory committee, department head, and The Grad School for approval.

Summary of Deadlines

Due to the size of this department, faculty members normally serve on several advisory committees, both as advisors and as committee members. Thus, faculty members often have multiple proposals, theses, and dissertations to review each semester, typically near the end of the semester. It is in the best interest of the student to allow adequate time for review of these documents and adequate time for corrections to be made. Specific guidelines:

- a. Degree plan should be submitted by the beginning of the second long semester of enrollment for master's students and beginning of the fourth long semester for Ph.D. students. Holds are added on October 1 for degree plans due in the fall and March 1 for degree plans due in the spring.
- b. Research proposal must be submitted to The Graduate School before the end of the second long-semester for M.S. students and before the end of the fourth long semester for Ph.D. students.
- c. Proposals, theses, and dissertations will not be sent to advisory committee members until the advisor has verified that all necessary corrections have been made. Committee members will be given at least 1 week to review proposals and 2 weeks to review theses or dissertations (before approval to schedule a final exam is requested). It is in the best interest of the student to allow time after committee review to make corrections before the document goes to The Grad School.

Forms

All forms and approvals are online in DPSS (Document Processing Submission System), ARCS, or VIREO (Thesis and Dissertation Submission System). All forms will route to the faculty advisor/chair first, followed by advisory committee members, the department head, then the Graduate and Professional School for final approval. Please contact Lauren Johnson at lkjohnson@tamu.edu if you have any questions.

Forms Submitted in DPSS

<https://ogsdps.tamu.edu>

- Degree plan
- MDD petition
 - Change of major, degree or department
- Long form
 - Petition to change coursework
 - Petition to change committee
 - Petition to extend time limits
 - Petition for waivers/exceptions

Forms Submitted in ARCS

- Research Proposal Approval Form
- <https://grad.tamu.edu/knowledge-center/forms/research-proposal-approval-form>
- Preliminary Examination Request <https://grad.tamu.edu/knowledge-center/forms/preliminary-examination-checklist-and-report>
- Final Exam Defense Request <https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>
- Written Dissertation Approval Form <https://grad.tamu.edu/knowledge-center/forms/written-dissertation-approval-form>
- Written Thesis Approval Form <https://grad.tamu.edu/knowledge-center/forms/written-thesis-approval-form>
- Thesis, Dissertation, and Record of Study – Copyright and Availability Form <https://grad.tamu.edu/academics/academic-success-resources/thesis-dissertation-services/copyright-and-availability-form>
- Letter of Intent <https://grad.tamu.edu/knowledge-center/forms/letter-of-intent>

Graduate Student Orientation

The University holds a campus-wide graduate student orientation one week before classes begin in both the fall and spring semesters. This orientation covers graduate degree requirements, proper conduct of research, and other important issues and available campus resources.

RWFM holds a departmental new graduate student orientation for all RWFM and incoming graduate students each fall. Incoming spring students are encouraged to attend the fall orientation. Students are contacted directly with orientation details.

Health Insurance

Graduate Student Employee Insurance

All students who are on a 0.50 FTE (20 hours per week) assistantship may elect to participate in the graduate student insurance plan through their employment. There is a 60-day waiting period for the employer insurance contribution. Additional group-health insurance to cover spouse and/or children may be purchased. Insurance information and enrollment may be completed in Workday. More information may be found at <https://employees.tamu.edu/benefits/grad-benefits.html>.

Graduate Student Fellowship Insurance

Students receiving some fellowships and 0.25 FTE assistantships are not automatically covered on the graduate student insurance plan. Some fellowships provide insurance reimbursement. Please refer to your offer letter and/or email Miki McClellon at payrollprocessing@ag.tamu.edu with questions. More information may be found at <https://employees.tamu.edu/benefits/postdoc-fellow.html>.

International Student Insurance

International students must comply with all ISS insurance requirements. More information can be found at <https://global.tamu.edu/iss/health-and-safety/health-insurance>.

Self-funded students may purchase insurance through the student health plan. More information can be found at <https://tamu.myahpcare.com>.

Tax Information

Under current tax law, all assistantships are subject to taxation by the Internal Revenue Service. The Reform Act of 1986 allows for exclusion of specific education-related costs such as tuition, fees, books, and supplies. Students should keep accurate records and receipts of financial expenses. Questions and requests for assistance in completing tax returns should be addressed to the IRS or a private tax consultant.

Tuition

The tuition calculator may be found at <https://tuition.tamu.edu>.

Fees not included in tuition calculator estimate:

- Course related educational enhancement, equipment access, lab and/or field trip fees
- Optional fees (housing, meal plans, parking, etc.)
- International student admin fee of \$200-\$500— per semester charged to third-party sponsored students
- International Student Service fee
- International student insurance
- Orientation fees
- Distance education differential tuition and fees
- General deposit \$100 fee (may be refunded after graduation)
- Parking
- Athletic passes
- Thesis/dissertation fees

Financial Assistance

Teaching Assistantships (GAT)

Available either as matching for graduate fellowships or through a competitive application process. If you are interested in a teaching assistantship, complete the Graduate Teaching Assistant application at <https://tx.ag/rwfmtaapp>. The department will send a call for GATs each fall and spring for the upcoming semester.

Research Assistantships (GAR)

Grant-based graduate student support. Contact your faculty advisor on the availability of research assistantship positions.

Assistantships and Wage Positions

All current full-time, on-campus graduate PhD and M.S. (thesis) students in RWFM are supported by departmental teaching assistantships, grant-based research assistantships, or internal and external graduate fellowships and grants. If employed in an assistantship (GAT or GAR), submitting a timesheet is not required, however if you change to a bi-weekly wage position (Research Assistant or Student Worker) a timesheet must be submitted by the deadline provided by Human Resources. Registration is not required for wage positions as it is for assistantships.

Departmental Fellowships

Graduate assistantships and fellowships are available to qualified incoming graduate students matriculating each fall semester funds are available. Deadline submission of application for consideration for departmental fellowships for the following fall semester is December 1. Outstanding prospective doctoral students are given priority for awards. However, exceptional prospective master's students (thesis-based) are also considered, where applicable. A call for nominations for available fellowships will be sent each fall for the following academic year.

Departmental Scholarships

The Rangeland, Wildlife and Fisheries Management offers several scholarships for graduate students. Students must be enrolled full-time during the semesters the scholarship is awarded. Scholarship awards vary depending on the availability of funds each year. Students must complete the University Scholarship Application between October 15 and February 1 each year. Apply at <https://uwide.tamu.edu/>.

Other Funding Opportunities

The Rangeland, Wildlife and Fisheries Management offers Presentation Travel Grants and Open Access Grant, pending available funding. A call for applications will be emailed to students periodically throughout the semester when funding is available.

Course Registration

All students are required to maintain continuous registration until such time as they complete all requirements for graduation unless a specific leave of absence is granted by the department. Summer registration is not required by the university but may be required by the advisory committee or to meet assistantship/fellowship/scholarship or other requirements.

Faculty advisors may require more hours depending on the amount of time or other resources they must commit to a student's research and/or thesis/dissertation. If final thesis/dissertation corrections have been cleared by The Grad School before the last day to register in a particular term, registration is not required. Students participating in a non-thesis degree program are not required to maintain continuous enrollment once coursework is complete but must be registered in the semester they want to graduate. A student must be registered in the semester(s) in which prelims, final defense of the thesis/dissertation, and graduation

are scheduled. International students should check with ISSS on additional enrollment requirements that may affect their visa status.

Full-time Enrollment

Fall: 9 credit hours

Spring: 9 credit hours

Summer: 6 credit hours

Registration Tips

- Registration tutorial videos and guides are located on the My Record tab in Howdy under the Student Tutorials & FAQs.
- Extra fees apply to any course with a section number between 700 and 799. When possible, only enroll in courses with section numbers between 600 and 699 during the fall and spring semesters.
- All students will be prevented from registration each semester until the student's lab safety acknowledgement, terms of use, and location update is submitted.
- Registration dates and deadlines are available at <https://aggie.tamu.edu/registration-and-records/classes/registration-information>.
- Students on assistantships and/or fellowships must register full time as soon as possible after registration opens.
 - Tuition payments, out of state tuition waivers, and payroll for the new semester cannot be processed until a student is enrolled. Students who wait to enroll until classes begin will delay fellowship and assistantship stipends.

Continuous Registration

- PhD and M.S. thesis students who have completed all degree plan coursework other than 691 (research) credits, must register for at least one credit every fall and spring semester until all requirements for the degree are fulfilled.
- Students must be registered for at least one credit during the semesters when the preliminary (PhD only) and final exams are taken.
- Students must be registered for at least one credit during the semester the student graduates.
- Students with F-1 visas: minimum registration guidelines are available at <https://iss.tamu.edu/Current-Students/F-1-Status/F-1-Maintaining-Status#0-2.MaintainFull-timeEnrollment>.
- Students with J-1 visas: minimum registration guidelines are available at <https://iss.tamu.edu/Current-Students/J-1-Status/J-1-Maintaining-Status#0-3.MaintainFull-timeEnrollment>.
- Students on fellowships, scholarships, and assistantships must be enrolled full-time while supported on the fellowship, scholarship, and/or assistantship.
- Students who fail to enroll for two consecutive semesters (excluding summer) will be moved into an inactive status with the University. Inactivate students must apply for readmission into the graduate program.
- Under extenuating circumstances, students may petition for a leave of absence for up to one year. If granted, students are not required to register during the period of approved leave. would not be

required to register during the leave. Students request a leave of absence via the DPSS (<https://ogsdps.tamu.edu>), using the waivers or exemptions section of the “Long Form” petition.

Maximum Registration

You may register for a maximum of 15 hours in fall/spring, 6 hours in a 5-week summer session, and 10 hours in a 10-week, summer session. It is recommended you do not enroll for more than the standard full-time course load. If you have tuition support from the department, college or university, the tuition payment of only cover a maximum of 9 hours in the fall and spring semester and 6 hours total in the summer. Some faculty advisors or sponsors may cover more than 9 hours in a fall or spring semester and 6 hours total in the summer session. Please check with your advisor or sponsor before exceeding the standard full-time credit hours.

Degree Plan Holds

Students who fail to submit a degree plan and forms signed by their advisory committee prior to departmental and University deadlines will be blocked from future course registrations until documents have been submitted and approved. Blocks (holds) placed on registration by The Grad School for failure to submit a degree plan by the specified date will not be removed until the proper documents are turned in and approved.

Duration and Time Limits

Doctoral

- A doctoral degree generally requires at least 4 years of full-time work beyond a master’s degree, or 5 to 6 years of full-time work beyond a bachelor’s degree.
- All degree requirements must be complete within 10 years. Coursework over 10 calendar years old may not be applied toward your degree.
- Students have 1 calendar year after their final exam to submit their dissertation to the Thesis Office and clear. (If a student is in the 7 or 10-year time limit before the 1 year is complete, the 7 or 10-year time limit takes precedence.)

Master’s

- A Master of Science degree generally requires at least 2 years of full-time work beyond a bachelor’s degree.
- A student must complete all degree requirements within 7 years. Coursework over 7 calendar years old may not be applied toward the degree.

Master of Natural Resources

- An MNA degree generally requires at least 2 years of full-time work beyond a bachelor’s degree.
- An MNA typically requires at least 3 years of part-time work beyond a bachelor’s degree.
- A student must complete all degree requirements within 7 years. Coursework over 7 calendar years old may not be applied toward the degree.

Residency Requirements

To meet residency requirements, which are decided by the University, a master's student must be enrolled full-time (9 hours) for one semester, while a PhD student with an approved graduate degree must be enrolled full-time for two consecutive semesters. PhD students without a master's degree are required to be registered full-time for the third semester. These semesters must be Fall, Spring or the 10-week summer term.

If a student will not be able to meet this requirement, a petition for waivers and exemptions can be submitted to The Grad School through the departmental staff advisor. The waiver is only granted for those students who hold a full-time job and must provide with the petition a letter from their employer stating they are employed. No student will be allowed to leave campus for longer than one semester (fall/spring) until the requirement is met.

Research Compliance and Biosafety

The Office of Research Compliance and Biosafety (<https://vpr.tamu.edu/research-compliance-and-biosafety>) is a unit of the Division of Research at Texas A&M University responsible for providing training and support to faculty, students, and staff in regulatory requirements for scientific research. Before a proposal involving research with vertebrate animals will be approved by The Grad School, an Animal Use Protocol (AUP) that encompasses research described in the proposal must be approved by the Institutional Animal Care and Use Committee (IACUC). A copy of the form entitled, "Research Proposals Involving Animal Subjects", approved by IACUC, must be submitted to OGAPS along with the proposal. Students should consult with their Graduate Advisor(s) concerning the status of an AUP related to their research. Research involving human subjects is overseen by the Human Subjects' Protection Program (HSPP) within the Office of Research Compliance and Biosafety.

Student Travel

All students who will be leaving the country for any reason other than vacation must register with the Study Abroad Office. This also applies to international students who are returning to their home country to conduct research. If a student will be leaving the country or the continental United States for anything except a vacation, please contact the Education Abroad Office (<https://global.tamu.edu/ea/>). International students also need to contact International Student & Scholar Services.

For students traveling for research more than 25 miles from campus but remaining in the continental United States, you must submit written notification of travel to the department and submit the Travel Information Form at https://stuactonline.tamu.edu/app/form_travel prior to departure. See University Rule 13.04.99.MI

(<https://rulesadmin.tamu.edu/rules/download/13.04.99.M1#:~:text=The%20purpose%20of%20this%20Rule%20is%20to%20promote,undertaken%20by%20one%20or%20more%20students%20currently%20enrolled>) for additional information.

If you are not on payroll, and you are getting reimbursed, or expenses paid for by the department/PI then you need to also reach out to Lisa at rwfmbusiness@ag.tamu.edu with the following Information. (Dates of Travel, City and State traveling to, Purpose and Benefit to the University, and What account you are using for expenses). She will submit a travel and leave request for you through Concur. If you are on payroll with any department, you can submit the request in concur. If you need assistance reach out to Lisa., Also referenced in Travel Authorization section

Readmission

Students who fail to remain continuously enrolled or who are dismissed from the university and/or

department must apply for readmission. A returning degree-seeking graduate student who has attended Texas A&M within the last 12 months will not have to submit a readmit application. A readmit application is required for all students who have not attended Texas A&M within the last year and require departmental approval, beyond that of your advisory committee, before being allowed to return to the department.

Probation

All students must maintain a 3.0 GPA. If the GPA falls below a 3.0 the student will be placed on probation for one semester. If, after being placed on probation for one semester, the GPA is brought to at least a 3.0, the student will be allowed to continue, if not the student will be dismissed. An appeal to continue can be made through the student's advisor to the Department's Graduate Programs Committee, Department Head, College, and The Grad School.

Graduate Office Assignments

Graduate office space is available to full-time M.S. or PhD students. To request an office, please contact Theresa Nemec, theresa.nemec@ag.tamu.edu. Keypad codes to access the office is provided by Theresa Nemec and under no circumstances should it be shared with anyone. For general housekeeping rules, please contact Theresa Nemec, theresa.nemec@ag.tamu.edu.

Building Access

Students should always keep their Aggie ID on their person to ensure access when in the building after hours. If you need access, contact Theresa Nemec, theresa.nemec@ag.tamu.edu.

Under no circumstances may doors be opened for someone without proper entry credentials. Failure to comply will result in loss of building access.

Mail and Shipping

Students will be emailed when a package is received. The package and other mail may be picked-up from the mail room, HFSB 304 or 305. Personal mail *can* be placed in the outgoing mailbox (HFSB 305) *if* a US postal stamp is provided.

Shipping:

Contact Aundra Ellis, aundra.ellis@ag.tamu.edu to ship a package. Please include:

- Name of person shipping package
- Account number for shipping charge
- Type of delivery (2-,3 day, overnight?)
- If dry ice is in package
- UPS or FedEx
- Name of recipient (person/business)
- Address of recipient
- Email or phone number of recipient
- Name of professor (chair of committee)

Mailing Address

Your Name

c/o Major Professor

Department of Rangeland, Wildlife and Fisheries Management

2138 TAMU

College Station, TX 77843-2258

Physical Address

495 Horticulture Road

Suite 305

College Station, TX 77843-2138

***This address is NOT to be used for the delivery of personal mail.**

Purchasing

Procard

To check out a payment card (procard), email your approved request to RWFMbusiness@ag.tamu.edu and include:

- intended vendor
- brief description of items
- benefit/purpose of items
- estimated amount of the purchase
- account number for payment

Procards may be checked-out from Whitney Wagoner (RWFMbusiness@ag.tamu.edu) in WFES 162. Procards should be returned one business day after check-out, along with itemized receipt(s). When checking-out the card, alert Whitney if the card is needed longer than one business day.

Purchases made with the procard are tax-exempt. It is important to make sure tax is not charged BEFORE making the purchase. If taxes are erroneously charged, the purchaser must request the vendor remove all tax charged and provide a new receipt. Procards should be returned within one business day after check-out, along with an itemized receipt(s). If the card is needed longer, alert Whitney when checking-out the card.

Travel

Travel Cards/DART Cards

Travel cards are issued to students on payroll (i.e., student employees, graduate assistants) and DART cards are issued to non-employed graduate students. Graduate students should speak with their committee chair to request permission to acquire a travel or DART card. If approved, the student should email RWFMbusiness@ag.tamu.edu and copy their PI to request a travel/DART card. The email should include:

- Student name
- UIN
- Phone number

The business office will assign training to be completed in TrainTraq prior to issuing a travel/DAR card. All purchases associated with travel (conference registration, airfare, hotel, meals, etc.) should be charged to the travel/DART card. Allow ample travel card delivery time, as travel cards may take up to two weeks to be received after ordering.

Student should speak with their PI about maximum travel reimbursement amount.

Travel Authorization

RWFM employees, including graduate students, traveling on official University business must complete travel authorization forms **at least two weeks prior** to travel. This includes a Concur travel authorization request for student on payroll in addition to the Student Activities Travel Form at https://stuactonline.tamu.edu/app/form_travel/index/createindividual. Students traveling abroad must also complete the Education Abroad Travel Form at <https://global.tamu.edu/ea/>.

Agency Research Vehicles

Students may be required to drive a vehicle owned by the University and/or department. Departments are responsible for ensuring the drivers are University employees, at least 18 years of age, and possess a valid driver license to drive. Drivers renting through Enterprise, or another outside rental agency, must be 21 to rent and drive.

10 passenger vehicles and larger require drivers the annual completion of van safety training. In TrainTraq, the course can be located by using either the number or the course name into the Course Catalog Search function for “2114470: Large Capacity Van Training”.

Non-employees **MAY NOT** ride in the vehicle (i.e., family, friends, and others not affiliated with RWFM or TAMU).

To rent a vehicle, complete the rental form at https://tamuag.az1.qualtrics.com/jfe/form/SV_7VXkbLSC1pSMuI6 . You will be contacted within one business day with additional rental information.