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This handbook has been developed by the Student Development Office of the College of Oceanic and Atmospheric Sciences to assist COAS students throughout their degree programs. You are responsible for reading it thoroughly. The handbook should be the first place you look for information. Although this handbook will serve as your primary resource, it cannot be all-inclusive.

Of particular interest is the Graduate School “Guide to Success,” available at the Graduate School website:
http://oregonstate.edu/dept/grad_school/

Another useful website is Academic Regulations:
http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75

Updates will be distributed through memos placed in mailboxes, announcements in the COAS weekly newsletter (Making Waves), or by email. We are always ready to answer your questions and to assist you. We wish you achievement and success and hope that your time with us in COAS is rewarding, both academically and personally.

Suggestions for improving the handbook are invited and are always welcome. The COAS Student Handbook is available on the COAS website at all times.

Student Development Office general contact:
student_advisor@coas.oregonstate.edu
541.737.5188
1.1 COAS Information

Your advisor is your first contact for anything related to funding, facilities questions, office space, or other COAS day-to-day issues. If you or your advisor has any questions, please contact the Student Development Office (541.737.5188) or the appropriate offices/departments listed below.

COAS Administration

P. 541.737.3504  F. 541.737.2064
104 COAS Admin Bldg., Corvallis OR 97331-5503
(Shipping address: OSU, COAS, Burt 130, Corvallis OR 97331, ATTN: Name)
(for shipping over 150 lbs., use 601 SW 17th St., Corvallis OR 97331)

<table>
<thead>
<tr>
<th>Student Development</th>
<th>Research Publications and Outreach</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COAS Admin Bldg.</td>
<td>Burt 128</td>
<td>541.737.5188</td>
<td>541.737.2064</td>
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<tr>
<td></td>
<td>Strand Ag 326</td>
<td>541.737.2750</td>
<td>541.737.2540</td>
</tr>
<tr>
<td></td>
<td>Burt 302</td>
<td>541.737.5705</td>
<td>541.737.9655</td>
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<td></td>
<td></td>
<td>541.737.2064</td>
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COAS Shops at 30th and Western

(Address: OSU, COAS, Western Shops, 891 SW 30th St., 97331)

- WA221 (Machine Shop)  541.737.1326
- WA221 (Core Lab)  541.737.2808
- WA222(Marine Techs)  541.737.1504
- WA222 (Radar Lab)  541.737.4949
- WA223 (Core Lab)  541.737.4850
- WA224 (Sediment Trap)  541.737.4726
- WA225 (Tow Tank)  541.737.4298
- WA226 (Microstructure)  541.737.4426
- WA227  541.737.4659
- WA FAX (in bldg. 221)  541.737.4554
- Cyclotron Building  541.737.2704

Ship Operations

2020 SE OSU Drive, Newport OR 97365  541.867.0295  541.867.0294
Ship:  541.867.0252

R/V Wecoma  http://www.shipops.oregonstate.edu/ops/wecoma/
R/V Elakha  http://www.shipops.oregonstate.edu/ops/elakha/

Hatfield Marine Science Center

2030 SE Marine Science Drive, Newport OR 97365  541.867.0100

541.867.0100
COAS Email

Discipline Group Emails for Students:
atsstudents@coas.oregonstate.edu
bostudents@coas.oregonstate.edu
costudents@coas.oregonstate.edu
mggstudents@coas.oregonstate.edu
postudents@coas.oregonstate.edu
mrmstu-mg@coas.oregonstate.edu

COAS Graduate Students
students@coas.oregonstate.edu

Marine Resource Management Students
mrmstu-mg@coas.oregonstate.edu

COAS Webmail
webmail.coas.oregonstate.edu

Marine Resource Management Faculty
MRMfaculty@lists.oregonstate.edu

Marine Resource Management Alumni
mrmalumni@lists.oregonstate.edu

Everyone with a COAS Email Address
(Restricted: no want ads or for rent/sale.)
coas@coas.oregonstate.edu

Research Publishing and Outreach
publishing@coas.oregonstate.edu

Computer Support
support@coas.oregonstate.edu

Other COAS email aliases are listed on the quarterly roster.

Other Student Resources

Academic Calendar
http://catalog.oregonstate.edu/ChapterDetail.aspx?key=148
Registration, Adjustments, Important Dates

Buisness Affairs Office 541.737.3031
http://oregonstate.edu/fa/businessaffairs/
For University Billing Questions

Career Center 541.737.0529
http://oregonstate.edu/career
Contact Ann Lapour

Computing Helpdesk
http://oregonstate.edu/is/mediaservices/scf/

Counseling and Psychological Services 541.737.2131
http://oregonstate.edu/counsel/

GRA/GTA Startup Paperwork
Student Development, COAS Admin, 541.737.5188

Graduate School 541.737.4881
http://oregonstate.edu/dept/grad_school/

GUIN Library
http://guin.library.oregonstate.edu/

Insurance - Student Health Center
Rm 110 First Floor   Plageman Bldg., 541.737.7568

Media Center 541.737.2121
http://oregonstate.edu/is/mediaservices/

OSU Policies and Procedures
http://catalog.oregonstate.edu/Default.aspx?section=Graduate
Graduate Student Information

Research Publishing and Outreach
publishing@coas.oregonstate.edu 541.737.2750

Student Assistantships and Payroll
Anita Balleby, COAS Accounting  - 541.737.5203

Student Health Services 541.737.WELL(9355)
http://studenthealth.oregonstate.edu/insurance

Student Travel - Reimbursements
Stephanie Dewey, COAS Accounting 541.737.2792

Writing Center 541.737.2930
http://cwl.oregonstate.edu
1.2 COAS Student Timeline Diagram

Stay Registered for 16 Credits (Including Thesis) at All Times

Plan a Schedule of Coursework

Coursework, < 18 credits

1. Select a Program Committee; Including a Grad Council Representative, if Thesis Option.
2. Submit Program of Study to Graduate School

Core Coursework, Research

Yes
No

MS – Only?

Ph.D. Discipline Exam

Ph.D. Courses and Research

Ph.D. Oral Preliminary Exam: Schedule and Submit Event Form >1 Week in Advance

Research

Submit to Graduate School:
1. Pretext Pages (if Thesis)
2. Event Form

Distribute Copy of Dissertation to Committee

Submit Diploma Application to Graduate School

Final Oral Defense of Dissertation/Thesis/Project

Submit Final Corrected Dissertation/Thesis/Project

At least one term, and not more than five years

2 weeks

< 6 weeks
1.3 Confidentiality of Student Records

Directory information that may be released without your permission includes your name, campus and home address and telephone number, class standing, day and place of your birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution you attended.

All other information about you in any university file is considered confidential. However, students may request to have all information, including directory information, held confidential by filing a written, dated and signed request in the Oregon State University Office of Student Services, Kerr Admin 150, prior to the close of registration (two weeks from beginning of term) during the term of the academic year in which you first enroll. If you elect to do so, the University Office of Student Services will notify COAS that all information is to be held confidential. The Student Services Office of each department or college is responsible for the confidentiality of student records maintained in that office.

The following individuals or groups have access to a student’s COAS file:

- The Dean and Associate Deans.
- The Director of Program Services and the office staff in charge of student records.
- The student’s current major professor and graduate committee members.
- Proposed graduate committee members (nominated by the student and major professor).
- Members of scholarship/fellowship committees (such as NASA Space Grant).

All other access will require the specific written permission of the student.
1.4 Table of Minimum Requirements 2011–12

There are 4 levels: COAS Required Courses, COAS CORE Courses, Discipline Core Courses, and Discipline Electives.

**COAS Required Courses (level 1)**

OC 500 Cascadia Field Trip or OC 599 Oregon Coast Math

OC 507/607 Student Seminar (1). Taken one term of each year; course is offered 3 x yr.

Students must present, starting their 2nd year, and once a year following.

**COAS “OEAS” Core Courses (level 2)**

OEAS 520 The Solid Earth (4)

OEAS 530 The Fluid Earth (4)

OEAS 540 The Biogeochemical Earth (4)

**Discipline-Specific Requirements (levels 3 and 4)**

<table>
<thead>
<tr>
<th></th>
<th>COAS REQUIRED</th>
<th>COAS CORES</th>
<th>DISCIPLINE CORES (REQUIRED)</th>
<th>DISCIPLINE ELECTIVES (SOME MAY BE REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AtS, MS</td>
<td>COAS Req</td>
<td>3 OEAS Cores</td>
<td>At least 3 of the following:</td>
<td>2 other graduate level AtS or approved courses</td>
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<tr>
<td></td>
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<td>AtS 511 Thermodynamics (4)</td>
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<td>AtS 512 AtS Radiation (3)</td>
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<td>AtS 515 AtS Dynamics I (4)</td>
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<td>AtS 516 AtS Dynamics II (4)</td>
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<td>AtS, PhD</td>
<td>COAS Req</td>
<td>3 OEAS Cores</td>
<td>AtS 511 Thermodynamics (4)</td>
<td>Other relevant graduate level AtS or approved courses</td>
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<td>AtS 512 AtS Radiation (3)</td>
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<td>AtS 513 AtS Chemistry (3)</td>
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<td>AtS 515 AtS Dynamics I (4)</td>
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<td></td>
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<td>AtS 516 AtS Dynamics II (4)</td>
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<thead>
<tr>
<th>BIO/CHEM OC</th>
<th>COAS Req</th>
<th>3 OEAS Cores</th>
<th>Other relevant courses as they are offered:</th>
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<tr>
<td>aka “OEB”</td>
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<td></td>
<td>OC 532 Aquatic Chemistry (4)</td>
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<td>OC 541 Zooplankton</td>
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<td>OC 574 Fishes</td>
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<td>OC 644 Phytoplankton</td>
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<td>OC 647 Microbial Processes</td>
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<td></td>
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<td></td>
<td>OC 648 Benthic Ecology</td>
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<td>OC 651 Advanced Chem. Ocean.</td>
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<td>OC 652 Chemistry Ocean. Lab (3)</td>
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<td></td>
<td>OC 653 Marine Radiochemistry</td>
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<td>OC 654 Marine Pollution</td>
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<td>OC 656 Marine Organic Geochem.</td>
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<td>OC 657 Marine Organic Geochem.</td>
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<table>
<thead>
<tr>
<th>GEO OC</th>
<th>COAS Req</th>
<th>3 OEAS Cores</th>
<th>OC 561 Igneous &amp; Tectonic Processes</th>
<th>Other relevant courses</th>
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<tr>
<td>aka “MGG”</td>
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<td>OC 562 Sedimentary Processes</td>
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<td></td>
<td>OC 691 Proposal Writing (Required for PhD, optional for MS)</td>
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1.4 Table of Minimum Requirements 2011–12-
<table>
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<th>GEOPHYSICS</th>
<th>COAS REQUIRED</th>
<th>COAS CORES</th>
<th>DISCIPLINE CORES (REQUIRED)</th>
<th>DISCIPLINE ELECTIVES (SOME MAY BE REQUIRED)</th>
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<tbody>
<tr>
<td></td>
<td>COAS Req</td>
<td>3 OEAS Cores</td>
<td>OC 561 and OC 562, plus Phys Chem if no year of chem</td>
<td>Other relevant courses</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>GPH 630 Elements of Seismology</td>
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<td>GPH 650 Geophysical Inverse Theory</td>
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<td>GPH 651 Geodynamics</td>
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<tr>
<td>MRM</td>
<td>COAS Req</td>
<td>3 OEAS Cores</td>
<td>MRM 507 MRM Orientation</td>
<td>Other relevant courses. See MRM advisor.</td>
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<td>MRM 520 Coastal Law</td>
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<td>MRM 530 Principles &amp; Practice</td>
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<td>PHYS OC</td>
<td>COAS Req</td>
<td>3 OEAS Cores</td>
<td>OC 670 Fluid Dynamics</td>
<td>Other relevant courses</td>
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<td>OC 671 Geophysical Fluid Dynamics</td>
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<td>OC 672 Ocean Circulation</td>
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<td>OC 673 Descriptive PO</td>
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PHD program requires: 108 credits including 36 hrs coursework
MS program requires: 45 credits 30 hrs of coursework

MRM Thesis track requires: 52 credits (40 coursework)
MRM Project track requires: 66 credits (57 coursework)
2. Academics

2.1 COAS Degree Options

This section reflects the academic program changes that go into effect Fall 2011. Incoming Fall 2011 students can graduate under their application major, or switch to the new OEAS degree.

There are currently two separate graduate degree programs:

(MRM) Marine Resource Management

(OEAS) Ocean, Earth, and Atmospheric Sciences

Within the OEAS major, there are currently six internal “discipline” areas:

- Atmospheric Sciences
- Biological Oceanography
- Chemical Oceanography
- Geological Oceanography
- Geophysics
- Physical Oceanography

Interdisciplinary Oceanography is available only at the Ph.D. level, in post-admissions consultation with your committee.

Degrees currently conferred by OSU will state “Oceanography,” “Geophysics,” “Atmospheric Science” or “Marine Resource Management,” with the new OEAS major/degree available for 2012 graduation, and do not identify specific disciplines. It is possible to have a dual major approved on Master’s programs if Graduate School guidelines are met. Contact Student Development for more information.

The distinction between a Master of Arts and a Master of Science is the additional requirement of demonstrated second-language proficiency to qualify for a Master of Arts degree; otherwise, the two categories are identical.

Non-Thesis Master’s (Oceanography)

This option is designed for students who are considering options different from the traditional research orientation of oceanographic studies.

The non-thesis Master’s program must include 45 credit hours, and must include substantial formal graduate work with at least three faculty members offering graduate instruction. A 45-credit program usually contains 30 credits in major and 15 credits in a minor field. The non-thesis masters must include at least 39 units of formal course work and a maximum of 6 units from blanket number courses (501, 505, 507, and 508).

A maximum of 5 units for special projects can be included as part of the 39 formal course-work credits. Projects must be approved by the program committee and might include a synthesis or literature review; a paper outlining a new/revised laboratory or data analysis technique; or materials that can be used in teaching such as course curriculum or multimedia materials. A final oral exam is required.

2.2 Major Professor (Advisor) and Graduate Committee

Each student is assigned a major professor when first accepted by COAS. Your major professor is, in most cases, a member of the COAS graduate faculty and serves as your academic advisor and thesis supervisor. Your major professor will help you select your other committee members. Your graduate committee should be selected prior to filing your program of study. By mutual agreement, changes in major professor can be arranged. The COAS Student Development Office can assist you in changing advisors.

<table>
<thead>
<tr>
<th>Degree Matrix</th>
<th>Master of Arts</th>
<th>Master of Science (Thesis)</th>
<th>Master of Science (non-Thesis)</th>
<th>Ph.D.</th>
<th>Interdisciplinary (Ph.D.)</th>
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Minimum committee memberships shall be made up and approved as indicated below. Please notify Student Development regarding potential committee members who are not regular COAS faculty in advance of events such as Oral Prelims and Defenses—they must be approved by the Graduate School by a simple paperwork process initiated by your advisor.

Master’s Degree (Non-thesis; MRM Project)
At least three members (two from COAS faculty plus one other member representing the minor field or, if no minor, from an area of program emphasis). This third member may also be an adjunct COAS faculty member, if his/her primary academic affiliation is in another college.

Master’s Degree (Thesis)
At least four members (two from COAS, one from the minor field, or, if no minor, from an area of program emphasis, and a Graduate Council Representative). The Graduate Council Representative on your thesis committee must be selected from a short list provided to you by the Graduate School Office.

Doctoral Degree
At least five members (two from COAS, a Graduate Council Representative and two other graduate faculty members, one from each of the minor fields if minors are declared, or from any appropriate departments if no minors are declared). The membership of your committee must be approved by the Dean of COAS, through the COAS Student Development Office, at the time you submit your program for approval, and also by the Dean of the Graduate School.

For Ph.D. students with no declared minor, three members of the committee can be from within COAS and even within the student’s discipline. Or, two can be from within COAS and one from outside COAS in a field relevant to the student’s program.

You must arrange for a program meeting of your doctoral committee during the first term of residence after completion of a Master’s degree at Oregon State, or during the beginning of the second year if you already hold a Master’s degree from another institution or are entering directly into the Ph.D. program.

2.3 Progress Reports
Student Development is dedicated to increasing the value and effectiveness of the faculty–student relationship. Students may request to see copies of their faculty-written reports at the end of this process. Issues deemed too sensitive to discuss in the reports should be brought to the attention of Student Development.

The goals of the progress reports are to:
- Ensure students and faculty meet once a year to review expectations and accomplishments.
- Provide an opportunity to identify students who may be struggling.
- Provide Student Development with pertinent information to market the program, catalog student accomplishments and maintain accurate student records.

These goals are accomplished through the Progress Report process and the outcome is enhanced management of student development.

Every spring term each student and faculty advisor will write a progress report. The faculty and student-written assessments are given to the discipline representative on the Graduate Admissions Committee (GAC), who will collect and create a discipline report. The discipline report provides a summary of the student’s status. The GAC representative will send to the COAS Student Development Office copies of the faculty-written student assessment and the student progress report.

Student/Faculty Advisor
Each student and faculty advisor will create a progress report that includes a one page evaluation that includes the following.
- Activities and accomplishments during the past year.
- Anticipated results of current research and/or conferences.
- Future plans/career interests.
- Summer plans and contact information.
- Update on status in the program.
- Project/thesis updates, funding.
- Any impediments to progress and success.

Students will send a copy of their progress reports to their faculty advisor and to the Graduate Admissions Committee representative. Faculty and students will sit down and discuss both reports. Again, if a student or faculty advisor is uncomfortable sharing information in the progress report they are reminded to bring these issues directly to the attention of the COAS Student Development Office at any time.
Spring Timeline

2nd week: Faculty and student complete progress report.

4th week: Faculty and student discuss reports. GAC representative receives faculty and student progress reports and schedules discipline meeting to review assessments.

6th week: Discipline meeting to discuss reports.

10th week: Student Development Office receives copies of faculty, student, and discipline report.

2.4 Grievances and Appeals

The current “Grievance Procedures for Graduate Students at Oregon State University” are available from the Graduate School Office.

The following procedures are to be used for appealing a finding of academic dishonesty or the penalty imposed, as well as other academic grievances including unfair treatment, or issues involving your assistantship appointment.

The nature of your grievance or appeal and the people involved will determine which steps to follow; if in doubt consult the COAS Student Development Office or the Associate Dean on how to proceed.

1. Attempt to resolve the problem informally through consultations within COAS before filing a formal, written appeal.

   - If the problem involves a COAS faculty member, discuss the difficulty informally with the individual involved and try to find a mutually satisfactory solution.
   - Consult your major professor or the faculty advisor. Either may be able to clarify the problem and mediate a resolution.
   - Consult the Associate Dean or Head Advisor in confidence about the problem.
   - Consult the Dean of COAS in confidence if you are uncomfortable with any of the above alternatives.
   - If a student needs to discuss sensitive issues with the Associate Dean of Student Programs or the Dean of the College, he or she can choose a third party to attend the meeting. All efforts will be made to preserve the student’s confidentiality.

2. If the problem is not resolvable informally, you may file a formal grievance or appeal of any academic or employment decision affecting you with the COAS Student Development Office, or directly with the Associate Dean, for consideration through the COAS process outlined below. The Associate Dean is available to assist you in formulating an appeal.

   - State your grievance or appeal in writing, addressing it to the Dean. Include a statement of, or a reference to, the decision or action you are appealing or the grievance you wish ameliorated. Give your reasons for the appeal and the names of any parties involved. Include any relevant statements or copies of documents establishing what happened or supporting your case. When you have completed your written grievance or appeal, give it to the COAS Student Development Office and inquire about subsequent procedures.

   - The Student Development Office will assemble the material you submitted and any relevant COAS documents, consult with the Dean, and then submit the grievance or appeal file to the COAS Student Appeals Committee.

   - The Student Appeals Committee will consider your case and make a written recommendation on its disposal to the Dean. All committee proceedings dealing with grievances will be considered privileged and closed; otherwise, meetings are open. If a member of the committee is involved in the grievance or appeal being considered, that member’s place will be taken pro tem by another person designated by the Dean.

   - The Dean will inform you of the final COAS decision on your appeal or grievance in writing, with copies to other involved parties, within 10 working days after you file. A decision on dismissal from a graduate program will be reported to the Dean of the Graduate School.

3. If you cannot resolve your grievance or appeal on any issue to your satisfaction within COAS, you can appeal any COAS decision in writing to the Dean of the Graduate School, who may make a decision directly or refer your case to the Graduate Council for recommendation.

   - Your appeal is ultimately referable to the Provost for Academic Affairs. You may also appeal the consequences to you of the application or execution of any Graduate School policies or regulations directly to the Graduate Dean.

4. Time limits on Appeal and Grievance Procedures are set by the Graduate School as follows.
• Your first oral appeal or grievance must be made within 60 days of the time you first become aware of the incident, action or decision resulting in your problem.
• Within 10 working days from the time you file a written grievance in COAS, the Dean of COAS is required to respond to you in writing.
• You have 10 working days from the time you are informed of a COAS decision to appeal to the Graduate School Dean.
• All time limits may be waived by mutual consent of student and administrator involved.

2.5 Course Loads and Academic Requirements

Minimum course loads for graduate students are regulated by the Registrar and the Graduate School. These regulations are summarized below. (FTE means “full time equivalent.”)

• Full-time student (no assistantship) minimum credits is 9, maximum credits is 16. The student must pay additional fees if granted an exception to exceed 16 credits.
• All students on graduate assistantships (.20 FTE to .49 FTE), must be enrolled for a minimum of 12 credits (9 in summer). This requirement includes international students.
• Degree-seeking students not on assistantships must be registered for a minimum of 3 credits in any term they wish to be enrolled. Students enrolling only to “defend” need to be enrolled for 3 credits. Contact the COAS Student Development Office for information about defending “in the break” to avoid paying additional tuition. Enrollment for less than 9 credits in a term is considered part-time.

International students on an F-1 or J-1 visa are required to maintain full-time enrollment throughout their program of study in the United States. International graduate students must be enrolled for and complete a minimum of 12 credits each term during the academic year to satisfy immigration requirements.

International students are not required to be enrolled during the summer. However, if an international student is defending in the summer, he/she must complete a “Declaration of Summer” enrollment form available through International Student and Faculty Services (ISFS). For clarification of requirements, you are strongly advised to contact the ISFS office at 541.737.3006 or see the international students website. http://oregonstate.edu/international/atous

COAS students can carry the maximum permissible load (16 credits), providing this does not incur extra costs. Register for sufficient Thesis (OC 503/603, ATS 503/603, GPH 503/603, or MRM 503 or 506 Project) credit hours to reach the maximum load, even though you are not going to work on your thesis during the term or even if you are in a non-thesis program.

One of the advantages in registering for the maximum number of credits by using Thesis credit hours is that if you must drop or withdraw from a course you will still be above the minimum course load. Staying at the minimum 12 credit course load is especially important if you are on a fellowship or an assistantship or must meet visa requirements. You do not receive a grade for Thesis credits and you can register for as many as you wish as long as your total credits for the term does not exceed the maximum for your category (see above). Regardless of the number of credits of Thesis for which you register, you will use only about 6 credits on the Master’s program and about 36 on the doctoral program.

Deficiencies

If you were admitted without having completed the COAS minimum entrance requirements in calculus, physics, and/or chemistry, you must begin removing these deficiencies during your first term unless you have been notified in writing that these requirements have been waived in your case by the faculty in your discipline area. Entering students with deficiencies in entrance requirements are advised that the core courses, as well as all other COAS courses, are taught presuming that all students have met all of the minimum entrance requirements.

2.6 Registration

The Schedule of Classes is available online at and provides access to online registration. http://oregonstate.edu/students/onlineservices/

The Schedule contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The catalog at http://catalog.oregonstate.edu always contains the most up-to-date changes for the current and immediately upcoming term. If you have a question about a course you cannot find or if your advisor’s CRN (course registration number) is missing
from the online catalog listings for Thesis credits, please contact the COAS Student Development Office.

Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading, are resolved through petitions filed with the Registrar’s Office. Make requests regarding these matters on petition forms obtainable from the Registrar’s Office. These matters are usually acted upon by the University Academic Requirements Committee, composed of faculty, students, and Registrar’s Office staff. Keep the COAS Student Development Office up-to-date on any such petitions you file. It is the student’s responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or compliance as outlined by specific agency regulations under which their funding may be governed.

Registration Notes

- Register for blanket courses and thesis CRNs that match your major and degree level. Please pay close attention to this as changing your registration during the term requires a petition.

- To avoid late fees, register for at least 1 credit prior to the beginning of each term.

- For Thesis credits, in addition to using the proper subject number and course level, use the CRN that is specific to your advisor. Examples: for a Master’s student in Atmospheric Sciences with advisor X, the listing is ATS 503, Instructor X; for a Ph.D. student in oceanography with advisor Y, the listing is OC 603, Instructor Y. Contact the COAS Student Development Office if you cannot find a thesis CRN for your advisor/term.

- Do not use “Research” when you should be using “Thesis.” Use “Research” CRNs (e.g., OC 501) if you are working for a faculty member who is NOT your regular advisor. Please keep in mind that most “Research” and “Reading & Conference” CRNs are graded, not P/N.

- Student Development issues a paper/electronic version of the Schedule of Classes prior to the registration period for each term. Please note that the schedule is constantly being revised and that the most current version of the schedule, for registration purposes, is the web schedule that you refer to during online registration. Please do not refer to the online schedule for more than two terms in advance as it is not updated by the University that far ahead.

Registration in Absentia

If you will be away during registration and cannot register you may have another person register for you or request assistance from The COAS Student Development Office. Registration must be maintained if your GRA continues while you are away from Corvallis.

2.7 Continuous Graduate Enrollment Policy

Continuous graduate enrollment refers to the policy of requiring continuous registration of graduate students from original matriculation until all degree requirements are met.

The Continuous Enrollment Policy may be viewed on the OSU site. [http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804)

Unless on approved Leave of Absence, all graduate students must register continuously for a minimum of 3 graduate credits, excluding summer session, until their degree or certificate is granted or until their status as a credential seeking graduate student is terminated. This includes students who are taking only preliminary or final examinations or presenting terminal projects. For students who have successfully completed the final examination in accordance with Survival Guide diploma deadlines (see Graduate School web site), registration during the subsequent term is not required.

A graduate student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain regular or planned leave of absence will relinquish his/her graduate standing in the University. Students who wish to be reinstated will be required to file an Application for Graduate Readmission, pay the readmission fee, and register for 3 graduate credits for each term of unauthorized break in registration.

In case of extraordinary extenuating circumstances, students may appeal the provisions of the Continuous Graduate Enrollment Policy by submitting a detailed request in writing to the Dean of the Graduate School for additional terms of Leave of Absence or forgiveness of additional credits of registration.

Note: To apply for an approved Leave of Absence, use the Intent to Resume Graduate Status form which can be
Special Conditions

- If students plan to utilize University resources during summer session, they must register for the minimum 3 graduate credits (9 if a student has a Graduate Assistantship). Graduate students who do not plan to make use of University resources during summer session are not required to register during the summer and do not need to submit an Intent to Resume Graduation Status form.

- For students whose final examination occurs after the diploma deadlines published in the Survival Guide, minimum registration of three graduate credits during the subsequent term is required only if library copies of the thesis have not been submitted to the Graduate School within the first two weeks of the subsequent term.

- Graduate assistantship eligibility requires enrollment levels that supersede those contained in this Continuous Enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this Continuous Enrollment Policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs).

2.8 Leave of Absence

On-leave status is available to students who need to suspend their program of study for good cause and are in good standing. Students who desire a leave of absence will work with their major professor, the COAS Student Development Office, and the Graduate School to arrange authorized leave. Students understand that while on leave they will not use University resources. The time the student spends in approved on-leave status will be included in any time limits relevant to the degree. Approval of the Major Professor, COAS Director of Student Programs, and Graduate Dean are required for all leaves; multiple terms of leave may be requested at one time. Students with approved on-leave status are not required to pay tuition or fees.

LOA forms are due to the Graduate School with all signatures (except Graduate School Dean) two weeks prior to the start of the term in question.

Leave of Absence Categories

Regular Leave of Absence is granted for a specified time period that may not exceed three terms, excluding summer session, in cases where the student demonstrates good cause (e.g., illness, temporary departure from the University for employment, family issues, financial need, and personal circumstances). The student must indicate reason for on-leave status. In no case may Regular on-leave status exceed the maximum listed below throughout the student’s entire degree program.

Master’s Degree

Master’s degree students, except for summer-only students, may request a maximum of three academic terms of Regular on-leave status during the course of study for the degree. The time spent in approved on-leave status will be included in the 7-year time limit for completing all requirements to the Master’s degree.

Doctoral degree. Doctoral degree students may apply for a maximum of three academic terms of Regular on-leave status prior to advancement to candidacy, and they may apply for a maximum of three academic terms of on-leave status after advancement to candidacy. The time spent in approved on-leave status will be included in the maximum 5 years that may elapse between the preliminary oral examination and the final oral examination.

Planned Leave of Absence is available for a maximum of 9 terms, excluding summer session, and is granted to students for whom the design of their academic program is such that the offering of courses and/or the conduct of research/scholarly work are not on a continuous term-to-term basis. Planned Leave of Absence is set by the program with the approval of the Graduate School. (For a current list of Planned Leaves, consult the Graduate School at 541.737.4881.)

Planned Leave of Absence includes students enrolled in summer-only programs and graduate students in other programs that have been pre-approved by the Graduate School for Planned Leave of Absence. Summer-only students and other students who qualify for Planned Leave of Absence must

- Be in good standing.
- Submit the Intent to Resume Graduate Status Form indicating each term for which leave is requested.
- Complete all degree requirements within the time limits established in the Graduate Catalog.
Requests for multiple terms of Leave may be submitted at one time. Time spent in Planned on-leave status will be included in all time limits pertaining to the student's degree program.

**Intent to Resume Graduate Status**

Intent to Resume Graduate Status Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved.

**Unauthorized Break in Registration**

A graduate student who takes an unauthorized break in registration by failing to maintain continuous enrollment or by failing to obtain Regular or Planned Leave of Absence will relinquish his/her graduate standing in the University.

Students who wish to have their graduate standing reinstated will be required to file an Application for Graduate Readmission, pay the readmission fee, and register for 3 graduate credits for each term of unauthorized break in registration. The application is found on the Admissions site.

http://oregonstate.edu/admissions

The Readmission application must be approved by the student’s Major Professor, Department/Program Chair, and Graduate Dean. Acceptance back into a graduate program is not guaranteed even if the student departed in good standing. The petitioner for readmission will be required to meet University and departmental admission requirements and degree completion requirements that are in effect on the date of readmission. Review of the Application for Readmission may also result in a change of residency status from resident to nonresident.

When readmission is approved, the student must register for a minimum of 3 graduate credits for each term of unauthorized break in registration in addition to the minimum 3 credit registration required during the first term or reinstatement and each subsequent term until all degree requirements have been met except for any subsequent term of approved leave. If the accumulated credits total more than 16, the student may be required to enroll in more than one term of increased registration.

**Appeal**

In the case of extraordinarily extenuating circumstances, students may appeal the provisions of the Continuous Graduate Enrollment Policy by submitting a detailed request in writing to the Dean of the Graduate School.

2.8 Leave of Absence

additional terms of Leave of Absence or forgiveness of additional credits of registration.

2.9 Grades

The Graduate School requires that you maintain a minimum cumulative grade point average (GPA) of 3.00 on all courses (including graded undergraduate courses) taken at OSU regardless of whether or not the courses are part of your formal program which you file with the Graduate School Office for your degree. You must also have a minimum grade point average of 3.00 for all courses listed on your graduate program including transfer courses.

You receive an R grade for thesis hours; R grades are not counted in determining your GPA.

Courses can be repeated one time to achieve a better grade. The second, most recent, grade will be the grade of record. This is only true if the original grade was below a C. The COAS requirement of B grades in core courses is explained in the “Core Requirements” section.

If, in any term, your GPA falls below 3.0, you will receive warnings from the Graduate School and COAS. Failure to raise your GPA to 3.0 within the next two terms will result in COAS reviewing your status and may cause your dismissal from the graduate program. Furthermore, the university may block subsequent access to registration.

Grades, Regulations and Records are available online.

http://catalog.oregonstate.edu/ChapterDetail.aspx?key=9

2.10 Incompletes

An Incomplete (I) is granted only at the discretion of the instructor. If a student misses the final without notification and approval acceptable to the instructor, the instructor will report the grade that is appropriate for the requirements of the course. The additional time awarded shall in no case exceed one calendar year.

To remove the Incomplete grade: The student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade.

Incomplete grades must be removed within one year unless a shorter time is set by the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults, if the student does not make an effort to resolve the incomplete course work within one year of recording the incomplete.
for If the student does not complete the assigned work within one year’s time or within the time allotted by the faculty/instructor, the instructor can change the grade to an “F” or the grade would default to an “F” after a year. If the student completes the work, the faculty would replace the Incomplete with whatever grade the student earned as part of the incomplete.

The time may be extended by petition to the University Academic Requirements Committee; obtain the requisite form from the Registrar’s Office. It is the student’s responsibility to see that “I” (Incomplete) grades are removed within the allotted time. A report of I (Incomplete) may be made and additional time granted if a requirement for a course is not completed for reasons acceptable to the instructor and the remaining course work is passing.

See the Registrar’s web page for information. http://oregonstate.edu/registrar

2.11 Academic Honesty

Any incident of academic dishonesty is a serious breach of professional ethics which could result in dismissal from the program. Examples of dishonest academic acts include cheating on course examinations and assignments, plagiarism, research data falsification, tampering with records or documents, and assisting another person in any of these acts. If you are from another culture and are uncertain about what constitutes cheating, plagiarism, etc., please stop by the COAS Student Development Office to talk with the Director of Student Development. COAS procedures for enforcing Academic Regulation No. 15 and Student Conduct Rule No. 4 (see Schedule of Classes, http://oregonstate.edu/students/onlineservices) are as follows.

COAS faculty have the responsibility for administering academic honesty procedures in all matters involving courses they teach and also in matters involving questionable practices in research and thesis writing by students they supervise, on whose graduate committees they serve, or whose research is done in association with them. When faculty members observe any incident in which standards of academic honesty are breached, they will collect evidence and document the incident. They will then permit an explanation by the student involved and review, with the student, the possible penalties. In the case of academic dishonesty in a course, these penalties may range from a grade of F on the assignment or examination involved to a grade of F for the course. If the faculty member determines that any act of academic dishonesty related to a course is substantiated, he or she will inform the student of the academic penalty the faculty member intends to impose for that course.

For any substantiated act of academic dishonesty by a student, the faculty member involved must file a copy of the university “Report of Academic Dishonesty” form with the COAS Student Development Office. The office assembles the relevant information for review by the Student Evaluation Committee, which then makes a recommendation to the Dean on possible dismissal of the involved student from the graduate program. The same dismissal review procedure will be followed if COAS receives a report of academic dishonesty by one of its graduate students from the Dean of another college of the university. If the decision is dismissal from the graduate program, the decision of the Dean will be communicated in writing to the student and to the Graduate School.

Students involved in any academic dishonesty report may, at any stage in these procedures, file a written appeal on any action involved with the COAS Student Development Office for review by the Student Appeals Committee and the Dean of COAS. Any academic dishonesty penalties imposed within COAS may be appealed, first to the Dean of the Graduate School and ultimately to the Dean of Students. See section 2.4, “Grievances and Appeals,” for the appropriate procedure for filing an appeal or grievance.

All students must attain a “B” (3.00 GPA) average in those core courses required in their field. The B average requirement is based on courses, not number of credit hours. A four-hour course would count the same as a three-hour course in determining the average core course grade. Students failing to achieve the B average in their core programs may retake only one of the core courses in an attempt to improve the average grade. The COAS Student Development Office monitors core course grades. Failure to meet this core grade requirement will result in dismissal from COAS by the Dean, unless exceptional circumstances warrant other action.

You may submit a petition for permission to deviate from any of the core course requirements (see section 4.2, Waiving Degree/Core Course Requirements). Regardless of any approved deviations from core courses requirements, each student is responsible for knowing the information covered in the appropriate waived core courses.

2.12 Seminars

COAS Seminar Series

The COAS Seminar Series provides COAS students with an opportunity to practice giving presentations to an audience with diverse academic backgrounds. The
presentations should take no longer than 15 minutes with up to 5 minutes at the end of the presentation for questions, following the American Geophysical Union (AGU) format. Presentations are videotaped, and presenters are encouraged to view and self-critique their presentations. To get full value from the series, students are encouraged to attend more than the obligatory terms, and to participate as fully as possible.

Please note that for each year a student is in a COAS graduate program, a minimum of 1 credit of COAS Seminar Series is required as part of the core course for all disciplines. Registration is for OC 507 (Master’s) or OC 607 (doctoral). All COAS students are expected to give a seminar presentation once each year, except for their first year at COAS.

Other Seminars
Students are expected to attend the seminars given by visitors to COAS. Questions or suggestions regarding seminars should be directed to your major professor. Graduate seminars for credit are offered by each discipline group, and often originate from student requests to individual faculty for a seminar on a specific topic. Additional seminars of interest are given weekly at the Hatfield Marine Science Center. Seminar topics can be found online on the HMSC Events Log (http://hmsc.oregonstate.edu/events.html). In the Fall quarter, students can earn one credit under FW 407/507.

2.13 Services for Students with Disabilities
COAS supports and complies with the rights of individuals with disabilities under federal law. Any student who has special needs because of disabilities that can be documented should see the Director of Student Development as soon as s/he can do so.

Requirements and/or procedures will be modified on a case-by-case basis as deemed necessary and appropriate. Special accommodation, such as examination processes, can be modified only if the necessity to do so is made known to the COAS Student Development Office prior to the administration of such processes. Every effort will be made for reasonable accommodation, when warranted.

Please note: academic requirements that can be demonstrated as essential to a course or program of study will not be regarded as discriminatory.

Below is a valuable link to the general SSD page and their
3. Programs of Study

3.1 The Master’s Program of Study

Please contact the COAS Student Development Office for information regarding Program of Study due dates.

The standard Master’s thesis program must meet the following conditions.

- Be filed by the end of the second quarter of residence or before the completion of 18 credits of courses that will be used on the Program of Study (including credits earned as a non-degree special student, etc.), whichever occurs first.
- A 45-credit Master’s thesis program usually contains 30 credits in the major (including 6 to 12 Thesis credits) and 15 credits in the minor field.
- Non-thesis COAS students (excluding MRM) should refer to “Degree Options and Academic Requirements,” for additional details.
- MRM students: the thesis track requires 40 coursework and 12 thesis credits for a total of 52 credits; the professional track requires 57 credits of coursework plus 9 credits for a total of 66.
- Master’s candidates must complete all work for the degree within seven years, including transferred credits, course work, thesis (if required) and all examinations. Thirty credits on the Master’s program must be taken on campus (in residence) after admission as a regular graduate student.
- No more than 9 blanket number course credits other than Thesis (503), are permitted on a 45-hour program. Special Topics courses are not blanket number courses. Blanket number courses include 501 Research, 505 Reading and Conference, 507 Seminar, and 508 Workshop.
- A maximum of 15 credit hours of graduate work done elsewhere may be included on your Master’s program, but work previously used on a Master’s program here or elsewhere may not be used.
- Courses taken on an S/U basis cannot be used as part of your graduate program, but P/N (Pass, Non-pass) courses can.
- OSU undergraduates: If you took a 400/500 course under the 400 number you may not repeat it as a 500 course and include it on your program.

3.2 Master’s Examinations

Master’s Discipline Examinations

Master’s students who have no intention of eventually continuing for a Ph.D. degree are not required to take a discipline examination. Master’s students considering the Ph.D. program are encouraged to take the exam.

Master’s Final Oral Examinations (Defending)

All Master’s degree candidates must pass a final oral examination. For thesis students, half of the examination period is devoted to the presentation and defense of the thesis (open session), and the other half to questions relating to courses on the program and the student’s general field of study (closed session). It is traditional that the thesis presentation be a seminar open to the public. You must contact members of the committee to arrange the date, time and place of the exam, then schedule the exam with the Graduate School, not less than one week before the examination for Master’s students, using the Event Scheduling Form (available from the Graduate School webpage). The exam should be scheduled for two hours.

- You must be registered for the term in which your final oral examination is given.
- You must have completed or be concurrently registered for all work on your graduate program, including Thesis credits, at the time of the final oral examination.

The examination copy of the thesis (the copy used for your oral examination) must be formatted according to the Online Thesis Guide (PDF), and must be furnished to all members of your examination committee, including the Graduate Council Representative, before scheduling your exam. You must submit the pre-text pages of the
3.3 Continuing to the Ph.D.

Master’s students expecting to petition to continue in Oceanography, Geophysics or Atmospheric Science Ph.D. programs are encouraged to take the Discipline Examination in their field as a qualifying exam, prior to their seventh term. Master’s students intending to continue directly in the Biological, Geological and Physical Oceanography Ph.D. programs are advised to take the exam at the end of their first year.

Preliminary Oral Examinations

To advance to candidacy, doctoral students must pass an oral comprehensive preliminary examination given by their doctoral committee near the completion of their course work. The oral preliminary exam addresses mastery of concepts and ability to integrate them in the discipline. It also assesses preparedness to complete thesis research. Students may be asked to make a brief presentation of their thesis proposal. At least one complete academic term must elapse between the time of the preliminary and the final oral examinations. Ph.D. students in Biological Oceanography should take the preliminary oral examination within one year of passing the written discipline exam.

Students are responsible for scheduling the preliminary examination with the Graduate School using the “Event Scheduling Form” and with all committee members one week in advance. The COAS Student Development Office must be notified of the scheduled date by Wednesday of the week preceding the examination. Room 193 in Burt Hall or the COAS Administration Building Seminar Room may be scheduled for oral exams. Please contact the COAS Student Development Office for room reservation information.

Results of the examination should be reported promptly to the Student Programs Office by the major professor. The examination report may be given to that office for forwarding to the Graduate School.

Two repeats of the oral preliminary examination are permitted by the Graduate School if the first attempt results in failure. The doctoral committee administering the exam determines if re-examination will be permitted and notes this on the examination report form returned to the Graduate School. Candidates must defend within five years of passing the preliminary oral examination.

3.4 Ph.D. Program of Study

Please contact the COAS Student Development Office for information regarding Program of Study due dates.

A standard Ph.D. program includes a total of at least 108 credits, about 36 of which must be regular, non-blanket number courses. These 108 credits represent a minimum of three full years (36 credits/year) beyond the Master’s program, including at least 36 credits of Thesis (OC 603, ATS 603, GPH 603). A minimum of one full-time academic year should be devoted to the preparation of the thesis (i.e., 36 credits). You may register for an unlimited number of Thesis credits.)

- No more than 15 credits of blanket number courses other than Thesis (e.g., 501/601, 505/605, 506/606, 507/607) may be included on a 108-credit program.
- There is no limit on the number of graduate credits transferable from another institution to a Ph.D. program at OSU.
- Credit from a Master’s program at OSU may be used on your Ph.D. program.
- A minimum of 36 credits of graduate work must be completed on campus, in residence, to meet the residency requirement.
- Courses taken on an S/U basis cannot be used as part of your graduate program, but P/N (Pass, Non-pass) courses can.

A minor is customary but is not required on Ph.D. programs. If a minor other than an integrated minor is declared, there must be a minimum of 18 credits in the minor field and these credits must be approved by a faculty member representing the minor, who will serve on the committee. An integrated minor of 15 credits is acceptable. For more information about minors, see section 12, “COAS Minors.”

3.5 Updating Your Program of Study

If it is necessary to make minor changes to your program of study (e.g., the addition or deletion of three or four courses) follow this procedure.

- Obtain a “Petition for Change” form from the Graduate School site. http://oregonstate.edu/dept/grad_school/forms.php
- If the change does not involve core or other courses required by COAS, have your major professor sign the change form and then give
it to COAS Student Development Office for approval and forwarding to the Graduate School.

- If the change does involve deleting core or other courses required by COAS, or substituting transferred courses for COAS core required courses, you must also submit a COAS petition to the COAS Student Development Office. You must have COAS approval before your change form can be forwarded to the Graduate School for its approval.

- If the change involves courses in the minor, you must obtain the signature of the appropriate minor professor on the change form.

- After the change is approved by the Graduate School, you and your major professor will receive a copy of the approved change form.

If substantial changes are to be made, it may be easier to file a new program than to change your old one. Follow the procedure described above for program filing.
4. Changes to Programs

4.1 Procedure to Change Degree/Level

General Information

Students may submit a petition for any of the following purposes. Please contact the COAS Student Development Office for more information.

• To transfer into a Ph.D. program on completion of the Master’s program.
• To bypass the Master’s degree and work directly towards the Ph.D.
• To change from a Ph.D. program to a Master’s program.
• To change from one graduate degree program in COAS to another (e.g., MRM to Geophysics).
• To waive degree requirements of COAS, including core course requirements.
• Changes within Oceanography (Biological, Chemical, Geological, or Physical) do not need to submit a Request for Change Form to the Graduate School. Therefore, omit the last step from the “Procedure” section, below.

Procedure

Please submit the following and address to the COAS Student Development Office:

• A petition, in the form of an email or paper letter from you, fully stating the reasons for the requested change;
• A letter from your current Major Professor with a recommendation on the petition; if plans include a change in Major Professor, a letter from the prospective Major Professor in the new program with a recommendation on the petition.
• A document showing all courses taken and grades received as a graduate student at OSU (a copy of your unofficial transcript is acceptable).
• Anything else that might be useful in considering the petition.
• If applicable, a Change of Degree Program Request Form (available from the Graduate School website). Note that this form is required for many of the purposes mentioned above, in addition to the petition. http://oregonstate.edu/dept/grad_school/

4.2 Waiving Degree/Core Course Requirements

Please submit the following and address to the COAS Student Development Office.

• A petition, in the form of a letter from you, fully explaining why the requirements of COAS should not apply to you.
• A letter from your Major Professor with a recommendation on the petition.
• A letter from the instructor of the core course/degree requirement involved.
• A document showing all courses taken and grades received as a graduate student at OSU (a copy of your unofficial transcript is acceptable).
• A list of all courses planned to complete the remainder of the program, if the petition is granted.
• Anything else that might be useful in considering the petition.

If you plan to petition out of core classes or have transfer courses substitute for COAS core courses, you must complete this petition process prior to submitting a “Change of Program” form or including them on an original Program of Study.

Even if a petition to deviate from core courses requirements is approved, you are still responsible at oral and preliminary examinations for knowing the information covered in the required core courses.
5. Ph.D. Discipline Examinations

5.1 Discipline Examinations (Written Qualifying Exams)

COAS requires Ph.D. candidates in all disciplines to pass comprehensive examinations in their disciplines before they will be allowed to take the oral preliminary examination required by the Graduate School. Discipline examination questions are written and answers graded by faculty in the relevant disciplines. Comprehensive discipline examinations are intended to determine whether or not the student has attained the understanding and scientific foundation of the oceanographic, atmospheric, or geophysical discipline needed to proceed with the rest of the Ph.D. program, including thesis research. Files of previous exams in all disciplines may be available in Pattullo Study. Reasonable accommodation will be made for students with disabilities if the student brings the situation to the attention of the faculty prior to the exam.

The results of the discipline examination determine the continuing status of Ph.D. students in the graduate programs of COAS. While there is no COAS requirement to do so, the discipline groups of COAS may also require their students to take an earlier diagnostic examination, which does not affect their continuing status, to determine the adequacy of their scientific background for graduate work and to prescribe courses to address any deficiencies.

Discipline examinations are usually taken near the completion of the student’s core course work—between the end of the first and end of the second year at COAS. The examination is usually given once a year in each discipline. All doctoral students who have earned the Master’s degree in the same field at COAS must take the appropriate discipline examination by the end of their first year in the Ph.D. program. Students in the Physical Oceanography Ph.D. program are required to take the written discipline examination at the end of their first year. In the other fields, Ph.D. students must pass a written discipline examination before the end of their seventh term at OSU. The Graduate School requires that all members of your Ph.D. committee be provided access to your written examination at the time of the subsequent oral preliminary examination.

The discipline faculty promptly report the results of examinations to the Dean, who notifies students of pass or failure by letter. If the faculty noted weak areas which require a student’s attention before the oral preliminary examination, these will be mentioned in the letter. After a student has been notified by the Dean about the results of a written exam, she/he may examine the grader’s marked copies of the exam in the COAS Student Development Office.

If the discipline examination is failed on the first attempt, the student may be allowed a second attempt to pass it at a later date at the discretion of the faculty (majority vote) of the discipline involved. In exceptional cases, and only by written petition to the discipline faculty, a student may be permitted to take the examination a third time.

5.2 Interdisciplinary Oceanography

Students in the Oceanography Interdisciplinary option will take a written examination which includes questions on each oceanographic discipline included in their curriculum plan. This exam will reflect the research interests of the student and will be hybridized; representing the disciplines the student is blending. The exam will be developed, administered, and graded by the student’s interdisciplinary committee, representing those disciplines.
5.3 Atmospheric Sciences Discipline Examination

All Ph.D. students must take a written discipline examination before the end of their seventh term at OSU. Atmospheric Science faculty has given blanket approval for their graduate students to have two opportunities to take the examination. Students failing the discipline examination a second time will be dismissed from the Ph.D. program by the Dean, but may be permitted to complete a Master’s degree if they have not already done so.

The discipline examination for Atmospheric Sciences Ph.D. students consists of ten questions, two from each core course (ATS 511, 512, 513, 515, and 516).

All questions will be graded, but the 3 lowest scores will be dropped (with the limitation that at most one question per core course can be dropped). Students must pass all 7 remaining questions.

All available Atmospheric Sciences faculty on regular appointments participate in composing and grading the examination as well as in reviewing and voting on the final results.

Faculty who teach the individual core courses will coordinate those questions on the exam. Any faculty member can contribute questions for the exam. The target difficulty level is at the mid-term or final exam level for the corresponding core courses.

The exam may be given up to twice per year, depending on demand. Students should notify the Atmospheric Sciences representative on the COAS Instructional Program Committee at least three months in advance of when they wish to schedule the Ph.D. comprehensive exam.

5.4 Biological Oceanography Discipline Examination

All Ph.D. students are expected to take the written discipline examination before the end of their second year at OSU. Continuing students who have obtained an M.S. within COAS are expected to take the written discipline examination within one year of receiving their M.S. Students who have failed the written examination (see below) must retake the examination within one year. Students failing the discipline examination a second time may be permitted through a written petition to take the examination a third time. Such petitions will be accepted by the Biological Oceanography faculty only in the most exceptional cases, such as illness or other non-academic difficulties that clearly contribute to the student’s earlier failures on the exam.

The Biological Oceanography faculty has adopted the following guidelines for administering and grading the discipline examination for Ph.D. students.

- The examination consists of two sections, one on general oceanography and one on biological oceanography, both of which must be passed concurrently. A student may be allowed one opportunity to repeat the examination by faculty vote (simple majority). A student who does not pass one or both sections of the examination and is eligible to retake it must pass both parts the next time it is administered. A second failure of either part means failure to meet the requirement.
- All available Biological Oceanography faculty on regular appointments participate in composing and grading the examination as well as reviewing and voting on the final results.

The following standards will be used in grading the examination and determining unconditional passing, passing by vote, presumptive failure and option to retake at faculty discretion. Each question will be scored with respect to three criteria: knowledge, synthesis and clarity.

**Knowledge**

The students are expected to have basic knowledge of oceanography, which includes physical, chemical, geological oceanography, and of atmospheric sciences. Students are expected to have accurate knowledge of phytoplankton ecology/physiology, zooplankton ecology, marine microbial processes, marine benthic ecology and estuarine ecology.

**Synthesis**

The students are expected to be able to combine information from various classes and readings to form a coherent and correct answer to each question. The students will articulate clearly the connections among ideas included in their answers. They will show their ability to evaluate data and arguments critically and to integrate information from diverse sources/experiences.
to formulate strong arguments supporting their answers to each question.

Clarity

Answers to the exam questions must be well organized and clearly stated. Words should be chosen carefully to have precise meaning. The best writing provides the relevant information in the fewest words. The students are encouraged to read their final answers and edit them as necessary. The answers should not contain metaphors, redundancy and jargon (undefined terms).

Each question will be scored on a scale from 0 (low) to 5 (high). The score for each question is the mean of the scores of all graders of the question. The separate scores for each of the two sections of the examination are grand means for each section. The following grand mean scores for each section of the examination will result in the indicated consequences.

- Mean score of 3.5 or above on each section: Pass (unconditional).
- Mean score for either section less than 3.5 but at or above 2.5: A pass will be determined by faculty vote. A passing grade with conditions to remedy deficiencies identified by the exam in any of knowledge, synthesis or clarity may be given by faculty vote. For students taking the examination for the first time, a vote not to pass provides the option to retake. A vote not to pass a student who has failed the examination earlier results in a report to the Dean of the College that the student has failed the discipline exam.
- Mean score on either section below 2.5: Presumptive failure. For students who take and fail the examination the first time, faculty votes to determine if the student is to be given the option to retake the examination. A vote not to permit a retake results in a report to the Dean of the College that the student has failed the discipline examination and will not be given another opportunity. Students who take and fail the examination for a second time are not permitted to retake the examination. Students who have failed the examination and who are not permitted to retake it may complete the Master’s degree since the examination is a qualifier for the Ph.D. only.

5.5 Chemical Oceanography Discipline Examination

The Chemical Oceanography discipline examination is required of all Ph.D. students. Masters students can elect to take the exam if desired but are not required to do so. The exam is given at the end of the second year of residence in our graduate program.

This one-day, written exam consists of questions drawn from material taught in each of the following.

- Our three required courses:
  - Chemical Oceanography - OC550
  - Chemical Oceanography Laboratory – OC652
  - Aquatic Chemistry – OC532
- Our more specialized elected courses:
  - Advanced Chemical Oceanography - OC651
  - Marine Radiochemistry - OC65;
  - Marine Pollution - OC654
  - Marine Organic Geochemistry - OC656
  - Sediment Biogeochemistry - OC657
- The required core Oceanography curriculum (OEAS courses)

Please note that the material on the discipline exam mentioned above will be revised to coordinate with the new OEB Tier 2 discipline core cluster offered Spring 2012.

Specific questions about analytical chemistry and general chemical principles are often asked but in context with chemical oceanographic principles taught in the aforementioned courses.

The college requires that Ph.D. students must pass this examination. The average grade considering all questions must be passing, with only one chance available for repeating the examination if not passed. Grading procedure is described below. A student who does not pass the examination, but is eligible to retake it, must do so within six months. A second failure means failure to meet the requirement and dismissal from the Ph.D. program.

The intention of this examination is to determine whether or not the student has attained the core understanding of the discipline needed to proceed with the Ph.D. program. Elements of the exam may be tailored to the curricular backgrounds of the students.

Below is a list of topics that were covered in previous exams. This information is provided for general guidance only; the specific examination will not be identical to
previous exams.

- General chemical principles. Sample topics: inorganic terminology and definitions; acid-base and redox equilibrium calculations; mass action and chemical kinetics; chemical thermodynamics; half-cell reactions; basic nuclear and radiochemistry; chromatographic principles; organic and biochemistry including definitions, reactions, bond strengths, empirical formulas, laboratory separations, mass spectrometry interpretations.

- Chemical oceanography. Sample topics: descriptive chemical oceanography (processes determining the general distributions of major, nutrient, and trace chemical components); geochemistry of sediments and porewaters; chemical processes at the major ocean boundaries and interfaces; radioisotopes, stable isotopes and other properties as tracers of biogeochemical processes; and paleoceanography.

The following standards define a passing level and a non-passing level. The non-passing level includes the possibility of failure with either no option to retake the examination or the option to retake all or part of the exam at the faculty’s discretion.

Each question comprising the exam will be scored on a scale from 0 (low) to 5 (high). There will be at least two independent graders of each question and the final score for each is the mean of the scores given by these graders. A pass, non-pass and presumptive failure are defined by the following mean scores on the examination:

- Pass (non-conditional) = 3.5 or 70%.
- Non-pass with option to retake at faculty discretion, based on recorded achievements, is 2.5 to 3.4 or 50% to 69%.
- Presumptive failure with no option to retake unless faculty determines exceptional mitigating circumstances exist, is mean scores below 2.5 or 50%.

For students with scores in the “non-pass with option to retake zone,” the faculty may use the student’s academic record or other demonstrated achievements at OSU to determine whether or not that student will be allowed to retake any part of the examination, but not to change that score to the pass zone. In the event of a retake, only the scores on the new examination will be used to determine whether the student has finally met the pass requirement for the examination.

The exam will be chaired by a Chemical Oceanography faculty member who is not a thesis advisor for any student taking the exam. All available Chemical Oceanography faculty on regular appointments will participate in composing and grading the examination as well as in reviewing the final results.

### 5.6 Marine Geology and Geophysics Discipline Examination

Students in the Ph.D. program or M.S. students wishing to petition into the Ph.D. program must complete two requirements: obtain a passing grade in OC691 (Proposal Writing), and obtain a passing grade on the Marine Geology and Geophysics discipline examination.

Proposal Writing (OC691) is taught annually, and students in the Ph.D. program should take the course in years 1 or 2. The course is optional for students in the M.S. program. The course goals are to train students in grantsmanship, to develop scientific writing skills, to explore a topic of interest to the student (a possible thesis topic), and to practice oral communication and argument. The course format is a two-week introduction from the instructor, with students reading and reviewing real (previously submitted) NSF proposals, followed by work on their NSF-style proposal with help of the thesis advisor(s). Student proposals are submitted for review in Week 7 of the quarter. Reviews of the proposal are provided by students in the class. Oral presentation of the proposal to class and faculty constitutes the course final. The final proposal is graded by the instructor, based on writing, oral presentation, and reviewer assessments.

**Marine Geology and Geophysics Discipline Exam**

**Requirement:** A passing grade on the discipline exam is required to advance to Ph.D. candidacy.

**Format:** Written, in two parts.

**Administration:** The exam will be administered by one tenure track faculty member.

**Qualification:** Ph.D. students must apply for the discipline exam in years 1 or 2 of their program. Exceptions due to extenuating circumstances will be considered by petition to the MGG faculty. M.S. students may apply to take the exam with the intent of admission to the Ph.D. program.

### 5.5 Chemical Oceanography Discipline Examination
Application for Exam by April 1.
The exam will be offered once per year in June (or by special arrangement approved by major advisor and exam administrator).

Application
The student will submit an application package to the Discipline Exam Administrator that includes the following.

- A letter (email acceptable) indicating intent to pursue PhD and selection of focus area for part 2 of the exam (see below).
- An unofficial transcript, and portfolio of exams/papers from required courses (appropriate for degree program).
- A statement from the thesis advisor endorsing the application for the exam (can be email). The Discipline Exam Administrator will approve/deny application, and will prepare the exam to be administered in June.

Content
Part 1 (three hours): Exam on Marine Geology and Geophysics. Up to six written questions, with option to exclude one. Questions will cover general fields of all required courses, from the perspective of MGG applications.

Part 2 (three hours): Exam on one of the focus areas of Nearshore Processes, Paleoenvironments, Biogeochemistry, Tectonics, Crust and Mantle Processes, Geophysics, or an area claimed appropriate by the Major Thesis Advisor that the student will select as part of the application for the exam.

Discipline Exam Grading
Each exam question will be scored by the faculty member who wrote the original question and by one other faculty member who is knowledgeable in the field. The scores on individual questions will range from 0 to 5, with 5 denoting excellent performance. The administrator will resolve large discrepancies between the two graders and will assemble a final grade based equally on the performance of the student in the two parts of the exam.

Pass, non-pass, and failure are defined by the following scores on the examination.

- Pass: An average score on both parts of an examination of 3.5 or greater and a score of no less than 3.0 on one or more questions. In this case the student can choose to make arrangements to take a second specialized exam that will focus on the deficiencies identified. The date of the examination must be within 6 months of the original discipline examination. If the student does not make arrangements for this specialized exam, then the results of the discipline examination default to the Non-pass classification below.
- Non-pass with option to retake the full exam: Average score on both parts of an examination of 3.5 or greater but with a score of less than 3.0 on one or more questions. In this case the student may petition to retake the exam once, but must provide a suitable explanation. Approval or denial of the petition to retake the exam will be based on a simple majority vote of the MG&G faculty.
- Failure: Means scores on either part of the exam below 2.5. In this case, the student may petition to retake the exam once, but must provide a suitable explanation. Approval or denial of the petition to retake the exam will be based on a simple majority vote of the MG&G faculty.

Possible Outcomes
Students who pass the exam may proceed with the PhD program. If deficiencies are identified they will be passed along to the student’s program committee.

Students who fail the exam in their first attempt may petition to the MGG faculty to retake the exam at the next available time.

Reporting
The exam administrator will report the results of the exam to the student, the student’s faculty advisor, the Dean, and the COAS Student Development Office.

Preparation of the Discipline Exam
See your major advisor.

Forming the Exam
The administrator will obtain the necessary number of questions and answers from appropriate faculty members.

Maintaining the Exam
Each year, new questions will be obtained as needed.

File Exams
Please contact the exam coordinator regarding copies of previous year’s examinations.
5.7 Physical Oceanography Discipline Exam

Students in the Physical Oceanography Ph.D. program are required to take the written discipline examination at the end of their first year.

Purpose

The comprehensive Physical Oceanography discipline exam is a written test of the student’s understanding of the basic principles and foundations of Physical Oceanography. The exam must be passed before the student is allowed to proceed with the Ph.D. program, including scheduling of the oral preliminary exam. The discipline exam is intended to test the student’s mastery and integration of the concepts learned from the course work covered during his/her graduate and undergraduate education. The emphasis is on physical principles.

Format

The exam is written and administered by the Physical Oceanography graduate faculty. It emphasizes, but is not limited to, material covered in the first year of Physical Oceanography graduate courses taken by the student. Each question on the exam is given equal weight in the overall scoring. The exam is administered in two 4-hour parts given on consecutive days. Students are allowed the use of a pocket calculator and a single 2-sided page of notes but no other reference materials during the exam. Any student with circumstances that warrant special allowances in the format of the exam must inform his/her advisor at the earliest possible opportunity prior to the exam. Every effort will be made to make the appropriate accommodations.

Policy

The exam is offered every year, usually in the summer term. The date of the exam is announced at least two months in advance. Copies of the questions (but not the solutions) from all previous discipline exams are kept on file in the Pattullo Study for student use in preparing for the exam. Students enrolled in the Ph.D. program are required to take the exam at the end of their first academic year at OSU. The purposes of this early scheduling are

- To provide the students with an early measure of progress to help in career decisions.
- To complete this necessary step in the student’s Ph.D. program as early as possible, thus allowing the student to focus on dissertation research.

M.S. students wishing to enter the Ph.D. program are encouraged to take the exam at the earliest opportunity.

The original copy of the student’s solutions to the exam questions are kept in the student’s personal file in the COAS Student Development Office. Any anonymous written comments that the graders chose to make are available for review by the student in the Student Programs Office for a period of three years. The student is encouraged to meet after the exam with his/her faculty advisor to discuss the results.

Students who pass the exam are allowed to continue in the Ph.D. program (bypassing the M.S. degree if they have not already completed one), but are not advanced to candidacy until they have also passed the Ph.D. oral preliminary examination given by their doctoral committee. Students who fail the exam are allowed opportunities to retake the next two times that it is offered. Students failing the exam on their third attempt will be dismissed from the Ph.D. program by the Dean, but may be permitted to complete an M.S. degree.

Grading Procedures

Every effort is made to ensure that no factor other than performance on the exam is considered in grading the exams. The exams are graded “blindly;” each student is identified by a number on his/her solution sheets and the identification is not revealed until after a decision to pass or fail has been made.

Each question is graded independently by two faculty members. Graders are provided separate copies of each student’s answer to the questions they are grading, but not of the entire exam. The two scores on each question are compared in a discussion of the exam by the full Physical Oceanography faculty and any large discrepancy between the two scores discussed. The average score on each question is made available to the student in the file containing the student’s solutions and grader’s comments.

The pass/fail decision is made by a majority vote of the full Physical Oceanography faculty before the identities of any of the students are known. There is no maximum or minimum pass rate.

The pass/fail decision is made by a majority vote of the full Physical Oceanography faculty before the identities of any of the students are known. There is no maximum or minimum pass rate.
6. Ph.D. Oral Examinations

6.1 Preliminary Oral Examinations (Prelims)

To advance to candidacy, doctoral students must pass an oral preliminary examination given by their doctoral committee near the completion of their course work. The preliminary oral exam addresses mastery of concepts and ability to integrate them in the discipline. It also assesses preparedness to complete thesis research. Students may be asked to make a brief presentation of their thesis proposal. At least one complete academic term must elapse between the time of the preliminary and the final oral examinations. Ph.D. students in Biological Oceanography should take the preliminary oral examination within one year of passing the written discipline exam.

Students are responsible for scheduling the preliminary examination with the Graduate School using the Event Scheduling Form (available on the Graduate School webpage in the links menu) and with all committee members one week in advance. The COAS Student Development Office must be notified of the scheduled date by Wednesday of the week preceding the examination. Room 193 in Burt Hall or the COAS Administration Building Seminar Room may be scheduled for oral exams. Additionally, other OSU rooms can be used if COAS rooms are not available. Please contact the Student Development Office for room reservation information. Your full committee, including Grad School Rep, attends this meeting and signs off on the Examination card immediately following completion. This card is then forwarded to the Graduate School by the Grad Rep.

Two repeats of the preliminary oral examination are permitted by the Graduate School if the first attempt results in failure. The doctoral committee administering the exam determines if re-examination will be permitted and notes this on the examination report form returned to the Graduate School. Candidates must defend within five years of passing the preliminary oral examination.

6.2 Ph.D. Student Final Exam (Defending)

Your final doctoral oral examination must be scheduled two weeks in advance through the Graduate School, using the Event Scheduling Form, and the COAS Student Development Office. You must first secure the written approval of your committee members to schedule the examination. You are responsible for arranging the date with your committee and for securing a room reservation. The examination lasts a minimum of two hours. You must have completed or be concurrently registered for all work on your program, including Thesis credits, before or during the term you take the examination. The final oral must be taken within five years after your preliminary oral examination. You must provide the Graduate School with a copy of the defense draft of your thesis at the time you schedule the exam. Copies of the defense draft must also be distributed to your graduate committee at least two weeks before the examination. Please notify the COAS Student Development Office of the date, time, location, and title of your defense as soon as you know it. You must be registered for the term in which your final examination is given.

The basic purpose of the final oral exam is to assess the quality of your doctoral thesis research and your ability to present and defend your research results. You must also be prepared to demonstrate satisfactory knowledge of your field. While administered by your doctoral committee, the thesis defense part of your final oral is open to all members of the academic community and is traditionally in the form of a seminar presented by you, with questions from the audience. The rest of the examination is held in private with your committee. If your committee decides that you have not passed, they will also determine if you will be allowed to re-take the exam.

You must be registered during the term you plan to defend. If you wish to defend in the “break,” you may defend up until the first day of the following term, but this shortens the time you have for revisions. Where the default is six weeks for revisions if you defend within the regular term, if you defend in the “break,” you have until the end of the 2nd week of the new term to get your thesis revisions in to the Graduate School.

Please send a copy of your Event Scheduling Form to Student Development and notify them of any need for remote participation via phone or web-conferencing, and/or if you would like your defense recorded.
7. Master’s Thesis and Doctoral Dissertation

7.1 General Thesis Information

The Graduate School Thesis Guide provides information on proper formatting of your thesis, electronic submission and what must be submitted to the Graduate School prior to taking your final exam. Graduate students in the College of Oceanic & Atmospheric Sciences (COAS) have two thesis format options: thesis prepared in the conventional manner and format, or thesis or MRM project prepared in the manuscript format.

Thesis Prepared in Conventional Manner and Format

See the Graduate School handbook “Preparing a Thesis or Dissertation at Oregon State University” for details on the traditional format (http://oregonstate.edu/dept/grad_school/thesis/thesisguide.pdf).

Thesis or MRM Project Prepared in Manuscript Format

Use of this format requires agreement of the student, major professor, and a majority of the examining committee, so settle this matter early. This format may include one or more manuscripts which have been published, been accepted for publication or are being submitted for publication and editorial review in journals that meet the approval of the student’s graduate committee. This option must also conform to the OSU format as explained in “Preparing a Thesis or Dissertation at Oregon State University.”

The following guidelines apply:

- The paper(s) shall stem from research accomplished at Oregon State University under the supervision of the faculty of COAS.
- The journals in which the manuscripts are published or accepted for publication must meet the approval of your graduate committee.
- The scientific merit of the research will be judged by your graduate committee, regardless of acceptance by a journal for publication.
- Your graduate committee may also require that manuscripts or reprints be supplemented with other written materials such as detailed literature reviews or descriptions of methodology. At the committee’s option these may be included as part of the thesis.
- You must be first author on all papers submitted as part of your thesis. Your major professor and your graduate committee are responsible for assuring that the work described in any papers submitted as part of the thesis is your own work. If there are multiple authors, the contributions of each author should be identified.
- The manuscript or manuscripts shall be prepared to meet the editorial and content requirements of specific journals identified by the graduate committee.
- Manuscripts incorporated into the thesis must meet standard Graduate School requirements for form, legibility, bindability, etc. Consult “Preparing a Thesis or Dissertation at Oregon State University” (available from the OSU Bookstore or on the web) for format details. If the manuscript has been accepted for publication and the journal has the copyright, written permission to include it must be obtained from the journal. Reprints will not be allowed in the thesis.
- The thesis must contain an abstract, title page, approval page, table of contents, lists of figures and tables, and an introduction common to the entire thesis. In addition, a review of literature, and conclusion section common to the entire thesis is highly recommended. The bibliography (references) should be in the same form for the entire thesis and presented as a single comprehensive reference section.

Committee Input

Prior to preparing the final copy of your thesis or dissertation, provide each member of your committee with a rough draft of the thesis or dissertation. Committee members should review this draft within two weeks. This draft must also be submitted to the Graduate School at the time of scheduling the defense and must
be submitted to committee members at least two weeks prior to the defense date. Each member of the committee is expected to provide you with criticism and advice on the preparation of the final draft of your dissertation.

Copyright Information

Copyright assistance is available at the OSU Copyright Center (541.737.8172 or online at http://printmail.oregonstate.edu/copyright-information. This is a resource where all faculty, staff, and students can get their copyright questions answered. The following services are provided.

- Copyright clearance.
- Information and resources for faculty, staff and students of OSU community.
- Guidance for departments and other campus organizations in the understanding of copyright law and its application.
- Assistance and facilitation on the formulation of copyright policy as technology and law evolve.

You can also contact your librarian with questions or concerns (Janet Webster, janet.webster@oregonstate.edu, 541.867.0108). The OSU Libraries maintain a website with links to useful and readable resources on copyright.

http://wiki.library.oregonstate.edu/confluence/display/LibraryCopyright/Home

7.2 Thesis Printing and Binding

You are required to submit two bound copies of your thesis on rag bond paper as well as to submit an electronic copy of your thesis to the OSU ScholarsArchive. Your major professor may also require additional copies and you may want additional personal copies of the thesis.

Thesis Signatures

- Master’s students completing theses must obtain the signature of your major professor and the College Dean on the abstract and approval pages of at least two copies (one for the Graduate School if a thesis, and one for COAS).
- Doctoral students completing a dissertation require three sets of signed abstracts and title pages.

- Students completing a non-thesis report do not need to obtain signature pages for their report.

Copies of Thesis Required

- Graduate School: 1 complete, unbound copy with all signatures except the Graduate School Dean delivered before the deadline and 1 electronic copy uploaded to OSU ScholarsArchive.

Contact the COAS Student Development Office for information on submitting your thesis to ScholarsArchive; this upload must be done in fulfillment of your degree and counts as one of two OSU library copies required.

Note: An extra abstract and title page are required for Ph.D. dissertation. Ph.D. students will also need to include a check for $50 for microfilming charges when they turn in their thesis; see the Graduate School webpage section on “Examinations” for details.

- COAS Student Development Office: 1 complete, signed copy (will be bound by COAS for Pattullo Library).
- Major Professor: Customarily, 1 copy, usually bound at your expense, is given to the major professor or professors.
- Sea Grant Office if Sea Grant supported: 1 copy of abstract and title page. Preparation and publication of a portion of a thesis in a journal or trade publication will be handled in the same manner as any other journal article or trade publication.

Upon recommendation of the chairman of the thesis committee, a limited number of copies may be produced in microfiche or photocopy form for distribution to a list of specified individuals or institutions. In all such cases, the Sea Grant Director’s written approval of the total cost of publication and the distribution list is required.

Copies Required for MRM Projects

- 1 complete, signed copy bound by COAS for Pattullo Library and 1 electronic copy submitted to Scholars Archive. (Contact the COAS Student Development Office for information on submitting to Scholars Archive.)

Printing the Thesis

After your final oral exam, complete your edits and place a final edition of your thesis that conforms to the
Graduate School format rules on TerraFirma Scratch. Email publishing@coas.oregonstate.edu and list how many copies are needed, what type of paper is required, and when you need the copies completed.

COAS will cover the cost of printing two unbound copies of your thesis/dissertation/final report on rag bond paper, as well as printing additional copies (within reason) on plain paper.

If you want additional rag-bond printed copies, you will need to provide Publishing with rag bond paper (available at the OSU Bookstore or office supply stores). This cannot be paid for by COAS or by PI account. (If your advisor is under the impression that they can, please refer them to COAS Accounting.)

**Binding Thesis Copies**

If you require bound copies, we highly recommend using B & J Bookbinding in downtown Corvallis. They have excellent prices (generally ~$30 per copy, depending on the number of copies requested and printing specifics), about a two-week turnaround time, and use traditional binding methods. They will go over the printing options and costs when you submit your order.

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B&J Book Binding
108 SW 3rd Street, Corvallis, OR 97333
541.757.9861
http://www.bjbookbinding.com/
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If you are leaving the area but plan to have personal copies bound at B & J, Student Development will pick up the pre-paid copies and mail them to you at a forwarding address. Please be sure to notify both the COAS Student Development Office and B & J of your plans to do this.

Alternately, there are other binding methods and options available via the web.
8. Concluding your Graduate Studies at OSU

8.1 Graduation

Students must submit a formal application to the Graduate School for graduation, usually before mid-April for Spring graduation. Specific dates and graduation application forms are available in the Graduate School Office. Doctoral candidates are required to pay a microfilming fee and should inquire about copyrighting their dissertation to protect publication priority.

8.2 Checking Out

See the Departing Student Checklist and the Departing Student Checkout forms on the next two pages.

8.3 Job Information

Information concerning job opportunities can be obtained from the bulletin board across from Burt 178; the Engineering Placement Office in Covell 203; Office of Career Services, KAd B008; and faculty members in your discipline. COAS subscribes to “Northwest Waterwork,” posted every two weeks on the Burt Hall bulletin board, and to “Environmental Employment Opportunities,” placed in the journal rack of the Ocean Administration Lounge every six weeks. In addition, there are numerous websites with postings of employment opportunities.

8.4 International Students on Non-immigrant Visas

Employment restrictions, conditions, and procedures exist in all visa categories. Violation of the employment conditions of your visa type can result in deportation. Do not seek or accept any type of work, paid or unpaid, until you have met with an international student advisor in the Office of International Education.
OSU College of Oceanic and Atmospheric Sciences
Departing Student Checklist

Here are some things to complete before your departure.

• Complete any paperwork required from the University.
• If you have a visa, check with International Education to make sure everything is in order.
• Turn in the required copies of your thesis or report to the COAS Student Development Office.
• Arrange for payment of any extra thesis copies to be bound.
• Check to be certain all COAS and/or OSU library materials, and any other university materials have been returned.
• Return all COAS and university keys to the Key Shop (510 SW 15th St.) and collect your deposit.
• Remove all of your personal property from your office space, leaving the area tidy.

Furnish your forwarding address to:

• OSU Business Office if you have been on the payroll, so they can send to you any checks due as well as your W-2 forms and your diploma.
• COAS Administration Building Receptionist with any special instructions regarding forwarding your mail.
• COAS Student Development Office. Complete the attached form with your forwarding address.
• Notify Anita Balleby in COAS accounting (if you have been supported by COAS funding).

Note: If you have been on any kind of student employment you are not eligible for unemployment benefits.

All students are expected to visit COAS Student Development Office for an exit interview before leaving. Please contact us to schedule an appointment.

Your office space and computer email account will continue for ninety days from the date of your defense. Please notify COAS Student Programs if you will vacate your office prior to the end of the ninety day period.

We encourage you to stay in touch with COAS in the years ahead.

Let us know if you have any questions or need assistance.

Thanks and good luck!

Bob Duncan, Associate Dean 541.737.5189
Director of Student Programs

Robert Allan 541.737.1340
Director of Student Development
OSU College of Oceanic & Atmospheric Sciences
Departing Checkout Form

Please return this form to the COAS Student Development Office prior to your departure. You can bring it to your Exit Interview.

Name: 

First    Middle    Last

Last Term (check one):  ☐ Fall  ☐ Winter  ☐ Spring  Year: ________________

Major Profession: 

Discipline (e.g., Biological Oceanography): 

Degree (e.g., MS, Ph.D., other): __________________________ Withdrawal: ________________

Date of your Defense: __________________________

Thesis Project Title: 

New Home Address: __________________________

Effective Date: __________________________ Email Address: __________________________

New Home Phone: __________________________

Next School or Job Plans: __________________________

New Work Address: __________________________

Effective Date: __________________________

(if available)

New Work Phone: __________________________ Work Email: __________________________

☐ Have you had an exit interview with the COAS Student Development Office?

Please set this up with Robert Allan directly: rallan@coas.oregonstate.edu, 541.737.1340 or 541.737.0942

Please complete and return to Student Development.
9.1 Assistantships and Other Funding Information

Graduate Research Assistantships (GRA)

Graduate research assistantships are supported by grants and contracts awarded to faculty from proposals to state and federal funding agencies. GRA stipend rates are set by the Dean and revised annually; current rates are available from the COAS Student Development Office. Students holding these assistantships have their tuition paid for them from grant funds, but must pay their own fees and any deposits, late fees, etc., that may be incurred.

- Recipients of graduate research assistantships are required to register for a minimum of 12 credits each academic term and 9 credits summer term.
- They are also required to sign up or opt out of OSU’s Graduate Assistant health insurance plan. Contact info for the health insurance administrator office is given in all assistantship letters at the start of the period of each letter.

Most graduate research assistantship appointments are at the maximum allowed by the Graduate School, which is 0.49 FTE employment. Appointments may be made for less time and stipend but all appointments of 0.20 FTE or more also provide full tuition payment. Typical GRAs are for fall, winter and spring terms or may be awarded on a term-by-term basis. Please see your advisor and COAS Accounting personnel regarding plans for summer pays as there are a variety of arrangements that can be made.

Most graduate research assistantships are renewable at the beginning of the fiscal year on July 1st. Renewal of your graduate research assistantship appointment is dependent upon satisfactory performance and the continuing availability of the grant funds supporting your GRA.

Graduate research assistants on 12 month, 0.49 FTE appointments work on research duties assigned by their faculty research supervisors an average of 20 hours per week, or at least 15 hours per week during the regular academic year and full-time during the summer. Clarify with your research supervisor what duties are expected of you soon after you are first appointed, as duties and faculty expectations vary extensively. Vacation time and other aspects of the work expected are arranged with the student’s research supervisor; there are no automatic vacations. Breaks between terms and other academic calendar events are not automatic vacation periods for students on GRA appointments unless explicitly approved by their research supervisor. Advanced students usually pursue their thesis research full-time as fulfillment of their assistantship duties.

Graduate Teaching Assistantships (GTA)

Those students interested in gaining teaching or lecturing experience should inform Robert Allan in the COAS Student Development Office of their interest in such opportunities. While there are no annual graduate teaching assistantship appointments in the College, a few Teaching Assistantships are available on a term-by-term basis for students with the requisite course background. Graduate Teaching Assistants hired for the 100, 200, or 300 level undergraduate courses and for some of the graduate level laboratory courses receive full tuition remission and a stipend. Appointments vary and are often, but not always, a 0.25 FTE, depending on course enrollments and GTA duties. Graduate students working toward advanced degrees are normally not permitted to teach graduate level courses except as Teaching Assistants.

- Recipients of graduate teaching assistantships are required to register for a minimum of 12 credits each academic term and 9 credits summer term.
- They are also required to sign up or opt out of OSU’s Graduate Assistant health insurance plan. Contact info for the health insurance administrator office is given in all assistantship letters at the start of the period of each letter.

Graduate Assistant Union Representation Information

Students holding Teaching Assistantships (TAs) or Research Assistantships (RAs) that are not an intrinsic part of their degree requirements are eligible to participate in the graduate student union. This eligibility
status exists only during the term of the union-eligible assignment.

CGE
The Coalition of Graduate Employees (CGE) is a local, member-run labor union recognized by the university and the State of Oregon as the exclusive representative for OSU graduate assistants on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers (AFT).

Contract
The employment rights and benefits of graduate assistants are contained in a contract CGE negotiates with OSU. Copies of the current contract are available from CGE at 541.737.7141, 101 NW 23rd Street, Corvallis OR 97330 or online at http://www.peak.org/~cge.

Membership
All OSU graduate students are eligible to join CGE. All CGE members have access to discount and insurance programs provided through AFT. CGE offers two levels of membership. Associate membership is optional. Membership forms are available by contacting CGE.

There are two types of membership: regular and associate.

- **Regular Members:** All graduate assistants who have an appointment of at least 0.15 FTE are both directly represented by CGE and eligible to become Regular Members, as long as at least 0.10 FTE of their appointment “is devoted to service to OSU as an employee.” Dues are 1.39% of gross wages each month.

- **Associate Members:** Graduate assistants who meet the definition for Regular Membership can only become Regular Members. Graduate Assistants who do not meet that definition, as well as any other graduate student, are eligible to become Associate Members. Associate Members are not covered by the CGE/OSU contract. Dues are a flat $5.00 per month.

Other Sources of Funding
Partial or full tuition remission is provided by Oregon Laurels Fellowships, through a competitive selection process by the Graduate School. Nominations are submitted by the Student Programs Office each Spring for the following academic year. The Graduate School also awards scholarships and fellowships competitively to exemplary students (see the COAS Student Development Office for information and eligibility).

Chipman-Downs Scholarship is designed to assist students in the final phase of their graduate education to pay research expenses and other incidentals that stand in the way of completing their students. The endowment is small, but does generate at least two $1,000 scholarships each term. If you are facing limited financial assistance, then please contact the COAS Student Development Office regarding this scholarship.

Warren W. Denner Memorial Graduate Fellowship is administered by COAS and was established in memory of Warren W. Denner who received his M.S. and Ph.D. in Physical Oceanography from Oregon State University. The purpose of the fellowship is to provide recognition and financial assistance to a graduate student in COAS. Any graduate student enrolled in COAS and in academic good standing is eligible for the fellowship, including students who have received the fellowship in a prior year. The student’s desire, dedication, determination, financial need, and academic achievement shall be considered in the selection. The Fellowship is $500 and is awarded in September. Applications are available during the summer.

Keith H. Wrolstad Memorial Fellowship in Geophysics and Marine Geology is administered by COAS and was established in memory of Keith H. Wrolstad who received his B.A. in physics from OSU in 1965 then received his Ph.D. in geophysics from OSU in 1978. The purpose of the fellowship is to provide support for graduate students studying geophysics and marine geology in COAS. Any graduate student in MG&G enrolled full-time in COAS and in academic good standing is eligible for the fellowship, including students who have received the fellowship in a prior year. Financial need shall be a criterion in making this award. The Fellowship is $1,000 and is awarded in September. Applications are available during the summer.

9.2 Assistantship

**Employment Payroll Paperwork**

Whenever you first start on an assistantship or any other employment by COAS, resume an assistantship after having been off the payroll for a time, or change between types of assistantships, you must complete paperwork with the COAS Student Development Office. Additionally, the COAS Accounting Office will assist...
you in payroll matters and employment eligibility (i.e. completing an I-9 form). If you change your Corvallis address, you must notify the COAS Accounting, COAS Student Development, and OSU Registrar offices.

Please note that to be signed up on COAS/OSU payroll, you must present your Social Security Card and an additional piece of picture identification.

Each term your GRA/GTA is in effect, you will be required to carry student health insurance and to be registered for 12 credits during the regular school year and 9 credits during summer. Your funding paperwork will list more details regarding these two requirements.

International students with assistantships should check in with the International Programs Office in Kerr Administration Bldg, then with COAS Student Development Office and COAS Accounting. You will need proof of registration and a funding letter to get the IPO paperwork for applying for a Social Security Card voucher. That in turn will get you started with COAS payroll.

**Paycheck Distribution**

You may receive your check by campus mail to your COAS mailbox or have your check automatically deposited to your bank account. Indicate how you want to be paid when you first fill out payroll paperwork with the COAS Accounting Office.

**Reduction or Termination of Support**

If you learn that your support will be reduced or terminated altogether, please inform the COAS Student Development Office. Wherever possible, deserving candidates’ names will be put forward for scholarships and fellowships by the office.
10. Financial Information

10.1 Tuition and Billing

If you have a Graduate Research Assistantship (GRA) or Graduate Teaching Assistantship (GTA) appointment of 0.20 FTE or more during the term for which you are registering, your tuition will automatically be billed to the COAS account out of which you are paid, but you must pay the remainder of your non-instructional fees. If tuition is included by error on your monthly billing statement from the university, indicate your correct billing status on the payment stub and pay only the correct amount. If the problem persists, obtain a signed GRA/GTA memorandum from the COAS Accounting Office, certifying that you hold such an appointment and are eligible for tuition waiver. Mail or take this memo to the Cashiers Office in the Administration Building, along with a copy of your registration billing.

Typically, the charges for tuition show up on your bill and are backed off. For starting Fall graduate assistants, the charges show up on the October 5th bill and are backed off by the end of the month. If you see charges beyond this time frame, please contact Anita Balleby in COAS Accounting and she can check with Human Resources and see if there is a problem.

10.2 Insurance Coverage for Students

Graduate assistants and students on hourly wages are covered by the State Accident Insurance Fund when involved in work for the university. This insurance covers graduate assistants on COAS business in state vehicles and on board research vessels. This coverage includes medical care for job-related accidents, including physician bills, hospital bills, medicine, surgery, X-rays, broken glasses, artificial limbs, etc. In case of death, there are certain benefits to survivors. For more details of this coverage, see the SAIF Worker’s Compensation Benefits Handbook available at the OSU Business Office. This insurance does not cover non-work-related accidents or illnesses.

Students not on the university payroll are not covered by the State Accident Insurance Fund. This means that any such student injured in any laboratory, state vehicle, research vessel, etc., generally has no recourse to state insurance.

International students are required both by U.S. law and university policy to have adequate health insurance for themselves and any dependents in the United States. Non-compliance can result in deportation. If you have any questions, contact the Office of International Programs, 400 Snell Hall 4th Floor, phone 541.737.3006.

10.3 Taxes

Since the Tax Reform Act of 1986, all stipend salary paid to a graduate assistant is taxable income. Tuition remission accompanying a graduate assistantship is not part of your taxable gross income. Scholarships and Fellowships are also taxable on that portion not spent for tuition and course-required educational supplies and fees. When you fill out your Withholding Allowance Certificate (W4 Form), be certain that you have allowed for sufficient amounts withheld from your monthly check to match your tax liability. A penalty will be applied if you do not have at least 90% of your tax liability for the current tax year withheld. International students should be particularly careful in keeping records; standard income tax deductions are not available to most non-resident aliens, who are allowed only one exemption and are permitted only actual itemized deductions.
11. International Student Information

Additional information is available at International Students and Faculty Resources website at http://oregonstate.edu/international; the phone number is 541.737.3006.

Please contact that office if you have specific questions about your status, funding or registration questions. They have a full staff to assist you and you will get clearer answers directly from them as opposed to the COAS Student Development Office trying to interpret what is on the web.

11.1 Non-immigrant Visas

Students who are in the United States on non-immigrant visas (typically, F-1, F-2, J-1, or J-2) have additional conditions and regulations that govern their stay in the United States. It is extremely important to pay attention to these conditions and regulations because failure to do so may have serious consequences, including deportation.

Having a visa to study in the United States represents an agreement between the individual student and the government of the United States. As long as the student follows all of the regulations and meets all of the conditions during his or her stay, the visa remains in effect. If the student neglects his or her visa responsibilities, the visa is terminated and the student is no longer allowed to remain in the United States regardless of whether or not the student has completed his or her academic objectives.

It is the responsibility of the visa holder to be informed and to fulfill all conditions, comply with all regulations, and meet all deadlines that are imposed by the visa status. The Office of International Programs of Oregon State University is staffed by advisors who know immigration regulations and who are authorized by the United States Immigration and Naturalization Service (INS) to prepare and sign documents necessary to maintaining valid visa status.

International student advisors are available at the Office of International Programs. To schedule an appointment, call 541.737.3006 or visit the office in Snell Hall, 4th floor. The receptionist will help you arrange a time to meet with an advisor.

11.2 Important Requirements for Visa Holders

- **Health Insurance.** As a visa-holder, you will be required to purchase health insurance that meets both the U.S. government and university minimum standard for your visa category.

- **Registration.** Registration requirements may be slightly different for you than for your peers who are U.S. citizens, U.S. permanent residents, or even for other international students. See an advisor in the Office of International Programs if you think you qualify for a “reduced course load.”

- **Employment.** Employment authorization is necessary for any kind of work, whether related to your studies or not. Do not accept any kind of employment without first seeing an advisor in the Office of International Programs; this includes assistantship offers!

- **Leaving and Returning to the U.S. (Including Cruises).** If you plan to leave the U.S. and return, for any reason, including cruises, see an advisor in the Office of International Programs well in advance of your departure. Depending on your country of citizenship, you may be required to get entry visas for the place(s) to which you will be traveling. In addition, your visa to re-enter the United States must be valid at the time you plan to return to the U.S. Give yourself enough time to take care of all the details before you leave.

Bringing family members to join you: In some cases, it is possible to bring family members to visit, or even to stay with you while you are pursuing your studies here. The Office of International Programs can assist you in determining if it is possible in your case.

Make sure you read your visa documents (I-20 or IAP-66) and you know what is required of you to maintain your visa status. Seek advice if you have any questions. Don’t jeopardize your academic and professional future.
by neglecting your responsibilities as a visa-holder — the consequences are too great!

### 11.3 Reporting Change of Address

Every “alien” in the USA is required by law to report his or her address to the Immigration and Naturalization Service (INS) within ten (10) days of the change of address. The term “alien” is a legal term referring to anyone who is not a U.S. citizen or national. The regulation is not new, but is now being enforced. The enforcement penalty is stated in the law. A willful failure to report a change of address could be considered a crime and result in a fine of up to $200, imprisonment of up to 30 days, and deportation.

To report your address on the required form AR-11, go to the website [http://uscis.gov/portal/site/uscis](http://uscis.gov/portal/site/uscis) for the form. The form is in Adobe format. You can fill it out online, print it, and mail it to the INS address indicated on the form. At this time you cannot submit the report electronically. You must sign the form. If you are a permanent resident, you do not need to send a copy of the form to the Office of International Education (OIE) is located in Snell Hall, Room 444. The phone number is 541.737.3006 and the fax number is 541.737.6482.

As a student at OSU, please be sure to change your address also through the university website: Student online services, and with the COAS Student Development Office.

### 11.4 Summer Enrollment

International students are not required to be enrolled during the summer. However, if an international student is defending in the summer, they must complete a “Declaration of Summer” enrollment form available through International Student and Faculty Services (ISFS).

For further information please contact the ISFS office at [http://oregonstate.edu/international/contact/isfs](http://oregonstate.edu/international/contact/isfs).
12. COAS Minors and Graduate Certificates

A 45-credit thesis program usually contains at least 30 credits in the major field of study including 6 to 12 Thesis credits, and 15 credits in a minor subject. Areas outside your major area, such as Marine Resource Management or the GIS graduate certificate are acceptable and referred to as single minors.

12.1 COAS Minors

Courses from a different area of concentration in Oceanography may also be part of a minor and are referred to as an Integrated Minor, e.g., a major in Oceanography with a Geological concentration and a minor in Biological. If you declare an Integrated Minor you must satisfy the following Graduate School requirements:

- It will consist of a series of related courses.
- The selection of minor courses embrace approximately 15 credit hours.
- The courses cover two or more fields outside the major area of concentration that clearly support the major work.
- A graduate faculty member from one of the fields outside the major field must sign the program as a minor professor and serve in that capacity on the committee.

Students electing not to declare a minor usually take some coursework credit outside their area of concentration.

12.2 Graduate Certificates

The Graduate Certificate Program is a structured progression of graduate-level courses that constitute a coherent body of study within a defined focus within a single discipline or a logical combination of disciplines. There is no formal committee requirement for graduate certificates. Certificate students are subject to all general policies governing the courses for the Master’s degree. The graduate certificate curriculum consists of a minimum of 18 graduate credits and may include a final project, portfolio, or report for integration of the sequence of course materials. Effective Fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate standalone courses. The remaining credits may be the 500 component of 400/500 slash courses. No final examination is required.

Certificates include the following.

- MRM Fisheries Management Graduate Certificate integrates diverse approaches and perspectives to find effective solutions for complex fisheries management problems at all levels, local to international. http://www.coas.oregonstate.edu
- MRM Graduate Certificate offers a blend of science and management oriented courses that prepare participants (professionals, decision-makers, and graduate students) to become leaders in marine resource management. http://www.coas.oregonstate.edu
- GIS Graduate Certificate includes the existing technologies and research areas of geographic information systems (GIS), cartography, remote sensing, photogrammetry, and surveying (also termed geomatics in the U.S.). http://www.geo.oregonstate.edu/gcert
- Water Conflict Management and Transformation is aimed at supporting water conflict prevention and resolution in Oregon, across the United States and internationally through a four-fold approach. http://www.transboundarywaters.orst.edu
13. Student Facilities

Office supplies will be furnished by COAS for COAS or University business only. Generally students are allowed to use COAS letterhead stationery for their professional but not their personal correspondence.

Clerical work will be done by COAS support staff for COAS business only. Student requests for clerical work must be approved by the Student Programs Office or by the professor whose account will pay for the services.

COAS copy machines must not be used for personal photocopy work. Copying facilities are available at various places on and off the campus for your personal copying. COAS policy on copying of copyrighted materials is posted near all copy machines.

COAS computing resources, including email, are available to COAS students for graduate program related purposes. Students are expected to remain mindful of this.

13.1 Dimmick Center

The Dimmick Center was established in memory of Geoffrey Dimmick, an MRM student who in 1983 died in a scuba accident at Whale Cove, north of the Hatfield Marine Science Center in Newport, Oregon. The Center is located in Strand 314, and is a place for students to meet to study, relax, or eat lunch. It houses the MRM library (a small collection of materials specifically related to the MRM Program), an overhead projector and screen for seminar presentation practice, a TV and VCR, refrigerator, microwave and sink, and comfortable seating conducive to easy conversation.

13.2 Pattullo Study

Pattullo Study (COAS Admin 100), is usually locked, but can be opened by any staff or student key. Your COAS Administration Building key will also get you into Pattullo Study. There is a useful collection of journals, books, atlases, class notes, reference materials, and reports from around the country and the world in the Study, including a fairly complete set of COAS publications (theses, collected reprints, data reports and reference numbers).

13.3 Marilyn Potts Guin Library

The Marilyn Potts Guin Library, a specialized branch of the OSU Libraries, houses the collection that supports the research and teaching of the Oregon State University’s Hatfield Marine Science Center in Newport. The 29,000 volumes and 310 current periodicals cover the broad range of marine-related topics including fisheries, oceanography, geology, botany, zoology, environmental studies, and biology. Strengths of the collection include marine mammals, marine fish, and aquaculture. The holdings reflect the varied research...
conducted at the Hatfield Marine Science Center, and include books, journals, technical reports, and maps. The breadth of this collection reflects the varied interests of the library’s users, including undergraduate students in residence for the academic term, resident graduate students, OSU faculty and staff, Oregon Department of Fish and Wildlife marine region staff, and federal personnel working at HMSC (NOAA, EPA and USFW). Besides the physical collection, the library provides links to information throughout the world via the Internet.

A service-minded staff of one professional and 1.5 FTE staff facilitates retrieval of international resources, teaches users information retrieval and evaluation, and maintains the collection. The comfortable library has good lighting, excellent study areas, and adequate meeting space for the needs of students and researchers.

More information is available at http://guin.library.oregonstate.edu.

13.4 Bulletin Boards

Job information, seminar notices, course schedules and descriptions, oral examination dates, and related information are posted on the hallway bulletin boards across from Burt 178. All hallway bulletin boards are under the supervision of one of the staff members. These bulletin boards are to be used for information pertaining to marine and atmospheric science related instructional or research programs. Before posting any material, obtain the approval of Kay Yates, 541.737.5193.

13.5 Mailboxes

All graduate student mailboxes are located in the entry of the COAS Administration Building. Both campus mail and U.S. mail are delivered to your mailbox along with COAS notices. Check your box frequently, since it is our principal means of communicating with you. The COAS mailing address is:

College of Oceanic & Atmospheric Sciences
Oregon State University
104 COAS Admin Bldg.
Corvallis, OR 97331-5503
USA

The COAS incoming FAX number is 541.737.2064. The incoming FAX machine is supervised by the COAS receptionist, who should be consulted about receiving FAX messages and sending FAX messages outside the U.S. Outgoing FAX machines are located in the copy rooms in Burt, Weniger, and Strand.

The COAS web site address is: http://www.coas.oregonstate.edu.

13.6 Graduate Student Offices

All COAS students are provided office space. The COAS Student Development Office assigns the COAS graduate student office space located on the fifth floor of Weniger Hall. Space in other buildings (Burt Hall and Strand Ag Hall), is assigned by individual faculty members responsible for that space. The COAS Student Development Office maintains space use records, assigns new office space as it becomes available, and reassigns offices as they are vacated by departing students. Please direct all your questions about offices, or requests for changes in existing office space, to the COAS Student Development Office, 541.737.5188. Please do not change offices or remove furniture from any office without first consulting the COAS Student Development Office. Vacated offices will be re-assigned according to current needs and not by squatter’s rights. More office furniture is available if you need it; please ask. Graduate students finishing degrees and leaving COAS will be given ninety days after passing their defense to vacate their assigned office space.

If you end up with office space in a non-Weniger building, most typically Burt Hall, and find that you do not use your initially assigned Weniger space, please notify the COAS Student Development Office. Due to high demand, we need to keep track of available student office spaces.
14. General COAS Policies, Procedures and Regulations

Keys, email and computer accounts, driver authorization, purchasing and travel issues are all handled by different people or offices within COAS. Please refer to the “COAS Information” section at the beginning of this document. You can always contact the COAS Student Development Office if you need additional assistance.

14.1 Keys and After-hours Work Permit (Card)

Graduate students are routinely issued a student key providing access to exterior doors of Burt Hall, the COAS Administration Building, Pattullo Study, and certain student offices. Additional building keys are needed by students with offices in Weniger and Strand Agricultural Halls. Requests for keys to other offices and laboratories must be approved by your major professor. You can obtain codes for the Weniger 535 and Strand 324 key or coded doors from the COAS Student Development Office.

Obtain Key Request Forms from the receptionist in the COAS Administration Building. You will need your Social Security or student ID number plus the lab or office number or key number and any written permission needed from your major professor. You can obtain codes for the Weniger 535 and Strand 324 key or coded doors from the COAS Student Development Office.

Students are not permitted to borrow keys from staff members at any time.

The possession of an official university key that has not been properly issued to you can cause considerable trouble and must be avoided. It is illegal to duplicate university keys outside of the Facilities Services Key Shop. Lost keys must be reported immediately to the COAS Accounting office. Prior to leaving the university for long periods of time, such as summer vacation, students are required by the university to turn in their keys to the COAS Receptionist. When preparing to leave permanently, keys are to be returned to the Facilities Services Key Shop where you will receive a refund of the key deposit.

After-Hours Work Permit (Card)

Graduate Students using the building(s) after regular hours (0700–1800) must have an After-Hours Work Permit (Card). Students may be required to show their permits and building keys to security personnel at any time. Permits are issued by the COAS Student Development Office. COAS buildings, except the Ocean Administration Building, are normally kept open to the public Monday through Friday, from 7 a.m. to 6 p.m., and closed on Saturday, Sunday, and holidays.

Building Security

Students are responsible for closing and locking all doors and windows when leaving rooms they have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. University buildings are open to the public. Offices and laboratories with open or unlocked doors are not secure from theft. Protect portable valuable items with locked doors or cabinets.

Fire doors and outside doors are not to be propped open at any time.

14.2 COAS Email and OSU Web Accounts

Please read your COAS email and check your snail-mail box in the COAS Admin reception area regularly. At present, these are the only methods of contacting you—we do not track non-COAS email addresses or mail to your home address as a rule. Please note that your OSU student account online provides critical information about your registration and billing, and you will need to check these frequently in the event of problems with the university accounting or registration requirements. The area this information is located is the same as where you go for online registration, Student Online Services, http://oregonstate.edu/main/online-services. Also, please keep your contact information updated with both COAS Student Programs and on the web, in the Student Online Services environment.

You are advised to set up and forward your ONID (OSU)
email to an address that you view frequently—this is the university’s official email addressing system and you can miss crucial financial and program or defending related emails from the Graduate School if you do not activate this email. You will be told about this email in Orientation, or contact the Student Programs Office if you need to sign up for it (student_advisor@coas.oregonstate.edu or 541.737.5188).

14.3 Driving of State Vehicles

The following instructions are taken from the OSU Administrative Policies and Procedures Manual and, although not complete, cover the most salient issues regarding students driving state-owned vehicles.

State owned vehicles must be driven only by authorized drivers. To be authorized to drive state vehicles on COAS business, all students, regardless of assistantship appointments, must complete an OSU Motor Pool Driver Authorization Form annually. See the Travel Technician in the COAS Accounting Office about authorization to drive state vehicles, including the COAS vehicles. The Driver Authorization form must be properly filled out, signed, and turned in to COAS Travel at least 3 days prior to departure. Drivers will need to provide the COAS Accounting Office with a copy of their driver’s license when turning in the authorization form.

Drivers of state vehicles must have a valid U.S. driver’s license: it does not have to be an Oregon license. Drivers of state vehicles must have a satisfactory driving record with no major traffic offenses. State owned vehicles must not be driven in excess of legal posted speed limits. All vehicles should be driven safely and in a manner conducive to economy. State-owned vehicles may not be used for any personal business. State Police may stop a state vehicle at any time to check on its use. Non-employees cannot be carried as passengers unless their travel involves or relates to official business. Employee spouses are permitted as passengers with the approval of the Dean. No children or other family members are permitted. No pets are allowed in vehicles, and no hitch-hikers are permitted.

Drivers are personally responsible for costs resulting from the following.

- Fines due to violations of law.
- Damage to vehicles while engaged in unauthorized or illegal use (for example, drivers not on payroll, or not having a valid driver’s license, etc.).
- Damage to vehicles caused by gross negligence of the driver.

Any accident involving a vehicle from the OSU Motor Pool must be reported to the Motor Pool, 541.737.4141, as soon as possible. Additional information on what to do in case of accidents is found in the logbook of each vehicle. The State Self-Insurance on motor pool vehicles has a $500 deductible, which COAS must pay if you are in an accident which is covered by this insurance.

If it is necessary to purchase gasoline for a motor pool vehicle, you must use the credit cards supplied with the vehicle. In Corvallis, obtain gasoline at the Motor Pool. Credit cards must be used only at stations of the companies indicated in the vehicle log book.

14.4 Purchasing

Before making any purchases for research projects, you must receive authorization from the principal investigator (P.I.) of the project. For cash purchases obtain a receipt for your purchase, sign it, and indicate the index number to be charged. Give the signed receipt to the COAS Accounting Office for processing of your reimbursement.

If a purchase is made with your personal credit card, a copy of the credit card statement showing the charge, plus any other documents for the purchase, will need to be submitted with signature, index number to be charged, and brief explanation of the business or research purpose before a reimbursement can be processed.

If your purchase is less than $5,000, you are authorized to place the order yourself with the P.I.’s approval. Use the index number to be charged as your purchase order number or, if the vendor requires a hard copy, submit a Departmental Requisition Form (with P.I. signature) to the COAS Accounting Office where a purchase order will be initiated.

For supply items, such as subscriptions, books or software, orders can be made on the College credit card by completing the Departmental Requisition or order form, and noting on the requisition that the order is to be charged to the COAS credit card. The COAS Accounting Office will then place the order.

If your purchase is for $5,000 or more, it must go through OSU Purchasing. Obtain Departmental Requisition forms from COAS Accounting (a supply of
forms is also kept in the reception area). Check with COAS Accounting staff about the proper method of preparing the form. After the appropriate approvals have been received (P.I.’s signature is required), the form will be audited and sent to OSU Purchasing by the COAS Accounting staff.

Upon receipt of purchases, keep all packing slips for audit records. You may be required to verify receipt of goods when the invoice arrives. For answers to questions concerning the purchase of supplies or equipment call the COAS Accounting Office (541.737.5201). All equipment purchases become university property. You must receive permission from the principal investigator of your project and submit a formal Loan Agreement before taking any university property off campus.

14.5 Travel

Work-related travel by graduate students must be pre-authorized by the principal investigator of the grant or contract paying for the travel.

• In-state travel is defined as any travel within the boundaries of Oregon. No prior institutional approval is needed. Several in-state trips can be combined on one Travel Reimbursement Worksheet (yellow form). Indicate departure and arrival times and dates for each trip. Reimbursement rates are subject to change. Please check with the Travel Desk in the COAS Accounting office for current rate information. Note: Lunch on a one-day trip is not reimbursable.

• Out-of-state travel is defined as travel originating in Oregon to a point of destination within another state and return from a point of origin out of state to a destination within another state. Prior written approval is required for all out-of-state trips. This approval should be submitted on an Out-of-State Travel Worksheet (blue form) the same day travel arrangements are made with one of OSU’s contracted travel agencies. If no airfare arrangements are necessary, the worksheet should be submitted at least two weeks prior to departure. Indicate all departure dates and times, methods of travel, registration fees, anticipated miscellaneous expenses, etc. Provide an index number that the travel is to be charged to and state the purpose of the trip. Again, check with the COAS Travel Desk for the current reimbursement rates. For insurance purposes, the Request for Travel Authorization worksheet is required even if travel is being paid by an outside agency.

Outside of the U.S.

If you are planning to travel outside the U.S. please remember to do the following before you leave the U.S.

• Determine if you will need to get a visa for countries other than your own. Contact the nearest consulate or embassy of each country that you wish to visit. This process may take several months, so inquire early. The Office of International Education has addresses and telephone numbers for many consulates and embassies here in the U.S. However, the Web has the most recent and updated information: http://www.state.gov/.

• Obtain a travel signature from an International Student Advisor. Please bring your copy of your I-20 (F-1 visa holders) or your IAP-66 (J-1 visa holders) to the Office of International Education at least five (5) working days before your departure. If you have been appropriately maintaining your visa status and owe less than $2,200 to OSU, you will receive a travel signature which should allow you and your family to re-enter the United States after your trip outside the country. You will also receive a “Certification of Status” letter, which states that you have been maintaining your visa status.

• Check your passport. Make sure that your passport will be valid at least six months beyond the date you plan to re-enter the U.S. If you need to renew your passport, you should plan to renew either well before you leave the U.S. or before you return to the U.S. Also, check to see that you have your I-94 card (the little card that is usually stapled into your passport). You will be required to surrender your I-94 when you leave the U.S.

• Check the visa in your passport. To return to the United States, you must have a valid visa in your passport (unless you are traveling to Canada or Mexico for less than 30 days; read the “Applying for a U.S. Visa in Canada or Mexico” handout in our office). If your visa has expired or will expire while you are outside the U.S. or if you have a single entry visa, you will need to obtain a new one while you are outside the U.S.

• To apply for a new visa, you must take or email the following documentation with you to the U.S. Consulate or Embassy: visa application (from a travel agency or the Web), passport,
valid I-20 or IAP-66, copies of financial documentation (including a letter from your department if you have an assistantship), an unofficial copy of your transcripts, and a copy of the current (or following) term’s registration. It is also advisable to contact the Consulate or Embassy to determine if any additional documentation is required. Hotel/motel charges require an original receipt itemizing expenses. Shared lodging is reimbursed according to your portion of the expense (no more than 50% for 2 people).

- If the hotel will not give you separate receipts, obtain a photocopy of the itemized lodging receipt, note your portion of the expense, and submit for reimbursement. A credit card receipt cannot be submitted as a receipt for reimbursement.
- Taxi fares, telephone calls, tolls, and/or any other miscellaneous expenses under $25.00 do not require receipts but do need to be itemized on the Travel Reimbursement Worksheet. When in doubt, obtain a receipt. No receipts are required for meals; they are reimbursed on a per diem basis. For current rates consult the COAS Travel Desk.
- Funds may be available for travel advances for items that cannot be paid for by other means. In general, employees may qualify for an advance if they are not eligible for the OSU VISA travel card, if travel extends beyond 7–10 days, or if travel is to a remote location where ATM access is limited. To request a travel advance, complete the appropriate section on the Request for Travel Authorization worksheet. Travel advances are issued by Business Affairs and may be picked up in Kerr Administration Building, Room B106, at the Payables reception desk, several days before the departure date. Travel advances must be repaid by the 15th of the month following the completion of the trip.
- The traveler is responsible for all arrangements and reservations. The Oregon University System (OUS) maintains a contract for all travel agency services. Check with the COAS Travel Desk for information about the contracted travel agencies.
- If a rental car is used for in-state or out-of-state travel, OSU will pay for the CDW or LDW insurance (covers the vehicle). It will not reimburse any other insurance. The OSU contracted rental car agency is Enterprise and it includes the liability insurance in the special rate for OSU employees, but you must refer to the OSU contract number (see the COAS Accounting Office for details).

### 14.6 Travel by International Students and Visa Renewal

If you plan to travel outside the U.S., you should have the following documents with you:

- A valid passport.
- A valid U.S. visa to re-enter the U.S. unless traveling to Canada, Mexico (for non-Mexican citizens), or certain adjacent islands for less than 30 days.
- A valid I-20 or IAP-66 with a travel signature given in the last 6 months.
- Proof of financial support.
- Unofficial copies of your university transcripts to prove full-time enrollment.
- A valid Employment Authorization Document (EAD) if you are an F-1 student on optional practical training approved by the INS.

If you plan to travel within the U.S., you should have the following documents with you:

- A valid passport;
- A valid I-20 or IAP-66 (a recent travel signature is advised but not required);
- An I-94 form (arrival departure document usually stapled in your passport);
- Proof of financial support; and
- Unofficial copies of your university transcripts to prove full-time enrollment

### International Students

You are responsible for being aware of the conditions and status of your visa.

### Visa Renewal

If your U.S. visa has expired or will expire prior to re-entering the U.S., or if you have a single entry visa, you will need to apply for a new one while you are outside the U.S. (see above for exceptions). It is currently not advisable to apply for a U.S. visa in Canada or Mexico. If you choose to do so and your visa is denied, you will not be able to re-enter the U.S. with your former visa.

When applying for a visa, you should expect closer
scrutiny, possible delays, and procedural changes. You can access U.S. consulate and embassy information on the Internet at http://usembassy.gov/ or have a friend or relative who lives in your country contact the embassy or consulate to obtain the latest information. To apply for a new visa, you should bring the documents listed above for travel outside the U.S., plus any additional documents required by the embassy or consulate. We recommend that students who need to renew their visa obtain a new I-20 or IAP-66 from our office prior to traveling.

If you have any questions or concerns about traveling, please contact an international student advisor in the Office of International Education.

14.7 Student Photos

A release sheet will be signed when you first arrive as a student. You can choose to forgo this. Absence of a release sheet on file with the COAS Student Programs Office and with COAS Research Publishing and Outreach indicates non-approval use of student photos.
COAS makes its research computing facilities directly available to all students. These facilities are for the purpose of furthering research goals of the College and for work toward the completion of degree programs. Illegal, unethical, or inappropriate use will result in disciplinary action. Because the COAS computer system is funded in large part by charges to U.S. federal grants, federal auditors often examine aspects of our financial records relating to the computer system. For these reasons, we wish to emphasize some operating restrictions about the use of computers within COAS.

- Note that you may bring your personal computer to your office to operate as a standalone computer, but it is not insured by the State and you should ensure that your insurance covers it while it is on campus. OSU and COAS accept no liability for anyone’s personal belongings, including a computer. COAS does not provide support for personal computers at work or home.

- You may not load software onto computers in the student labs. Any unauthorized software and all associated work files will be removed as soon as they are discovered. We must enforce this because COAS has a legal obligation for the licensing of all software on COAS systems. In addition, unauthorized installation of software often involves re-configuration of that computer in ways that may not be compatible with authorized COAS installed software. Such unauthorized software installations have led to serious malfunctions of computers in the student labs, and repairs to those computers can result in days of lost time to the Research Computing Staff. If you feel that you need software that is not available, make a request to your advisor and have him/her contact the COAS Student Development Office. Software requests that may benefit students as a whole may be requested via your Student Activities Committee representative on the COAS Computer Committee.

- Personal use (non-academic, non-research use) of the system is not permitted. We provide considerable disk storage for all COAS students for their research and educational needs. Disk space should not be abused through storage of inappropriate files. Finally, be aware that the downloading of pornographic images from the Internet (yes, it has happened in the past) also carries the personal risk of a sexual harassment charge if another person happens to see such images.

To qualify for access and to obtain an account on the COAS system, all entering students must take the computer system workshop offered before the start of each Fall term. In case of conflict or special circumstances, a self-guided version of the workshop is available so that students can attain a minimal level of competency with the system. Contact the COAS Student Development Office for more information about the computer system, obtaining your own access code to the keypad lock on the door to the computing labs in Weniger and Burt Hall.

All students in COAS have network access. Computing facilities exclusively for student use include four student labs providing over 30 UNIX, PC and Mac platforms where scientific and productivity software applications and peripherals can be used, and where students can log onto the network for access to the COAS computing facilities and onto the Internet. Applications available in the student labs include common productivity applications (word processing, spread sheets, graphics) as well as more specialized software (statistical analysis, compilers and relational database management systems). Laser printers are available in these student labs.

An extensive installed network connecting computing equipment within COAS is linked externally for electronic communications and remote computing. In the COAS local network domain, twelve buildings are connected together via optical fiber cabling with high speed routing and switching to the desktop. Over 120 UNIX workstations and 200 PCs and Macintoshes are connected to this COAS network, along with laser printers and plotters. From this local network domain, COAS is connected to the OSU campus network, which in turn is connected to the global network of the Internet, where vast computing resources (e.g., NCSA, NCAR, UCSD) can be accessed and over which worldwide electronic communication is possible.
16. Research Publishing and Outreach

The Research Publishing and Outreach office (Burt 128, 541.737.2750, pubs@coas.oregonstate.edu) provides the following services for students.

- Printing theses.
- Printing posters for conferences/workshops. (If a poster is a class assignment, print through Student Multimedia Services, http://oregonstate.edu/is/mediaservices/sms/)
- Grant proposal assistance (online submission help, proofread/format).
- Editing journal articles.
- Office supplies for research or college business (not personal or classroom use).
- Business cards (up to 30) for networking at conferences.
- Materials and publications for Salmon Bowl, SAC T-shirt sales, other special projects.
- Application troubleshooting.
- Publicity through OSU News Service.
17. COAS Committees

Many of the COAS policies and regulations concerning instruction and graduate students result from the actions of the three COAS committees whose functions are described below. If you are interested in becoming a member of a COAS committee please contact the COAS Student Development Office.

Student Advisory Committee (SAC)

SAC has two primary functions.

- Act as liaison between students and the deans to voice student concerns. COAS graduate students may bring problems about COAS policies, computers, library or other issues to SAC through any of its members. The chair of SAC brings student issues to the College Advisory Committee.

- SAC coordinates events such as the alumni speaker series, professional development presentations, spring barbecue, annual COAS awards, and T-shirts sales. The T-shirts sales provides COAS students with a small pool of funds for reimbursing travel expenses to conferences and off-campus courses and workshops. SAC awards applications quarterly. A Travel Reimbursement Form is available online. A SAC webpage is accessible through the Current Students tab on the COAS home page. If you are interested in participating in SAC, please contact the COAS Student Development Office.

SAC committee members:

Chair, Backup Chair, T-shirt sales (two members), Student Senate representative, Committee Liaison, Social Activities Coordinators (two members), Secretary, Awards and travel reimbursements

Graduate Admissions Committee

Faculty members of this committee are responsible for arranging the review of applications to the graduate program in their discipline; serving as liaison to the COAS Student Development Office in regard to the application, evaluation, and selection; student recruitment; reviewing reports of academic dishonesty; and annual review of progress by students in their discipline in COAS.

The faculty member also serves as the re-source person for students in that discipline. These advisors are in-formed about useful outside courses, respond to specialized discipline-related inquiries from prospective students, keep track of student applications circulating for review, and serve as ombudsmen for the students in their group. These faculty advisors will not act in lieu of members of a student’s Graduate School Committee. Each major professor is fully responsible for his or her student’s academic programs.

College Advisory Council (CAC)

The CAC is chaired by the Dean. Each discipline selects a primary and alternate representative (formerly Faculty Advisory Committee members), the chair of the SAC, and representatives from the classified staff, the professional faculty, and the technical staff (one representative from each group plus an alternate). The CAC consists of tenured or tenure-track faculty member from each discipline, one member of the Senior Research professorate, the Associate Deans, the Dean and other representatives as noted above. The CAC meets at least every other month during the fall, winter, and spring quarters, and other times as necessary.

The purposes of the CAC are as follows.

- To advise the Dean and Associate Deans on such matters concerning the operation of, or planning for the future of, the College as are brought to the committee’s attention by the Dean or Associate Deans, or by the professorate.

- To convey information from the College administration to the professorate and vice versa regarding the College, its operation, and its future.

- To help structure emerging discussions on new models for COAS, such as a research institute, new college, etc.

Task groups or ad hoc committees will be developed under the umbrella of the CAC, as needed, and may include a communications strategy group to work in
partnership with the OSU Foundation development assigned to COAS. Library and computer task groups may be created on an as-needed basis.

**College-level Committees**

Appointed annually by the Dean, these committees make recommendations regarding policies, decisions, and actions in their areas of responsibility. The Advisory Committees meet with the Dean regularly. A list of all COAS committees and their faculty and student members is available from the Dean’s office.

There are student representatives on each of the following COAS committees:

- Scientific Facilities (one student)
- Instructional Programs (two students)
- Promotion and Tenure (two students)
- Safety Committee (one student)
- Ship Operations (two students)

**COAS Student Development Office**

(COAS Admin. Bldg., Room 108, 541.737.5188)

The advising and advocacy arm of the Office of the Dean is the COAS Student Development Office, supervised by the Associate Dean. This Office will help you with course information, registration, COAS and Graduate School regulations, required signatures, and other academic procedures. The Associate Dean has overall responsibility for the COAS instructional program, course scheduling, and student affairs such as recruiting, admissions, student programs, academic requirements and COAS student regulations. The staff of the COAS Student Development Office is available for consulting about any aspect of your graduate work and assisting you with any academic procedures.

Please update the COAS Student Development Office when you have an address or advisor change by contacting 541.737.5188 or student_advisor@coas.oregonstate.edu.
Quick Guide

You are responsible for familiarity with this easily-available information. Please see these sources prior to contacting COAS Student Development.

If you receive messages from the Graduate School or the Student Health Center (GRA Insurance & summer coverage) with a direct contact listed for questions, please use this contact as they are your best resource for answers.

Please read and respond to your COAS email and paper mailbox in COAS Admin. Course, funding and events information are all distributed via these two methods, and often only through these two methods. The COAS Student Handbook is also linked on the COAS “Current Students” webpage.

Please notify the COAS Student Development office about any contact information updates and also keep your online profile (in OSU Student Online Services) up-to-date.

Registration (§ 2.6)

- Your advisor should be your first point-of-contact regarding your program of study.
- Please see the COAS “Table of Minimum Requirements” (Section 1.5) for the grid that shows the requirements for COAS and the disciplines. Note that there are both COAS “core requirements” and “core requirement” for your specific discipline. These terms may be confusing as they are sometimes used interchangeably.
- All graduate students must register continuously for a minimum of 3 graduate credits (12 credits for GRAs, both domestic and international students) and pay fees until their degree is granted. Please see the Student Handbook information about summer registration requirements and leave-of-absence.
- COAS Student Seminar Series (Section 2.12). All students must register for OC 507 (Master’s) or OC 607 (doctoral) and attend one term per year that they are a student, including their first year. Attendance/registration must be during the same term, presentation can be in term other than registration term. All COAS students are expected to give a seminar presentation once each year, except for their first year at COAS.

Program of Study (§ 3.1)

Please see the Student Handbook and the Graduate School webpage for information about the Program of Study, which is required by Graduate School by the end of your first year. Failure to complete a Program in the required time will result in a registration block. The Program ensures that you have met with your advising faculty and discussed your coursework completion plans.

Petitioning (§ 4.1–4.2)

Please see the COAS Student Handbook for petition procedures. Students may submit a petition for any of the following purposes.

- To waive degree requirements of COAS, including core course requirements.
- To transfer into a Ph.D. program on completion of the Master’s program.
- To change from a Ph.D. program to a Master’s program.
- To bypass the Master’s degree and work directly towards the Ph.D.
- To change from one graduate degree program in COAS to another (e.g., MRM to Geophysics).

Examinations and Defending (§ 3.2 Master’s; § 6.2 Ph.D.)

Information about all exams can be found on the graduate school webpages. This contains very important information regarding the “red tape” of your progress. Note that you must be registered for a minimum of 3 credits the term you defend (more if you are funded by an assistantship or other funding that has an enrollment stipulation).

- Discipline Exam, Section 5.1. The discipline exam
is a COAS-internal exam that is required for all Ph.D. candidates. Please see the Student Handbook for discipline-specific details regarding timing and content.

- Oral Preliminary Exam (PhD), Section 6.1. Orals are required of Ph.D. candidates at least one term prior to defending. Please note that this is different from the Discipline exam that is taken. Please see the Grad School “Guide to Success” Examination sections and Student Handbook.

- Final Oral Exam (Defending), Section 3.2 (Masters) and Section 6.2 (PhD). Please notify Student Development office well in advance of when you plan to defend. They will send you information about the defense process, what forms are required and who else to notify.

**Thesis (§ 7)**

Please contact Student Services for “thesis production & routing” information immediately after your defense or when you have your edits done—close to the Graduate School due date for completion.

Note that the ScholarsArchive link can be found on the Library homepage, lower-left corner, under “Unique @ OSU.” You will upload a copy of your thesis here and this is also a good place to go to look up other COAS theses—many are available in PDF form in their entirety. [http://osulibrary.oregonstate.edu/](http://osulibrary.oregonstate.edu/)

**Departing (§ 8)**

Please obtain a Departing Checklist and Information form from Student Development.

Please schedule an exit interview with either Bob Duncan (rduncan@coas.oregonstate.edu) or Robert Allan (rallan@coas.oregonstate.edu) in Student Development.

**Funding (§ 9.1–9.2)**

After consulting with your advisor about funding, contact COAS Student Development to initiate any funding paperwork that accompanies GRA administration and summer funding options. You will need to sign funding paperwork and be put on payroll.

- Tuition shows up on your billing statement and then is backed-off within a few weeks of the start of the term. Please monitor your account and contact Anita Balleby in COAS Accounting (541.737.5203) if you have questions about account changes and/or timing.

- Please note that regular reminders are sent out by to renew funding paperwork, primarily at the end of the term or school year. It is in your interest to act on these reminders.

- If you have a GRA/GTA you still have to pay university fees. Interest is charged starting at the beginning of the month after fees post.