Program Introduction
The Graduate Degree Program in Ecology (GDPE) is an interdisciplinary program for students with interests in a wide range of ecological subjects. The Program is administered by the College of Natural Sciences and the Warner College of Natural Resources, on behalf of 6 colleges with member departments. We currently have over 165 faculty members from 19 departments, and 165 MS and PhD students. Program admission inquiries should be directed to:

Graduate Degree Program in Ecology
Rooms 237 and 238 Natural Resources
Colorado State University
Fort Collins, CO 80523
Telephone (970) 491-4373
e-mail: ecology@colostate.edu
Web page: http://www.ecology.colostate.edu
Program Director: LeRoy Poff
poff@lamar.colostate.edu; 970-491-2079
Program Coordinator: Jeri Morgan
jeri.morgan@colostate.edu; 970-491-4373
Graduate Academic Advisor: Jennifer Neuwald
jennifer.neuwald@colostate.edu; 970-491-2796

Students enrolled in the Graduate Degree Program in Ecology meet degree requirements by taking several core courses in ecology, a variety of ecology courses, additional course work in other areas (such as statistics), and by completing original research (MS Plan A, and PhD), or a major project (MS Plan B). A major advisor has primary responsibility for overseeing each student's program, and this responsibility is shared with the student's committee. Acceptance into the GDPE requires acceptance as an advisee by one of the program's advising faculty members.

Many common questions about GDPE program support and curriculum can be found at http://ecology.colostate.edu/curriculum.aspx#curriculum-faqs.

Program Goals
Ecology harnesses knowledge from biological, physical, and chemical sciences to study the interrelationships between organisms, groups of organisms, and the environment. During recent decades, workers in fields as diverse as physiology, forestry, wildlife management, agronomy, animal behavior, pest control, epidemiology, microbiology, anthropology, evolution and biogeochecmistry found that many of the problems they address converge to a single, basic question: How do the biological, physical, and chemical components of environments interact? The key to understanding natural systems, or managing natural and agricultural ecosystems, lies in the threads of interactions that extend across many traditional disciplines. Current advances in ecology and resource management are synthesizing the knowledge and approaches of disciplines that usually are isolated from one another. Public concern focuses on environmental problems such as global climate change, balancing the use of resources such as wildlife or forests with conservation goals, managing the development of genetically engineered agricultural crops and predicting their effects on native biota, and assessing the effects of human activities on aquatic and terrestrial ecosystems. The need to train professionals who are able to address such problems in a synthetic manner is clear. Therefore, the primary goal of the Graduate Degree Program in Ecology (GDPE) at CSU is:

To provide advanced training in current ecological methods, theories, concepts, controversies and applications by drawing together individuals and synthesizing knowledge from a wide variety of traditional disciplinary areas of science.

Students gain depth in modern concepts and applications of ecology as they develop specialized skills within a certain field of ecology. The focus of the program is thus at right angles, so to speak, to those of traditional departmental graduate programs. Whereas students in a department are usually trained with a particular disciplinary orientation, students participating in the Graduate Degree Program in Ecology are educated from the outset with an emphasis on the ways in which knowledge from a variety of disciplines can be brought together in novel ways to address applied or basic problems. The program, therefore, is directed toward students seeking such a synthetic, interdisciplinary focus.
**Nature of the Program**

Colorado State University offers outstanding opportunities for graduate study in basic and applied aspects of ecology. The program seeks to promote, through formal and informal activities, interaction among students and faculty members across campus and ecologists from the many federal and state agencies in the Fort Collins area. The GDPE currently has faculty members in the Departments of Agricultural and Resource Economics, Anthropology, Atmospheric Science, Bioagricultural Sciences and Pest Management, Biology (both Botany and Zoology sections), Chemical and Biological Engineering, Clinical Sciences, Civil and Environmental Engineering, Geosciences, Ecosystem Science and Sustainability, Environmental and Radiological Health Services, Fish, Wildlife and Conservation Biology, Forest and Rangeland Stewardship, Horticulture and Landscape Architecture, Human Dimensions of Natural Resources, Microbiology, Immunology and Pathology, Philosophy, Political Science, Radiological Health Sciences, and Soil and Crop Sciences, as well as in the Natural Resource Ecology Laboratory (NREL), an interdisciplinary research unit on campus.

**Resources and Facilities**

Fort Collins is located at the junction of the western edge of the Great Plains and the foothills of the eastern slope of the Rocky Mountains. A wide variety of research sites are readily accessible. Nearby major habitat types include: shortgrass and mixed-grass prairies; sagebrush plains; mountain meadows, forests, lakes, and streams; southwestern deserts; alpine tundra; and a wide range of irrigated and dryland agroecosystems.

Colorado State University is rich in research laboratories and support services. The Natural Resource Ecology Laboratory is an international center for ecosystem analysis. Both the University Insect Collection and the Herbarium contain large reference collections. The Central Animal Care Facility has conventional and restricted containment facilities, as well as controlled environments, surgical facilities, and animal transport capabilities. Computing facilities at CSU are fully networked, offering access from PCS to supercomputers. The Statistics Laboratory provides consultation for all statistical software supported by the Computer Center. The University also operates several microcomputer laboratories in colleges, and departments contain a wide range of hardware and software products. GDPE students are usually authorized to use the computing facilities of their advisor's college and department.

Colorado State University maintains a number of field sites. The Shortgrass Steppe Field Station is located on the Central Plains Experimental Range in northeastern Colorado. Experiments have been conducted on the CPER since 1938, and the Field Station has been in existence since the 1960’s. The research conducted at the SGS Field Station is recognized worldwide as one of the most important sources of new ideas and important results in grassland ecology and management. The Colorado State Forest Service manages the 29,000 ha State Forest located 130 km west of Fort Collins and the State Forest Service Nursery at the Colorado State Foothills campus. The Agronomy Research Center provides over 80 ha of farmland. The Experiment Station maintains nine Agricultural Research Centers located throughout the state for research on agronomic and horticultural crops, land management, range ecology, and livestock production. Pingree Park is the mountain campus of Colorado State and is located 90 km northwest of Forest Collins adjacent to the Roosevelt National Forest and Rocky Mountain National Park. Facilities include laboratories, classrooms, cabins, dining hall, and a conference center. The Maxwell Range, a 4,850 ha tract 30 km north of Fort Collins, is ideal for range ecology research.

Many federal and state lands are readily accessible and used extensively by GDPE students and faculty. Nearby Rocky Mountain National Park not only provides a vast recreation resource for the public, but also provides designated natural areas for research purposes. Located on the west side of the Continental Divide is the USFS Fraser Experimental Forest, primarily subalpine habitat permanently maintained for basic and applied research in the areas of timber, watershed, and wildlife management. The U.S. Forest Service also maintains the Manitou Experimental Forest (primarily ponderosa-bunchgrass) near Colorado Springs. Other federal land units in the area include the Arapaho and Roosevelt National Forest, which contain over 500,000 ha of mountain forest and rangeland between Denver and Wyoming. Colorado Division of Parks and Outdoor Recreation, through its Northern Regional Office in Fort Collins, administers six state parks (34,000 ha), areas valuable for wildlife and recreation-related research. Several nearby federal and state agencies have traditionally maintained cooperative research ties with Colorado State. These include: USDA (Agricultural Research Service, Economic Research Service, Forest Service); U.S. Department of Interior (National Biological Survey, Cooperative Wildlife and Fishery Units, National Park Service); Center for Disease Control; Colorado Division of Wildlife; and Colorado State Forest Service.

**Admission Standards**

Graduate student advising requires substantial commitments of faculty time and effort, so admission to the program is unfortunately limited. We enroll about 35 students each year, from a pool of applicants that exceeds 180. Admission requirements include a bachelor's degree in any of the agricultural, anthropological, biological, biochemical, mathematical, or
physical sciences from an accredited college or university, and a minimum undergraduate GPA of 3.0 (the actual average of admitted students is 3.5). Official scores from the Graduate Record Examination (GRE) general test (verbal, quantitative and analytical writing) are required. These scores, in conjunction with your statement of interest, GPA, background and experience, transcripts and letters of recommendation are used to make a decision about admission to the program. Consult the Colorado State University Graduate and Professional Bulletin for full details on graduate admissions. This is especially important if you seek a departmentally funded teaching assistantship position. Applicants should demonstrate a mastery of fundamental concepts and knowledge in areas relevant to ecology. Suggested background for admission includes: chemistry (including organic- or biochemistry), physics, biology, mathematics (calculus), and ecology. Applicants who want to conduct research at the interface of ecology and the social sciences are expected to have a strong background in relevant courses. Remedial courses in ecology or quantitative methods may be required of those applicants lacking adequate preparation for graduate work in ecology.

Applications are reviewed by the GDPE Academic Committee. The committee identifies the potentially acceptable applicants and notifies GDPE faculty; final acceptance is based on acceptance as an advisee by a member of the GDPE Faculty. Applicants are required to correspond directly with prospective faculty advisors during the application process.

Transfer Credits
Students with graduate experience at another university may transfer graduate credits with the approval of the advisor, graduate committee, and Graduate School (the maximum is 6 credits for an MS program, and 10 credits for a PhD program). Each transfer case is considered individually. Students with a MS degree from an accredited university may be exempted from up to 30 of the required 72 hours for a PhD with no explicit listing of transfer courses.

Financial Aid
Graduate Teaching Assistantships (GTAs) are awarded by departments. Students should contact their advisor if they are interested in being considered for a GTA. Note that application deadlines vary by department. GDPE administers four one-semester GTA positions that are awarded competitively. GDPE GTAs are primarily intended to support current students and are rotated among current students. They should not be viewed as a permanent or continuing source of support. Graduate Research Assistantships (GRAs) may be available through faculty member’s research activities, but GPDE itself has no funds for GRAs or other research assistantships.

Program of Study

The following requirements for Master’s and PhD degree credits follow the Graduate and Professional Bulletin – Graduate Study: http://graduateschool.colostate.edu/current-students/bulletin.aspx

For the Master's degree, 30 hours of graduate credits are required (up to 6 hours may be transferred from other institutions), with 16 hours in 500- or 600-level courses, and 12 of these in regular courses. The last two digits of non-regular courses are from 82-99 (i.e. ECOL 592, ECOL 799). Colorado State University offers both thesis and non-thesis tracks for obtaining MS degrees, at the option of each student and her/his committee.

The PhD degree requires a minimum of 72 hours. Up to 10 credits from graduate work can be transferred into a PhD program for students without an MS degree. Students with MS degrees may be credited with 30 hours toward this 72-hour requirement, regardless of the actual credits involved in the MS program. At least 21 hours of credit in 500+ level courses are required. Regulations regarding the distribution and sources of these credits are detailed in the Colorado State University Graduate and Professional Bulletin.

The PhD preliminary examination determines if a student is qualified to continue toward the doctorate in ecology. This determination is based on an assessment of the student's depth of knowledge in a particular area of ecology and closely related areas, the breadth of knowledge of other areas of ecology and relevant discipline, and especially, the student's ability to integrate important components of ecological systems to develop well-synthesized ideas. The preliminary examination for the PhD follows the procedures described in the Graduate and Professional Bulletin, and includes both written and oral portions. The written exam is usually taken over a period of 3 or 4 days, followed within 10 days by the oral examination. The form and focus of the preliminary examination are determined by the student's graduate committee, and this information should be discussed well in advance of the scheduled examination date. When a student passes the preliminary examination, he/she officially has advanced to candidacy for a PhD. Each student must present a formal research proposal prior to embarking on thesis or dissertation research. This proposal is submitted to the student's graduate committee for approval. The Final Examination for the MS and PhD degrees include a formal oral presentation of the research findings.
This seminar and examination is open to all faculty, students, and the academic community and will be advertised through the GDPE administrative offices.

**Expectations for Reasonable Progress Toward Degree:**
Although graduate study is often flexible, GDPE and the Advisor expect students to make steady progress toward their degrees. The following general guidelines reflect reasonable milestones of satisfactory progress for MS and PhD students as they progress through graduate program.

**For the MS degree**
Semester 1. Discuss with the Advisor a plan of coursework and enroll in first courses. Discuss potential graduate committee members, and a plan for the dissertation or thesis project. Review the literature on the thesis/dissertation topic.
Semester 2. Select graduate committee members, prepare research proposal, and hold committee meeting to approve research study plan. Submit GS-6 form to GDPE for review and approval and then submit to the Graduate School. Initiate research and data collection.
Semester 3. Perform data analysis from research activities.
Semester 4. Complete research, begin to write thesis and a draft manuscript from the research for a professional journal.
Semester 5. Complete thesis and defend, and submit manuscript for publication in a professional journal.

**For the PhD degree**
Semester 1. Discuss with the Advisor a plan of coursework and enroll in first courses. Discuss potential graduate committee members, and a plan for the dissertation or thesis project. Review the literature on the thesis/dissertation topic.
Semester 2. Select committee members and hold an initial committee meeting to agree on the plan of coursework and discuss the thesis/dissertation topic and research approach. Develop a draft GS-6 form to discuss with Advisor.
Semester 3. Complete research proposal. Complete GS6. Hold a formal committee meeting to gain approval of GS6 and proposal from the committee. Submit GS6 to GDPE for review and approval and then submit to Graduate School. Perform data analysis from research activities.
Semester 4. Present to-date research results at a professional meeting.
Semester 5. Take written and oral comprehensive exams (pre-lims).
Semester 6. Analyze project data to date and prepare a manuscript for publication, and present results at professional meeting.
Semester 7+. Complete coursework dissertation chapters and defend dissertation in public seminar held in home department. Write manuscripts from dissertation and present key findings at a professional meeting.

If a student’s graduate advisory committee finds that a student is consistently making unsatisfactory progress toward the degree and that satisfactory progress cannot be anticipated, the committee will create a plan for the student to follow in order to complete the degree, as outlined in the Graduate Bulletin. Failure of a student to follow the plan may result in the committee’s recommendation for immediate dismissal of the student. A student shall be recommended for immediate dismissal if he/she fails to meet the above stated benchmarks for reasonable progress, and having done so subsequently fails to meet additional, specific deadlines set out by the advisor/committee in a plan agreed to by the student.

**PROCEDURES**

**FORMING A COMMITTEE**
The purpose of the committee is to make available to the student a broad range of knowledge and expertise. The committee provides general advising to the student and assists in planning the major elements of the academic program. The committee also evaluates student progress throughout the graduate career. It may provide assessments at various stages and it administers the PhD preliminary and MS/PhD final examinations. The committee is not responsible for reminding students of published deadlines nor for monitoring procedural details. The student should manage such matters independently.

Students should begin discussing the formation of their graduate committee as early as possible. Formal selection of the graduate committee must occur before the student registers for their fourth regular semester, or students will be prevented from registering by the Graduate School (see below). Along with the advisor’s guidance, the following are specifically required of a GDPE student’s graduate committee:

The primary advisor must be a member of the GDPE Faculty and have advising privileges in a CSU academic department. Criteria for advising eligibility may vary among departments. Co-advisors must also be GDPE faculty. All members of the student's committee must maintain a current appointment with CSU in order to serve as a voting member of the committee. Scientists without an appointment at CSU may contribute to a committee but are not allowed to be voting members. The Director of the GDPE serves as an ex officio member of all graduate committees.
Graduate committees for MS students in GDPE will consist of at least 3 members, 2 of whom must be GDPE faculty. The outside committee person may or may not be a member of the GDPE faculty. The outside committee member represents the Graduate School, ensuring that CSU’s expectations are met and that the student’s needs are being met by GDPE. For these reasons, the outside member may not hold only an affiliate or temporary appointment. Further, the outside member must be from a different department than the primary advisor. If the primary advisor holds a joint appointment in two departments, the outside member must represent a third department. Likewise, if the outside member holds a joint appointment in two departments, the primary advisor must represent a third department.

Graduate committees of PhD students will be of similar composition, except they must also have at least one additional GDPE faculty member (giving a minimum total of 4 faculty). The student, advisor, and committee collaborate to develop a program of study and are jointly responsible for monitoring the progress toward completion. Each student’s graduate committee is also responsible for determining whether satisfactory progress is being made toward completion of the degree according to University and GDPE requirements, as reviewed above.

If you have questions about committee composition, contact the GDPE Graduate Academic Advisor.

CREATING A PROGRAM OF STUDY – GS6
When the graduate committee is agreed upon, and courses necessary for the student’s academic training are selected, a Program of Study (Form GS6) is submitted to the Graduate School. For FAQs about filling a GS6, see http://ecology.colostate.edu/curriculum.aspx#curriculum-faqs .

This document lists all courses taken in pursuit of the degree as well as the graduate committee. This is the formal statement of what is done to achieve the degree, the summary of all academic planning. The Program of Study must be filed with the Graduate School before the time of the fourth regular semester registration. Students who fail to meet this requirement may be denied subsequent registration.

The first step in completing the required GS6 is to fill out a Supplemental GS6. The MS and PhD GDPE Supplemental GS6 forms, as well as the GDPE course requirements can be found on the website http://www.ecology.colostate.edu/curriculum.aspx and following the link for the appropriate degree plan. GDPE-approved courses, which fulfill these requirements, are found on the Cafeteria List. Students should refer to this list when determining which courses are approved for the Groups A, B, C requirements. Exemptions or substitutions must be formally requested, approved and recorded.

Students should begin by discussing curriculum choices with their major advisor and committee. Once a draft is developed, students are responsible for working with the GDPE Graduate Academic Advisor to gain approval of their Supplemental GS6 before the official GS6 is submitted to the Graduate School. The GS6 supplemental document must be reviewed with the GDPE Graduate Academic Advisor, and approved by the GDPE Director, prior to student submission of the final GS6 to the Graduate School.

Only after the GS6 supplemental document has been approved, can the GS6 can be submitted electronically. The official form must be printed and signed by the student, advisor (and co-advisor) and the GDPE Director (not home department head). The GDPE office needs a completed copy to file and the original is delivered to the Graduate School. A GS6 hold (placed on student account if form has not been submitted by the time of the fourth regular semester registration) will be released when the document is submitted to the Graduate School.

PETITION FOR COMMITTEE MEMBER CHANGES - GS9A
Make sure that committee members are up to date and affiliate faculty (e.g., federal scientists with temporary appointments in an academic department) have current appointments. Any committee changes necessary following the GS6 submission need to be formally submitted using the GS9A. These changes must be in place before preliminary and/or final examinations are taken.

REPORT OF PRELIMINARY EXAMINATION FOR THE PhD DEGREE – GS16
Take the GS16 to the preliminary exam for committee signatures. The GDPE Director must sign this form, and a copy of the form should be filed with the GDPE office. This original document must be filed with the Graduate School within two business days of the exam.

Doctoral students at Colorado State University are considered to achieve “candidacy” for the degree upon passage of preliminary examinations. Candidates generally retain that status through the completion of the degree. However, candidacy is lost if (1) the student is placed on probation due to insufficient grade point average; (2) the student’s graduate advisory committee finds that insufficient progress is being made toward the degree; or (3) the student is dismissed for academic or disciplinary reasons. Students who lose candidacy may regain it, when appropriate, through the established procedures for improving grade point average, demonstrating satisfactory progress, or achieving readmission. Note that in order to apply for
an NSF Doctoral Dissertation Improvement Grant (DDIG), a student must have advanced to candidacy prior to submitting the DDIG proposal; proposals are due each November (the actual date varies; current dates are posted on the NSF website).

APPLICATION FOR GRADUATION– GS25
1. **Check for deadline on Graduate School website.** This document must be reviewed by the GDPE Graduate Academic Advisor and signed by the GDPE Director. Include the GDPE GS6/GS25 supplemental document for either the MS or PhD (for GDPE use only) for the review. See the GDPE website’s forms page at [http://ecology.edu/forms.aspx](http://ecology.edu/forms.aspx).


   Notes: Section 4 – Departmental requirements – “e-versions of the abstract AND thesis/dissertation; emailed exit interview form”. Section 5 – Department head signature is the GDPE Director.

3. **Check your program of study (GS6) against your unofficial transcript to see what courses on GS6 don’t have grades.** It is probably because the listing on the transcript varies from how the course(s) are listed on the GS6 in some way. These discrepancies need to be reconciled on the GS25. DROP any courses (as originally identified) and ADD them back (with the exact listing that your transcript shows). DROP any courses that weren’t taken at all or completed. If credits go below the required amounts (30 or 72), add back courses that were taken instead to reach those totals. These totals are CRITICAL. If a grade for a course was never assigned but was completed, a grade change with the instructor of record for that course needs to be initiated. Classes listed on the GS6 cannot be taken a pass/fail grade.

DEFENSE ANNOUNCEMENTS
When the final defense date has been set, submit as an attachment (.doc or .docx file) your abstract, and a poster with title, time and location, advisor, and GDPE logo (as a .jpg file) to the GDPE Program Coordinator at least two weeks ahead of the defense. It will be submitted and advertised university-wide in TODAY@ColoradoState.

REPORT OF FINAL EXAMINATION RESULTS – GS24
Check for deadline on Graduate School website. Take the GS24 to the defense for committee signatures. This document must be filed with the Graduate School within two business days of the exam. GDPE Director does not sign this form but a copy of the form must be filed with the GDPE office. Make sure that committee members are up to date and affiliate faculty (e.g., federal scientists with temporary appointments in an academic department) have current appointments prior to your exam.

THESIS/DISSERTATION SUBMISSION FORM – GS30
Check for deadline on Graduate School website ([http://graduateschool.colostate.edu/documents/Thesis-Dissertation-Submission-Form.pdf](http://graduateschool.colostate.edu/documents/Thesis-Dissertation-Submission-Form.pdf)). This form must be signed by the graduate committee (therefore it is good to take to the defense as well) and the GDPE Director. This original form must be filed with the Graduate School BEFORE the electronic submission of thesis. A copy of this form must be filed with the GDPE office.

SURVEY OF EARNED DOCTORATE – SED (for PhDs only)
[https://sed.norc.org/showRegister.do](https://sed.norc.org/showRegister.do) Print the confirmation certificate and submit it to the Graduate School together with the Thesis/Dissertation Submission Form.

ETD EMBARGO RESTRICTION REQUEST – GS31
This form is required if a student wants to delay the public release of his/her thesis or dissertation. The completed and signed form must be submitted to the Graduate School Office along with the GS 30 – Thesis/Dissertation Submission Form by the published deadline date of the student’s graduating term and before the electronic submission of the thesis or dissertation.

DEPARTMENTAL REQUIREMENTS CLEARANCE – GS25B
This form is submitted by the GDPE office after the exit interview and electronic copy of thesis/dissertation and abstract have been received and by the published deadline of the student’s graduating term.
Appendix 1

REASONABLE EXPECTATIONS FOR THE ADVISOR/STUDENT RELATIONSHIP IN GDPE

Advisor Responsibilities

- Communicate clearly to the student the funding situation and your expectations and philosophy with regard to goals for graduate school and benchmarks signifying adequate progress. This should be done early in the student’s program. Conduct an open discussion about publications, authorship, reports, applying for grants to help support their research and fellowships to cover their stipends also should occur early in the student’s program.
- Work with the student to identify a thesis topic that matches the student’s interests and builds upon their strengths.
- Develop with the student a program of study complementary to their thesis topic.
- Help the student navigate the requirements for a degree from GDPE (forming a committee, writing a research prospectus, planning coursework, GS-6, scheduling required meetings and exams etc.)
- Guide the student through the process of obtaining necessary research permits and assist with research logistics as necessary.
- Encourage students to make presentations about their research often, locally and at scientific conferences; support them as much as possible but also encourage students to seek additional funding opportunities for attending conferences; provide guidance on how to make effective scientific presentations either individually or in a group (lab) setting.
- Work with the student to improve their scientific writing and enhance their communication skills overall.
- Help students publish their work in appropriate peer-reviewed journals.
- Help establish connections with other scientists who might be useful in the student’s research and future career prospects.
- Provide help and instruction when the student hits roadblocks, whether in research, coursework, university bureaucracy, committee selection, etc.
- Be willing to serve as a reference for the student for years down the road.

Student Responsibilities

- Be available and responsive to requests from your advisor: communicate regularly on progress and problems.
- Be independent and self-motivated in research, and take personal responsibility for learning.
- Ask for help when it is needed.
- Meet deadlines and accomplish goals established by advisor and student.
- Manage time wisely to maximize completion of a degree in a timely manner.
- Represent your advisor, your home department and GDPE in a professional manner.
- Develop a research proposal that will allow for eventual publication of results.
- Be an active member of the advisor’s lab: collaborate with and help other students.
- Network with other faculty and other students within the university and at professional meetings – attend and present research at these meetings.
- Be aware of funding opportunities: investigate and apply for additional funding sources for research projects, fees, tuition, etc.
- Be aware of and take responsibility for department and university policies, requirements and timelines.
- Graduate and be successful!
Publication and Data. Early in the development of the research activities of a student’s graduate program, a discussion of publication and data accessibility should be undertaken between student and advisor to clarify roles, responsibility, and authorship. In general, graduate students have the reasonable expectation to some level of authorship in publications involving significant contributions of ideas or research activity contributed by the student. Students have the reasonable expectation to “first authorship” for publications in which they also wrote the initial draft and had significant creative input into the manuscript. Students should expect co-authorship when they have made significant contributions to the design, data collection, analyses and interpretation, and/or writing of work conducted primarily by others. If co-authorship is not warranted, advisors are expected to acknowledge significant efforts and contributions from students. Similarly, the advisor shall inform the graduate student about the roles pertaining the ownership and management of the data produced by the student's work. A set of expectations from these discussions should be clearly communicated and understood by all involved. These expectations should be reviewed and modified as needed during the course of the graduate work with the advisor and the research team associated with the effort.

Data Ownership. Discussion of issues of data ownership and patents (when the case arises) are particularly important. Ownership of data can be a complex legal question, and the student should not assume any exclusive ownership to data that he or she generates during MS or PhD research activities. The student and advisor should have an open discussion of this issue to avoid misconceptions and misunderstandings that might arise.

Intellectual Ownership. Ideas derived from seminar discussions or lab meetings should be treated as shared intellectual property between the student(s) and faculty involved. Graduate students have the right to collaborate with faculty mentors other than the advisor to develop original research and work toward independent scholarship. However, the student should inform the advisor of any such collaborations, so that unforeseen conflicts of interest or other potential issues of concern can be avoided.

Academic Honesty. A student’s scholarly work is to be held to high standards of academic integrity. In the age of readily accessible digital information, care must be taken not to conduct, or be perceived as conducting, acts of academic dishonesty.

Here is a webpage that outlines common academic dishonesty mistakes: http://ori.hhs.gov/education/products/niu_authorship/mistakes/index.htm#

A particularly serious type of academic dishonesty is plagiarism, which can carry serious penalties. Plagiarism is the unauthorized or unacknowledged use of another person’s academic or scholarly work, and it can be committed either intentionally or by accident. Either way, the consequences are serious.

The CSU guide on issues related to plagiarism is located at http://writing.colostate.edu/guides/guide.cfm?guideid=17

For graduate students, two additional forms of plagiarism are of relevant concern:

Self-plagiarism of publications:

Plagiarism of grant proposals:
https://chronicle.com/article/Plagiarism-in-Grant-Proposals/136161/
## TIMETABLE of Procedures and Requirements – KEEP THIS and PLAN AHEAD!

Graduate School deadlines are published each semester. Those deadlines and forms are available at [http://graduateschool.colostate.edu/](http://graduateschool.colostate.edu/).

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<tr>
<th>Step</th>
<th>General time</th>
<th>GDPE Date</th>
<th>Graduate School Date</th>
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<tr>
<td>Confirm CSU acceptance</td>
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<td>Establish CSU EID <a href="https://eid.colostate.edu/">https://eid.colostate.edu/</a>; provide GDPE office with eidname</td>
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<td>Establish RamWeb account <a href="https://ramweb.colostate.edu/">https://ramweb.colostate.edu/</a></td>
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<td>Begin establishing residency if out of state student <a href="http://sfs.colostate.edu/I20000.cfm">http://sfs.colostate.edu/I20000.cfm</a></td>
<td>Refer to published deadlines</td>
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<td>Find out about health insurance <a href="http://www.health.colostate.edu/">http://www.health.colostate.edu/</a></td>
<td>Refer to published deadlines</td>
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<td>Submit photo and short bio to GDPE office</td>
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<td>Check in with “home” department main office</td>
<td>mid-summer</td>
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<td>Register for classes <a href="https://ramweb.colostate.edu/">https://ramweb.colostate.edu/</a></td>
<td>Refer to published deadlines</td>
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<td>Obtain CSU photo id - RAMcard</td>
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<td>Morgan Library</td>
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<td>Attend GDPE New Student orientation</td>
<td>Weds. before classes begin</td>
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<td>Attend all-GDPE Picnic</td>
<td>Friday before classes begin</td>
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<td>Selection of Graduate Committee and first committee meeting (take GDPE supplemental document with you for course planning)</td>
<td>Begin discussion during first semester</td>
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<td>GS6 Worksheet and GDPE supplemental form reviewed with GDPE Graduate Academic Advisor</td>
<td>Requires selection of committee</td>
<td>Before GS-6 filing</td>
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<td>Filing of Program of Study (GS-6)</td>
<td>Before the time of fourth regular semester registration (~middle of third semester)</td>
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<td>PhD Qualifying/Comprehensive exam</td>
<td></td>
<td>Two terms prior to final examination</td>
<td></td>
</tr>
<tr>
<td>Report of PhD Preliminary Exam (GS-16)</td>
<td></td>
<td>Within two working days after results are known</td>
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<tr>
<td>Changes in committee (GS Form 9A) – KEEP UP TO DATE!</td>
<td>When change is made</td>
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<tr>
<td>Application for graduation (GS-25) and GDPE supplemental form reviewed with Graduate Academic Advisor</td>
<td>Refer to published deadlines from the Graduate School website</td>
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<tr>
<td>Reapplication for Graduation (on-line)</td>
<td>Failure to graduate requires Reappplication for Graduation (on-line for the next term for which you are applying)</td>
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<tr>
<td>Thesis/dissertation submitted to committee (after necessary revisions with advisor)</td>
<td>Two weeks prior to examination</td>
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<tr>
<td>Defense announcement – submit abstract doc and poster jpg to GDPE office</td>
<td>Two weeks prior to defense</td>
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<tr>
<td>Final examination</td>
<td>Refer to published deadlines from the Graduate School website</td>
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<tr>
<td>Report of final examination (GS-24)</td>
<td>Within two working days after results are known; refer to published deadlines from Graduate School website</td>
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<tr>
<td>Submit a signed Thesis/Dissertation Submission Form (GS30); embargo request - if relevant (GS31); SED for all PhD students to the Graduate School prior to submitting the electronic thesis/dissertation</td>
<td>Refer to published deadlines from the Graduate School website</td>
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<tr>
<td>Submit thesis/dissertation electronically</td>
<td>Refer to published deadlines from the Graduate School website. Submit the Survey of Earned Doctorates (Ph.D only)</td>
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<tr>
<td>Department Requirements Clearance Form (GS25B); GDPE requires exit interview (available on GDPE website) and electronic copy of abstract and thesis/dissertation</td>
<td>No later than the last day of the semester in which the student is graduating.</td>
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<td>Graduation</td>
<td>Ceremony information is available from Graduate School website</td>
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<tr>
<td>GDPE Graduation reception for graduates and families</td>
<td>Immediately following graduation ceremony</td>
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