

**APPENDIX A:
HORT Forms**

HORT Form 1

Student: _____

Major Professor: _____

1. Deficiency courses identified: _____
Advisor's initials
2. Semesters in which research outline (Form 2) and plan of study are due to the student's advisory committee [due by the end of the first (plan of study) and second (Form 2) full semester -Fall or Spring].

3. Scheduled semester for first seminar (prior to end of 2nd full semester):
4. Semester in which progress report (Form 3) must be made to thesis committee (prior to end of the 3rd full semester, MS students only):
5. Semester in which progress report (Form 4) must be presented to dissertation committee (prior to end of the 5th semester, Ph.D students only):

I have read and understand the policies for graduate students in the Department of Horticulture. I understand that I am responsible for ensuring that all deadlines are met.

Printed name

Signature

Date

This form must be completed before a Personnel Action Form (PAF) will be filed by the department bookkeeper. You cannot receive a paycheck until a PAF is filed.

?? Failure to comply with the form's outline may result in loss of a student's assistantship.

?? The graduate student should contact the Graduate Program Officer (GPO) or Chair if they experience difficulty beyond their control.

FORMS REQUIRED BY THE GRADUATE SCHOOL

Graduate Student Certification Acknowledgment of Compliance Requirements

Graduation Check - Required the Term Prior to Graduation

Graduation Check - Final

M.S.

Proposed Plan of Study

Ph.D.

Proposed Schedule for Fulfilling Doctoral Residency Year

Proposed Plan of Study

Application for General Oral Exam

Doctoral First Draft Approval Form

HORT Form 2

Approval for Research Project Outline

It is a requirement that the thesis/dissertation committee meet prior to approving the research project outline.
By signing below you acknowledge this has occurred.

Student: _____

Major Professor: _____

I agree with the research project outline presented by the student.

Thesis Committee:

Name (printed or typed)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By the end of the second semester for M.S. students (research proposal to include: Literature Review, Justification, and Objectives).

By the end of the second semester for Ph.D. students (research proposal to include: Literature Review, Justification, Objectives, Materials and Methods).

HORT Form 3: Progress Report to Thesis Committee

It is a requirement that the committee meet prior to approving this progress report.

M.S.- Due by end of the third semester (Fall & Spring)

Student: _____

Major Professor: _____

Estimated Thesis Completion Date: _____

I agree that the student is making satisfactory progress toward completion of his or her program (research and course work). Changes and deviations from the original plan of study and research outline are well documented and are acceptable, or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable.) A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe there are problems with the program that cannot be reasonably corrected, do not sign this form. Please provide the major professor and the GPO a written and signed summary of the problems.

Thesis Committee:

Name (printed or typed)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HORT Form 4: Fifth Semester Progress Report to Dissertation committee (Ph.D. students only)

Student: _____

Major Professor: _____

Estimated Dissertation Completion Date: _____

I agree that the student is making satisfactory progress toward completion of his or her program (research and course work). Changes and deviations from the original plan of study and fifth semester progress report are well documented and are acceptable, or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable.) A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe there are problems with the program that cannot be reasonably corrected, do not sign this form. Please provide the major professor and the GPO a written and signed summary of the problems.

Dissertation Committee:

Name (printed or typed)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____