

## Contents

1. INTRODUCTION.....	1
2. GENERAL INFORMATION.....	1
3. GRADUATE ADVISING.....	3
4. REQUIREMENTS FOR M.A. AND M.S. DEGREES.....	4
5. MAINTAINING GOOD STANDING.....	9
6. REGISTRATION & LEAVES.....	11
7. GRADUATE FUNDING .....	14
8. SAFETY & HEALTH.....	15

# The Environmental Humanities Graduate Handbook

## 1. INTRODUCTION

This handbook provides Environmental Humanities Graduate Program (EH or The Program) students with current policies and practices that govern the Program. Information here reflects policies and procedures in effect as of August 2021. Policies and requirements are subject to continuous review and periodic revision, so consult the Environmental Humanities [web page](#) for the most up-to-date materials.

Consider this handbook a companion to the current [University of Utah Graduate Catalog](#). This handbook records all Program-specific regulations, but not necessarily all of The Graduate School policies and requirements. Each graduate student in the Program is responsible for keeping abreast of any revisions in Program or Graduate School policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing. Ultimately, students are responsible for their own progress and success.

## 2. GENERAL INFORMATION

### 2.1 Admission

Each winter, the Environmental Humanities Admissions Selection Committee admits a cohort of master's students to begin the Environmental Humanities Graduate Program the following fall. The admission of a cohort facilitates academic exchange, and student well-being and camaraderie.

### 2.2. Graduate Student Orientation

Orientation is scheduled and required for EH graduate students during week 0 of the fall semester, i.e., the week before classes begin on campus. The purpose is to

introduce graduate students, review policies and requirements, and explain the curriculum.

### **2.3 Environmental Humanities Affiliate Faculty**

Affiliate faculty create and recommend policies and regulations directly related to the Program. Other responsibilities of the affiliate faculty include: Program curriculum review; addressing requests for variance from established rules and regulations; reviewing the progress of students at the end of each academic year; reviewing Program applicants during the admission process; and selecting the [Environmental Humanities Research Professor](#) every other year. Affiliate faculty also serve as an appellate body for students and faculty members that request a review of supervisory committee actions or to review any matters that affect the Program or individual student.

Finally, these faculty members have an active interest in EH students' success; students are encouraged to meet individually with members of the affiliate faculty throughout the first semester to discover mutual interests and to discuss individual goals and objectives.

The affiliate faculty is chaired by the Director of EH and meets in December and May each academic year.

### **2.4 Program Administration**

The Director administers the EH Graduate Program, chairs the affiliate faculty, serves as the Director of Graduate Studies, serves as temporary adviser to students before selection of the supervisory committee and is responsible for ongoing graduate student progress and evaluation.

The Graduate Adviser facilitates the implementation of policy and procedures established by the faculty and assists students in completing graduate program requirements. Most technical questions regarding the graduate program and its requirements are handled by the Graduate Adviser. The Graduate Adviser also maintains all graduate student records and serves as the administrative liaison between the Program and The Graduate School.

Both the Graduate Adviser and Director of Graduate Studies facilitate course scheduling and student registration. The Director maintains regular office hours for graduate students and is available for consultation regarding all aspects of a student's graduate program.

### 3. GRADUATE ADVISING

#### 3.1 Temporary Adviser

Upon admission to the Program, the Director serves as a temporary or ad hoc adviser. The temporary adviser will mentor students until they initiate a request for a supervisory committee, whose Chair will then serve as the student's formal adviser.

#### 3.2 Selection of the Supervisory Committee

Each student selects a supervisory committee with the guidance and approval of the Director of Graduate Studies. Supervisory committees must be officially approved by the Dean of The Graduate School.

Students begin the committee selection process toward the end of the second semester by making arrangements with a faculty member to serve as chair of the supervisory committee and selecting at least one additional member by the end of the second semester. The supervisory committee chairperson should be a tenured or tenure-track faculty member in the College of Humanities at the University of Utah. The committee's third member must be finalized by the beginning of semester three.

Supervisory committees are subject to the following criteria: two of three members including the chair of the committee should be tenured or tenure-track faculty in the College of Humanities at the University of Utah. The third member may be selected from outside the College of Humanities, may be a career-line faculty member, or a faculty member from outside the University of Utah. The Director of Graduate Studies and Dean of The Graduate School must review and approve that outside member's participation on the committee.

Once this informal process has been completed, the student initiates a Request for Supervisory Committee which is submitted to the Director of Graduate Studies for approval. After approval is granted, the student gives the form to the Graduate Adviser to upload to the Graduate Tracking System and the Dean of The Graduate School officially approves all supervisory committees.

Occasionally, membership of a supervisory committee needs to change due to a shift in student academic focus, or unforeseen responsibilities of faculty committee members. The Director of Graduate Studies is responsible for assisting the student in creating the change. The student revises the Request for Supervisory Committee form and submits the form to both the Chair of the committee, then the Director of Graduate Studies. The approved request is then forwarded to the Graduate Adviser to update the student's Graduate Tracking Record. *Names of committee members listed on the approved form must correspond with all signatures on examination reports and the thesis or project final approval page.*

### 3.3 Committee Responsibilities and Procedures

The supervisory committee has responsibility for approving the student's academic program; approving the thesis or project prospectus; approving the final thesis or project itself; administering and judging the final examination for students selecting the non-thesis degree option. Decisions concerning program requirements, examination, and the thesis are made by majority vote of the supervisory committee. It is expected that **all** members of the supervisory committee will be present to hold any **formal** meeting which may result in an official supervisory committee action. Circumstances can exist, however, that make this expectation an unreasonable burden on the candidate or committee. In those cases, the supervisory committee chair will consult with the Director of Graduate Studies to arrange an alternative that still provides for full participation by most of the committee.

## 4. REQUIREMENTS FOR M.A. AND M.S. DEGREES

### 4.1 M.A. versus M.S.

The primary distinction between the two master's degrees offered by the Program is that the Master of Arts degree requires "[standard proficiency](#)" i.e. one year's college study in an approved language, while the Master of Science requires students to complete three research methods courses approved by the Director. *Any coursework taken to reach proficiency in a language may **not** be counted toward degree credit hours.* Beyond the language and research methods requirements, the distinction between Master of Arts and Science is a matter of personal choice.

The degree for which a student applied in the Program is how the student is enrolled. If a student wishes to change the type of master's degree, e.g., an M.A. to an M.S. or vice versa, the student will file a Request for Change of Graduate Classification with the approval of the Director of Graduate Studies. *This must be completed no later than the semester prior to intended graduation.*

The general university-wide requirements for either master's degree may be found in [The Graduate Catalog](#).

### 4.2 Program Credit Requirements

Candidates for the Master of Arts and the Master of Science degrees in the Environmental Humanities Program must complete a minimum of 33 semester hours, of which a minimum of 27 hours is represented by coursework.

*Neither EHUM 6804 Tertulia (3), Writing Colloquium (2), or courses taken to reach language proficiency (4-8) count toward the Program's 33 semester hours.*

Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if they are graded B or higher ('credit only' grades are unacceptable), are recommended by the student's supervisory committee, and

were taken within four years of the semester of admission to the University of Utah for master's students.

#### CR/NC courses

Graduate students are granted the option, subject to approval by their major department and review by the dean of The Graduate School, to enroll in some courses in which they will be graded on a credit/no-credit (CR/NC) rather than on a letter-grade basis.

The intent of the CR/NC option is to free students to extend their studies to areas outside their major or specialty and to take classes they otherwise might not take if they had to compete with majors for a letter grade. For more information, consult <https://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>

### **4.3. Program of Study / Curriculum**

Environmental Humanities students must successfully complete these courses:

1. EHUM 6900 / 001 *Environmental Leadership / Orientation* (1)
2. EHUM 6101 *Foundations of Environmental Humanities* (3)
3. EHUM 6102 *Field Methods in Environmental Humanities* (3)
4. EHUM 6103 *Ecology of Residency* (3)
5. EHUM 6804 *Tertulia* first three semesters of this one-credit seminar (3)

Students must enroll in EHUM 6850 *Issues in Environmental Humanities* at least once and chose six more credits among these options:

1. EHUM 6105 *Environmental Humanities Writing Seminar* (3)
2. EHUM 6850 *Issues in Environmental Humanities* (3)
3. EHUM 6860 *Practices in Community-Engaged Learning: Place, Race & the Environment* (3)

In addition, all masters students must enroll in six credits of thesis hours to complete their final work to fulfill degree requirements.

Our course requirements provide a core understanding of theoretical and research perspectives represented in the Environmental Humanities and provide a necessary cohort experience for students in an interdisciplinary Program.

*Independent Study* classes are limited to 25% of a student's course work.

### **4.4. Final requirements**

EH expects that students fulfill the requirements for the master's degree by completing either a thesis or project. An exam option is available in extenuating

circumstances. Students choose their final requirement option at the time their supervisory committee is set.

#### **4.4.a. The Thesis Option**

Students electing the thesis option are required to complete a minimum of 27 hours of course work and six hours of thesis credit. The student will prepare a thesis prospectus in consultation with their adviser and the supervisory committee. The prospectus meeting for the master's thesis may be open to the faculty and graduate students at the discretion of the candidate and supervisory committee. The final prospectus must be approved by the supervisory committee and be filed with the Graduate Adviser.

A public presentation and defense of the thesis is required and is to be scheduled *by the final day of classes of the preceding semester in which the candidate intends to graduate*. Copies of the thesis should be delivered to the members of the supervisory committee no fewer than two weeks prior to the scheduled defense. Notice of the presentation and defense must be published no later than one week prior to the defense. Preparation, writing and formatting of the thesis must conform to the A [Handbook for Theses and Dissertations](#).

Typically, students will defend the thesis during semester four, and after committee revisions are completed, will begin the thesis submission with the Thesis Office. The thesis student has until the summer deadlines to submit their work to the Thesis Office.

#### **4.4.b The Project Option**

Students who select the project option are required to complete at least 27 hours of course work and a minimum of six thesis credits hours to complete a creative or applied project. Students who select the project option are encouraged to combine internship experiences with their project. Students will prepare a project prospectus which must receive final approval of the supervisory committee. The prospectus meeting for the master's project may be open to the faculty and graduate students at the discretion of the candidate and supervisory committee.

A public presentation and defense of the project is required and is to be scheduled *by the final day of classes of the semester* in which the candidate intends to graduate. The procedures are the same as the thesis defense described in the previous section, but final project approval remains in-house. In addition, a bound copy of the project must be filed with the Director of Graduate Studies upon graduation.

#### **4.4.c. The Non-Thesis/Project Exam Option**

Students who select the non-thesis option must complete a *minimum of 33 semester hours of course work* which reflect the student's preparation for a final comprehensive examination administered by the supervisory committee. Election of this option must be made and approved by the supervisory committee prior to the completion of 24 credit hours of coursework, or during the semester *prior* to the one in which the student plans to take the exam. The comprehensive examination has two parts.

The first part is a *take-home written examination* which will test the student's knowledge and understanding of any or all the following areas:

- 1) The theoretical foundations of humanities-based inquiry of ecology and environmental issues; 2) the major methodological approaches in environmental humanities-based research; 3) the research literature in the student's developing area of specialization.

The second part of the comprehensive examination is a *two-hour oral examination or defense*, whose basis will be the student's written exam response and any reading lists developed by the student in consultation with the supervisory committee in preparation for the exam.

The supervisory committee will not schedule the oral examination until it has agreed that the student has passed the written examination and is ready to proceed to the oral exam. The student must successfully pass both the written and oral portions of the exam to complete the degree.

#### **4.5 Preparing a Prospectus**

The prospectus is a proposal for a research/creative project and is essentially a "blueprint" or plan for carrying out the study. The prospectus is a well-detailed document which outlines the research problem, the justification and purpose of the research problem, the theoretical and research literature leading to the problem, and specific procedure for performing the research or creative project itself.

After the student has prepared the prospectus, the student arranges a prospectus meeting with their supervisory committee. The form *Report of Thesis/Project Prospectus Meeting* summarizes the action of the committee and must be filed in the Program Graduate Office along with a copy of the approved prospectus immediately following the prospectus meeting. The prospectus meeting is open to all graduate students and faculty members. All graduate students are encouraged to schedule a public presentation of the prospectus, such as in a colloquium, prior to asking for formal approval from the supervisory committee. New ideas and suggestions resulting from the presentation are often helpful in the preparation of the final prospectus. Students are encouraged to review approved prospectuses as they are organizing their own prospectus.

If student research project involves human subjects, either directly or indirectly, the student must secure prior approval or exemption by the University Institutional Review Board (IRB) before the student initiates data collection. A complete discussion of the university's regulations regarding the use of human subjects and the procedures for requesting project approval is available on the [IRB web site](#).



## 5. MAINTAINING GOOD STANDING

### 5.1. The Graduate School policies

The Graduate School considers a student to be in good standing if they meet Program standards, which, in fact, sometimes exceed [Graduate School Catalog](#) requirements.

### 5.2. Environmental Humanities Program Expectations

A student must be in good standing to be considered eligible for financial assistance; this is not, however, sufficient to ensure continuation of such assistance.

A student who is not in good standing is in danger of being dismissed from the Environmental Humanities Graduate Program. To be in good standing, a student must:

1. Maintain a 3.3. GPA.
2. Carry an adequate course load that will permit completion of the degree in four semesters.
3. Attend Program events including guest lectures, student defenses, and Green Lunches
4. Receive positive recommendations from campus hiring partners
5. Make consistent progress toward the completion of the degree by:
  - a. avoiding excessive “Incompletes”
  - b. moving expeditiously through the various stages of graduate study i.e., appointment of the supervisory committee, program of study plan, prospectus preparation and completion of a thesis or final project.

### 5.3 Graduate Student Review

The affiliate faculty review all graduate students in the Program at the end of each spring semester to assess the overall progress of each student, and to identify ways faculty can foster student success. Prior to the review, each student will meet with their adviser to discuss particular concerns or areas of difficulty and demonstrate the student’s good standing in the Program by filling out a [request for second-year funding](#).

### 5.4. Provisions for the Grade of Incomplete

As per the University [General Catalog](#), faculty may report the mark “I” (incomplete) for work incomplete due to circumstances beyond the student’s control. The grade of “I” should be used only for a student who is passing the course and who needs to complete 20% or less of the course. The “I” will change to an “E” if a new grade is not reported within one year.

Students who have two or more "Incompletes" on their record in any semester will be asked to supply a plan for the timely completion of that course work to their adviser and Director of Graduate Studies. Failure to complete incompletes in a timely fashion can result in loss of graduate financial support or dismissal from the Program.

### **5.5 Criteria for Dismissal from the Program**

All Program students are expected to maintain standards of academic, behavioral, professional and ethical conduct, as specified in the University [Student Code](#). Misconduct in any of these areas may constitute grounds for dismissal from the Program.

Failing to satisfy the requirements to remain a student in good standing in Environmental Humanities may also result in dismissal from the Program.

### **5.6 Dismissal Procedure**

In the rare instance of dismissal from the Program, the dismissal procedure will be as follows:

The Chair of Supervisory Committee, Director of Graduate Studies, and Director of EH will notify the student in writing, indicating the allegations related to the proposed dismissal.

The student will be given an opportunity to meet with the Chair of the Supervisory Committee or designee(s) to respond to the allegations.

Following the meeting, the Chair or designee(s) will notify the student of the outcome.

The process will then follow those [outlined in the Student Code](#), depending upon the type of dismissal (academic, academic misconduct, behavioral, professional/ethical).

## **6. REGISTRATION & LEAVES**

### **6.1 Minimum Continuous Registration**

All graduate students must be registered for at least one credit from the term of admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see section 6.3). Students are not expected to register for summer term unless they are registered for a thesis credit in order to defend a thesis or final project. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions. Students should be registered for graduate level courses (5000-6000 level for masters) until they have completed all requirements for the degree including the examination, or defense of the project/thesis.

### **6.2 Time Limit**

All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field.

Petitions for time limit exceptions are initiated by the student and must be accompanied by written support of members of the supervisory committee. Petitions are evaluated by the Director and affiliate faculty and if approved, forwarded to the Dean of The Graduate School by the Director of Graduate Studies. Petitions must contain (1) a rationale for the time extension, (2) an explanation of what requirements need to be completed, including any additional measure for evaluating student performance, and (3) a descriptive timeline and final date for completion of all degree requirements, including clearance by the Thesis Editor and The Graduate School.

#### **6.2.1 Summer Session**

Continuous registration, for the purpose of this policy, refers only to registration during the regular academic year i.e., fall and spring. Continuous registration is not terminated or interrupted by not registering during summer terms (between the end of Spring Semester and the beginning of Fall Semester). Nothing in this paragraph, however, prevents a student from maintaining registration status, if appropriate, during the summer term.

### **6.3 Leaves of Absence & Accommodation Policy**

Environmental Humanities Graduate Program is compliant with Title IX regulations designed to ensure gender equity; moreover, the Program recognizes that various life circumstances, family and otherwise, may inhibit timely progression through the graduate program.

### **6.3.1 Leave of Absence**

Full-time graduate students who are in good academic standing and are making satisfactory progress toward degree may request a *leave of absence* from the Program's Director of Graduate Studies (subject to the approval of the Dean of The Graduate School) to discontinue their studies for one or more regular semesters for a maximum of one year. Leaves of absence may be granted in the following circumstances:

Reasons relating to pregnancy, childbirth, childcare or other family care needs

Illness, unexpected impairment, military service, or residence outside the state of Utah

Engagement in work considered beneficial to student academic goals, such as temporary teaching or professional positions or employment which will allow the student ultimately to complete the degree

Reasons in the best interest of the Program, University, and student, as determined by the Director of Graduate Studies

### **6.3.2 Accommodation Policy**

If a leave of absence is not possible or desirable, Environmental Humanities Graduate Program also observes an *accommodation policy* that, to the extent possible, works with graduate students to navigate reasonable alternative methods of meeting programmatic and teaching obligations. For instance, an accommodation may be requested if the student's situation is very temporary or not sufficiently taxing of time to warrant a leave of absence but nonetheless impinges on a student's ability to participate as fully as is optimal for a short period of time.

The purpose of the accommodation policy is to provide, where and when possible, an alternative to leave of absence request so as not to slow the student's progress through the program and ensure that, if applicable, student stipend, tuition, and health benefits are not interrupted. Whether a circumstance is eligible for accommodation and what appropriate accommodations might entail must be determined in consultation with and ultimately approved by the Director of Graduate Studies.

Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's [Office of Equal Opportunity, Affirmative Action and Title IX](#), who will work with the student, and Program administration to determine what accommodations are reasonable and effective.

## 7. GRADUATE FUNDING

### 7.1 Tuition Benefit Program

Each year the Environmental Humanities Program awards several graduate teaching and research assistantships to qualified applicants. The [Tuition Benefit Program \(TBP\)](#) provides a tuition waiver for eligible graduate students that covers between nine and twelve credits. TBP covers general graduate tuition and mandatory fees. Differential tuition charged by various university graduate and professional programs, and all non-mandatory fees are *the responsibility of the graduate student*.

Students employed by the Program via assistantships are expected to manage their priorities to demonstrate good progress in meeting degree requirements as well as fulfill all responsibilities of their work assignments. The Program places no restrictions on outside employment, i.e., non-University of Utah, but requires that all such employment and the hours involved be declared, and the declaration kept current. Should conflicts arise and good progress cannot be maintained, or assignment responsibilities met, students will be required to resolve those conflicts by reducing or ending the outside work. Continued conflict can result in the surrender of the student assistantship and tuition waiver.

Students may consult <http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/> for additional graduate fellowship assistance and requirements from The Graduate School.

### 7.2 Subsidized Student Health, Dental and Vision Insurance

The Program expects all enrolled students to be insured. Fully-funded Research Assistants (RA), Teaching Assistants (TA) and Graduate Assistants-research focused (GR) are eligible for subsidized health, dental and vision insurance via TBP. Each semester, the Graduate Adviser will coordinate between the student and The Graduate School to register for coverage.

Fall coverage dates span from 8/15 – 12/31, and spring coverage dates continue 1/1 – 8/15 i.e., if students enroll for both fall and spring, coverage is for the entire 12-month period. For more information, see <http://gradschool.utah.edu/tbp/insurance-information/>.

If a student is not eligible for subsidized insurance, students, their spouses and dependents may enroll in the same student policy available and pay the full cost. In addition, thanks to the [Affordable Care Act](#), there may be other options available to students from federal or private providers.

## 8. SAFETY & HEALTH

We care about our students and community. Your safety is of utmost importance. If you are in immediate danger, dial 911.

Four tasks to complete right away:

1. Enroll in UU Campus Alert text service via CIS Student tab.
2. Program **801-585-COPS** into your phone to access a dispatch officer at the University of Utah Department of Public Safety (DPS); you can report crimes, suspicious people, or activities; if you need a ride on campus, DPS will escort students any time.
3. Try **SafeU** - a centralized, comprehensive campus safety [web site](#) and app.
4. Consider [alternative to calling the police](#).

### **Student Handbook – Campus Safety/Responding to Harassment**

<https://registrar.utah.edu/handbook/campussafety.php>

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. This comprehensive list includes campus alerts, crime reporting, regulations library, responding to sexual misconduct, abusive relationships, confidentiality and support services, and the Title IX coordinator.

### **Mental health and wellness**

If you are in crisis, help is near. University Counseling Center offers [crisis services](#) during business hours. Call **801-581-6826** or **walk into** the Center at [426 Student Services Building](#). For urgent situations and after hours, call University Neuropsychiatric Hospital **801-587-3000**.

[Center for Student Wellness](#) promotes health education and victim-survivor advocacy, and STI/HIV testing. Their website includes a detailed list of health education local resources and topics.

[Women's Resource Center](#) **801-581-8030** serves as the central resource on campus for educational and support services for people who experience gender-based marginalization.