



GEOGRAPHY

College of Earth, Ocean, and Atmospheric Sciences



Oregon State
University

College of Earth, Ocean, and Atmospheric Sciences

Welcome to CEOAS!

This handbook is a resource guide. Please familiarize yourself with this information. Most of the policies and procedures that govern graduate students are posted online, and this document provides a summary of the most important ones. Updates will be distributed via email. If you or your major professor has questions, please contact CEOAS Graduate Student Services. We look forward to assisting you throughout your time here; however, you are responsible for being informed and utilizing these resources. Often the answer you are looking for is on a webpage, and this guide helps reduce the time it takes to locate this information.

The handbook will also be available on the CEOAS Current Students web page: <http://ceoas.oregonstate.edu/current/>

Graduate Student Services

104 Wilkinson Hall • 541-737-5188 (Tel) Office Hours: Monday-Friday 8:00 am to 5:00 pm

Eric Kirby, Associate Dean, Academic Programs
205 CEOAS Admin Building
Eric.Kirby@oregonstate.edu 541-737-5169

Robert Allan, Director of Graduate Services
102 Wilkinson Hall
rallan@coas.oregonstate.edu 541-737-1340

Directs aspects of student development including recruitment, admissions, student and faculty advising, career planning and alumni relations. Primary contact person for GTA assignments.

Lori Hartline, Graduate Program Administrator
104 Wilkinson Hall
hartline@coas.oregonstate.edu 541-737-5188

Administrative point person responsible for graduate student matters including recruitment, admissions, student progress, degree completion, alumni relations, office space and general graduate level reporting.

Anita Bracha, Administrative Assistant to Associate Dean, Academic Programs
anita.bracha@oregonstate.edu 541-737-1238

Coordinates curriculum for the College, including class overrides, classroom management, course fees, textbooks, desk copies, student keys, and Motor Pool reservations.

Renee Freeman, Receptionist & Environment Science Graduate Program Admin.
104 Wilkinson Hall
renee.freeman@oregonstate.edu 541-737-1201

College of Earth, Ocean, and Atmospheric Sciences

Graduate Student Committee (GSC)

Congratulations and welcome to CEOAS! Graduate school is a time for both intense academic focus and personal growth. The GSC seeks to build a student community to balance these two aspects of graduate school. Get to know the GSC representative in your program. They can voice your concerns and help you get more involved with the GSC, participate in GSC social events, and provide tips for getting to know your new town! We wish you all success and hope that your time in CEOAS is rewarding.

The GSC is made up of graduate students just like you from each graduate program within the college. Members meet 2-3 times per term to discuss and plan the many activities/functions that we serve, see below for a list.

GSC acts as a liaison between the students and the college administration in order to voice student concerns. It meets regularly with the Deans and has representatives on college-level committees.

GSC coordinates social events to build cohesiveness within CEOAS, including such activities as Snow Weekend (winter term), annual college-wide awards, and CEOAS merchandise sales (which are awesome because they fund travel grants for grad students, aka us!).

GSC has a small pool of funds for reimbursing travel expenses to conferences and off-campus courses and workshops. Announcements are sent once a term.

All students are welcome to e-mail GSC with concerns or questions about student life and academics in CEOAS at gsc@coas.oregonstate.edu. We also have a [blog](#) and [Facebook](#) page, where we post upcoming events. We've also put together a [survival guide](#) for incoming students with tips and tricks for maneuvering CEOAS and Corvallis. If you're interested in being part of GSC let us know, we are always looking for new students.

See you around!

Professional Learning Community

Welcome to graduate school and congratulations on joining us all here at CEOAS! The CEOAS Professional Learning Community is a graduate student-led organization started in Fall 2017 by a group of students, faculty, and staff who are interested in having conversations and exploring diversity, inclusivity, and social justice.

Each year we host a discussion series, called Unpacking Diversity, that is based upon a centralized topic. These discussions are facilitated by invited scholars from the OSU community who are experts on issues of social justice. The aim of Unpacking Diversity is to create a more inclusive environment in higher education for students, faculty, and staff. Topics we discuss relate to society at large and through these conversations, we all can understand ourselves better and the role we play as individuals in creating a welcoming environment for all.

Check out our [website](#) for information about this year's upcoming discussion series and associated sessions, as well as resources to help spark conversation with others. All students are encouraged to join our listserv at unpackingdiversity.ceoas@gmail.com to keep up with our upcoming events and like our new [Facebook](#) page for relevant articles and news!

Cheers!

- CEOAS Professional Learning Community: <https://unpackingdiversity.wixsite.com/ceoas>
- 2018-2019 Discussion Session Series: Unpacking Diversity: Is Access to Opportunities in Higher Education Equitable? <https://unpackingdiversity.wixsite.com/ceoas/session-info>
- Facebook <https://www.facebook.com/UnpackingDiversityCEOAS/>

College of Earth, Ocean, and Atmospheric Sciences

OSU's Graduate School Office

The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.

The Graduate School supports students throughout the academic lifecycle, from admissions to degree completion.

The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services](#) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

- [Campus Safety](#) – Emergency phone numbers, university alerts
- [Career Development Center](#) – Resume/CV, networking, job search strategies
- [Childcare and Family Resources](#) – University child care centers, child care assistance
- [Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling
- [Cultural Resource Centers](#) – Cultural based community centers, social support
- [Disability Access Services \(DAS\)](#) – Academic accommodations
- [Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response
- [Financing your education](#) – Funding options and information, graduate awards
- [Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms
- [Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching
- [Health Insurance](#) – Plans for graduate students and graduate employees
- [Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance
- [Institutional Review Board \(IRB\)](#) – Review for human subjects research
- [Office of International Services \(OIS\)](#) – Visa and immigration advising
- [Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising
- [Recreational Sports](#) – Dixon Recreation Center, intramural sports
- [Statistics Consulting Service](#) – Graduate student research statistical advising
- [Student Health Services \(SHS\)](#) – Clinic and pharmacy
- [Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans
- [Transportation Alternatives](#) – Bike, bus, SafeRide
- [Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps
- [Valley Library](#) – Reference and research assistance, study spaces, research tools

College of Earth, Ocean, and Atmospheric Sciences

Arrival Checklist & College Resources

Office Assignment

Office assignments are coordinated by Robert Allan. Contact him to receive a space assignment or to change their space assignment.

You are responsible for locking all doors and windows when leaving rooms you 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. Office and laboratories with open or unlocked doors are not secure from theft. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Student Services. The signage for your office can be updated by sending update information to Robert Allan.

Do not change offices or remove furniture from any office. If you need additional furniture, have concerns about your office space, or are not using the space, see Robert. We ask that you clean and vacate your office within 30 days of finishing your degree and leaving CEOAS. Cleaning supplies are available from Renee Freeman in Wilkson 104 if you need them.

Mail

Drop boxes for outgoing campus and U.S. mail are available in the lobby of the CEOAS Administration Building. You will also find various express mail supplies in the lobby. You may have personal mail delivered to CEOAS. Outgoing U.S. mail with postage already applied can be left in the outgoing mail drop boxes or in drop boxes around campus.

All graduate students will have a mailbox in Student Services, Wilkinson 104. Both campus mail and U.S. mail are delivered to your mailbox along with CEOAS notices and paperwork. Generally, you can access your mailbox Monday through Friday between 8:00 am to 5:00 pm.

After-hours permit

You should find an after-hours permit in your mailbox. If not, see Lori Hartline in Student Services, Wilkinson 104. Keep your after-hours permit with you. Campus Security can and will ask for after-hours permits and will ask you to leave the building if you cannot furnish your permit on request.

Keys

Keys for offices and facilities are issued by Biana Weatherford (737-2064) located in the CEOAS Admin. building. Take the key request to the Access Lock & Key Shop located south of Kerr Administration to get your keys. Their hours are 11:00 am to 3:00 pm (<http://facilitites.oregonstate.edu/key-shop/>).

Use of Campus Telephones

If your student office is not equipped with a telephone, messages can be left at the Student Services number (541-737-1201). Any messages taken for you will be placed in your mailbox. University phone numbers have a prefix of 737 or 713. When calling from one campus telephone to another, dial only the last five digits of the phone number. When calling a local number, you must first dial 9 to get an outside line, then the area code and the number.

You will need an authorization code or personal calling card number to make long distance calls. Check with your major professor for an authorization number.

College of Earth, Ocean, and Atmospheric Sciences

CEOAS Research Publishing and Outreach

Research Publishing and Outreach is located in 166 Burt Hall. Stop by, call 541-737-2750 or email pubs@coas.oregonstate.edu with questions related to any of the following services for students:

Printing posters for conferences or workshops. You must provide an index number from your major professor or supervisor.

Helping to promote your research in video, print, or web outlets.

Proofreading journal articles ahead of publication (no charge).

Checking out video cameras to capture research activities and field work.

Supplies

CEOAS provides basic supplies (paper, pencils, pens, tape, chalk, erasers, whiteboard markers, etc.) to be used only for teaching or research assistant duties. The College does not provide personal supplies for coursework. College letterhead is to be used for official business only. Use for personal purposes such as expression of opinion about university issues is specifically prohibited. If in doubt, seek advice from your major professor or Student Services.

Teaching Assistants can pick up classroom supplies from the supply area in Student Services, Wilkinson 104 (room to west of graduate student mailboxes).

Research Assistants can pick up research supplies in the CEOAS Administration Building. If you need additional supplies for research that would need to be ordered, obtain those through your major professor.

Poster Printing

First and foremost, design your poster so that it will fit your printer. For example, AGU allows posters to be 4x6 feet (48x72 inches), but the printers at The Valley Library and CEOAS have a 42-inch maximum width, so 42 inches by X feet should be the maximum size of your poster. There is a variety of poster printing possibilities.

You can have one poster printed per term for no charge at Student Multimedia Services in the Valley Library. Use this as your first choice. This requires planning as this service is heavily utilized across campus. Make sure to get your poster to Student Multimedia Services at least two days in advance.

If you have an index number, you can have your poster printed in the Digital Media Lab in Burt Hall 170. Be sure to fill out the form next to the plotter with the appropriate information (e.g., size of the poster, index number, etc.) There is also a printer in the Research Publishing and Outreach office. Use this as a last choice because Research Publishing and Outreach staff is busy with projects for the College.

Student Profile

Below are two steps you can take to raise your visibility and promote yourself.

Visit your directory page at <http://ceoas.oregonstate.edu/people/browse/students>. Send corrections and headshot photo to Ernie Colantonio at colantoe@coas.oregonstate.edu. You are encouraged to also provide information on your research interests, current research project, education, and links to your vita and/or webpage.

Complete the Graduate Student profile form at <http://ceoas.oregonstate.edu/studentprofiles/graduate.php> and send a high-resolution photo to pubs@coas.oregonstate.edu. The photo would preferably be of you engaged in research or else taken in a setting evocative of your research, such as a mountaintop, forest, beach, lab bench, or

College of Earth, Ocean, and Atmospheric Sciences

ship. Publications can then highlight your research within College publications and promote your story to other OSU publications that feature student profiles.

CEOAS Student Facilities

The Dawes House, located on Monroe across from Bomb's Away, has a 1st floor dedicated to the use of graduate students. This space can be used to host guests, hold readings or group discussions, or just as a space for students to hang out. The 1st floor has a living room area, dining table, and kitchen. For the code to the door please see Robert Allan or ask a fellow student.

The Pattullo Study, on the first floor of the CEOAS Administration Building, houses a collection of journals, books, atlases, Discipline examination examples, reference materials, and reports from around the country and the world, including a fairly complete set of CEOAS publications including hardcopy graduate theses up through 2012. Theses are available on the Valley Library Scholar'sArchive site: <http://ir.library.oregonstate.edu/xmlui/>

The Marilyn Potts Guin Library, a specialized branch of the OSU Library, houses the collection that supports the research and teaching of Oregon State University's Hatfield Marine Science Center (HMSC) 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.

3-D Printing

The School of Electrical Engineering and Computer Science offers 3-D printing services for a fee. If you are printing items for a student organization or a class and have an OSU index number, you can use this service. Please go to EECS 3-D Printing Submission at <http://eecs.oregonstate.edu/education/3dprinter/> for more information and to submit your order.

CEOAS Computer Policies

CEOAS recognizes and supports Oregon State University's Network Engineering Acceptable Use Policy. Please consult this link if you have questions (<http://oregonstate.edu/fa/manuals/gen/computing-resources>).

Resources for Your Use in Wilkinson Hall

Computers and printers in the Graduate Student Research Facility, Undergraduate Student Lounge, and Digital Earth Lab are managed by CEOAS Support. (support@coas.oregonstate.edu).

Graduate Student Research Facility (Wilkinson 016)

This is primarily for the use of CEOAS graduate students. Graduate students may obtain a key to this room for after-hours use. There are five HP Z220 Workstations with a 3.4 GHz Xeon Quad processor, 16 GB RAM, and 256 GB solid-state hard drive. Software is maintained to keep current with most teaching and research needs. Wilkinson 016 has two printers, HP LaserJet black and white, and HP 3525 Color LaserJet printer. The printers are only available to CEOAS graduate students, staff, and faculty

Digital Earth Enhanced Classroom (Wilkinson 210)

This classroom is for teaching. Only students registered for classes that are scheduled for laboratories in Digital Earth (laboratory fees apply) will have access to resources in this room. Digital Earth is available for rent (\$300 per day for OSU use, \$400 per day for all other users, \$45 per hour set up fee).

Printers in Wilkinson and elsewhere

Printers are located in Wilkinson 016, 102F, 205, and 208. Computers have appropriate printers already installed. Printing is managed from a print server. Printers should not be used as copy machines. Please use the copy machine in Student Services, Wilkinson 104. Large print jobs should be sent to OSU Printing and Mailing Services (see Student Services staff for instructions). Printers are also available at student computing facilities at various

College of Earth, Ocean, and Atmospheric Sciences

locations on campus. Check out Student Multimedia Services at <http://oregonstate.edu/is/mediaservices/sms/>. They have thesis printing free to students as well as one free poster printed per term.

General Computing Guidelines

Do not store your files on College computers. These computers are not backed up. If a computer has a problem (virus or hacked) it will be removed without notice. The system will be wiped and re-imaged. All user profiles, pictures, documents and data will be lost. Please do not try installing software on department computers. Contact CEOAS Support. (support@coas.oregonstate.edu).

Wireless Access

Secure wireless access is available in most CEOAS buildings. Please see the receptionist in CEOAS Admin building for wireless connection instructions.

CEOAS Graduate Student Listservs:

All CEOAS Graduate Students

Geography Grads

Geology & Geophysics ("G & G grads")

Marine Resource Management

OEAS – Physics of Oceans and Atmospheres (POA)

Physical OC grads

AtS grads

OEAS – Ocean Ecology and Biogeochemistry (OEB)

students@coas.oregonstate.edu

geog_grads@lists.oregonstate.edu

gg_grads@lists.oregonstate.edu

mrmstu-mg@coas.oregonstate.edu

poastudents@lists.oregonstate.edu

po-grads@coas.oregonstate.edu

ats-students@lists.oregonstate.edu

oebstudents@lists.oregonstate.edu

Student Services Copy Machine -- Wilkinson 104

The Student Services copy machine may be used by anyone for university business during office hours. If assistance is needed to operate the machine or if there is a malfunction, ask office staff for help. It is also available for personal copies for a small fee (10 cents per page, 35 cents for overheads). You do not have to pay for materials you are preparing for a class that you are teaching, but you do pay for copying your personal class materials. The photocopier has a scanning feature that is available to all. When a document is scanned, it will be sent to the email of your choice. Your email address can be stored in the copier or you can type it in manually.

Student Services Fax Machine-- Wilkinson 104

The Student Services fax machine may be used by anyone for university business during office hours. Using the fax machine to send a personal fax costs \$1.00 for the first page and 50 cents for each additional page. There is no charge for incoming faxes. The fax number is 541-737-1200.

The CEOAS fax number is 541-737-2064. The fax machine is supervised by the CEOAS receptionist, who should be consulted about receiving fax messages and sending fax messages outside the United States. Fax machines are also located in the workrooms in Burt, Weniger and Strand Halls.

To send long-distance faxes on any of these machines, you will need a long-distance code. Your advisor may have one, otherwise Student Services (Wilkinson 104) can provide one for your use.

Note that CEOAS Administration Building also has copiers available for student use, see Lori Hartline for more information.

College of Earth, Ocean, and Atmospheric Sciences

CEOAS Progress Reports

Once a year, CEOAS conducts a review of student progress. The progress report provides an opportunity to ensure that the student-major professor relationship is healthy, that you are progressing toward completion, and that any unusual or sensitive issues can be identified and resolved. Contents of the progress reports are made available to both you and your major professor. If you have issues that you are uncomfortable writing about in this context, please bring them to the attention of Student Services staff.

The goals of the progress report are 1) to ensure that students and faculty meet once a year to review expectations and accomplishments; 2) to provide an opportunity to identify students who may be struggling; and, 3) to provide Student Services with pertinent information to market the program, catalog student accomplishments, and maintain accurate student records.

You and your major professor will each write a progress report that includes 1) your activities and accomplishments during the past year; 2) your anticipated results of current research and/or conferences; 3) your future plans/career interests; 4) your summer plans and contact information; 5) an update on current status in program; 6) an update on your project/thesis and funding; and, 7) notice of any impediments to progress and success.

The faculty- and student-written assessments are given to the discipline representative on the Graduate Admission 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 copies of the faculty-written student assessment and the student progress report to Student Services.

Registration

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. 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 the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in a given academic term. You are considered a "part-time" graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense. Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's)

Continuous Graduate Enrollment

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

College of Earth, Ocean, and Atmospheric Sciences

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

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.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. NOTE: Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

Unauthorized Break in Registration

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University. To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

Grievance Procedures

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <http://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

Grade Requirements and Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam

College of Earth, Ocean, and Atmospheric Sciences

may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

Incomplete Grades

An “I” (incomplete) grade is granted only at the discretion of 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 at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

Student Conduct and Community Standards: Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

Academic Dishonesty

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

- **CHEATING** — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- **FABRICATION** — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **ASSISTING** — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone’s grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- **TAMPERING** — altering or interfering with evaluation instruments or documents
- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else’s words, ideas, artistry or data as one’s own, or using one’s own previously submitted work. Plagiarism includes but is not limited to copying another person’s work (including unpublished material) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project and then submitting it as one’s own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University’s Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

College of Earth, Ocean, and Atmospheric Sciences

Office of Equal Opportunity and Access

The OU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education – related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

**Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

Graduate Assistantships

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. MOST graduate fellowships also have a registration minimum. The requirements for registration and health insurance sign-up or opt-out are in your funding contracts that you sign with CEOAS HR.

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.

Contact CEOAS Graduate Student Services (Lori Hartline, Robert Allan) if you have questions about Leave of Absence petitions, late enrollment or thesis credit adjustment petitions after week one of the term. Note that completed Leave of Absence petitions have to be filed two weeks before the start of the applicable term.

Travel

OSU travel quick reference

<http://fa.oregonstate.edu/business-affairs/travel>

College of Earth, Ocean, and Atmospheric Sciences

Arranging Travel and Applying for Travel Funds: Travel to professional meetings is highly encouraged as one of the best professional development activities you can undertake. This is an excellent way to present your research results to a broader audience while gaining valuable feedback, to network with scholars in your discipline, and to polish your public speaking skills and confidence.

Request for Travel Authorization

Domestic Travel: Domestic travel is defined as any travel within the boundaries of the United States. No institutional approval is needed prior to departure. Upon completion of your travel, you will need to submit a Travel Reimbursement Worksheet if you wish to get reimbursed for your expenses. Travel Reimbursement Worksheets are available at <http://ceoas.oregonstate.edu/facultystaff/files/TravelReimbursement.pdf> or in the lobby of the CEOAS Administration Building. The most common method of reimbursement is per diem for meals and incidental expenses.

Several trips can be combined on one Travel Reimbursement Worksheet. Indicate departure and arrival times and dates for each trip. Reimbursement rates are subject to change. Please check at http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us for current rate information. Receipts for lodging are required and reimbursement will be at actual cost up to the allowable per diem rate. Lodging tax is reimbursed separately as a miscellaneous expense.

International Travel

International travel is defined as any travel outside the boundaries of the United States. Submit a Travel Authorization Form before travel arrangements are made with one of OSU's contracted travel agencies listed on the form.

Travel Authorization Forms are available in the lobby of the CEOAS Administration Building or at <http://ceoas.oregonstate.edu/facultystaff/files/travelauthorization.pdf>

The Travel Authorization form should be submitted at least two weeks prior to departure even if no airfare arrangements are necessary. International travel requires additional time for authorization prior to airfare purchase. 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. For insurance purposes, the Request for Travel Authorization is required even if travel is being paid by an outside agency.

Students are also advised to register with OSU Risk Management prior to foreign travel. This may provide a benefit towards travel insurance: <http://risk.oregonstate.edu/international>

Note: Airfare may be purchased on your own and reimbursed after travel if preferred. No quote from the travel agency is necessary. The most economical itinerary that fits your travel needs should be selected.

Personal Travel Combined with Business Travel

Travelers may combine personal travel with business travel as long as no added expense is incurred by the University. A comparison quote showing the business-only costs is required. OSU will only cover the business portion of the trip. OSU contracted travel agencies can split the billing so that the business portion of the fare is charged to the University and the traveler is billed separately for their personal segment of the trip. Personal days must be noted on the traveler's itinerary when requesting reimbursement of business related expenses.

Applying for Travel Funds

If working as a GRA on a professor's research project, you should ask that professor what opportunities for presentation and travel funds might be available.

OSU and CEOAS Support for Travel

Graduate School Travel Funds: Lori Hartline in Student Services will circulate a nomination to degree programs. Each program can have one nomination per quarter for \$500 for domestic travel and \$1,000 for international travel.

College of Earth, Ocean, and Atmospheric Sciences

CEOAS Travel Funds: The Graduate Student Committee (GSC) Travel Fund: Open nominations for all degrees, once per quarter. GSC distributes roughly \$1,000 per term.

OSU- and State-Owned Vehicles

Authorization is required to drive university and state owned vehicles. Forms are available from Student Services or on the Motor Pool web site (<http://motorpool.oregonstate.edu/drivers>). If you will be driving a passenger van, you must watch the video and take the test available at <http://motorpool.oregonstate.edu/drivers/training> before leaving on the trip.

Other

Coalition of Graduate Employees (CGE)

The Coalition of Graduate Employees (CGE) is a local, member-run labor union (<http://cge6069.org/>) 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. All OSU graduate students are eligible to join CGE.

Taxes

Since the Tax Reform Act of 1986, all salaries paid to a graduate assistant are 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 (W-4 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.

Geography Program Guidelines

Pre-program requirements

Each graduate student entering the Geography program is expected to have some prior coursework in physical geography/earth system science, conservation/sustainability, cartography/mapping, and statistics. An audit form is distributed during CEOAS Graduate Student Orientation and available from Graduate Services. You must fill out this form, obtain signatures from your major professor and the program director, and deliver the form to Lori Hartline in Student Services by the end of the first week of the first term of study.

The following courses or their equivalent are required prior to entering the program, and should be listed on the audit form. If you do not have these courses in your background, you must take them at OSU, although they cannot be listed on your graduate program.

GEO 202 – Earth System Science (4 credits)

GEOG 300 - Sustainability for the Common Good (3 credits)

GEOG 370 - Cartography (4 credits)

ST 351 - Introduction to Statistical Methods (4 credits)

Degree Completion

You are required to complete one year of full-time graduate level coursework and a formal paper, thesis or dissertation about your research. Your major professor, graduate committee, student services office and director of the Geography program monitor your progress. Student progress is reviewed by a reporting process conducted by CEOAS Graduate Student Services during Spring term, and a discipline review process in Fall term. You will be notified of deficiencies.

Graduate Committee Composition

For information regarding your graduate committee composition, please contact Lori Hartline. Additionally, please see this link: <http://gradschool.oregonstate.edu/progress/graduate-committee>

Geography graduate sample curriculum

black font: core requirements (16 cr. of coursework)

blue font: geospatial science techniques (at least 12 cr. in program of study)

red font: geography concepts and applications (at least 12 cr. in program of study)

The **MS in Geography** requires a total of 45 credits, including 30 credits of coursework in the major (GEOG courses, courses outside the major may be used on the Program of Study with approval from your advisor/committee), plus thesis or research credits, plus seminars, plus additional electives outside the major. The MS program may also include a graduate minor (optional), which requires an additional 15 credits of coursework in the minor field, resulting in 60 total credits for the entire program. Two pathways to the MS are available: a thesis or a project

College of Earth, Ocean, and Atmospheric Sciences

(non-thesis). The thesis pathway requires 6-12 credits of thesis (GEOG 503) and the non-thesis pathway requires 3 credits of research (GEOG 501).

The **PhD in Geography** requires a total of 108 credits, including 36 credits of coursework in the major (GEOG courses, courses outside the major may be used on the Program of Study with approval from your advisor/committee), plus 36 credits of thesis and research credits, plus seminars, plus additional electives outside the major. The PhD program may also include a graduate minor (optional, 18 credits), within the 108 credit total. A minimum of three terms of full-time graduate academic work (at least 9 credits/term) will be spent on site at the Corvallis campus (excludes transfer credit).

All students must register for a minimum of 12 credits/term. Programs of study should be filed by the end of the first academic year. Please meet with the Program Director (Julia Jones, jonesj@geo.oregonstate.edu) to discuss your program of study by the end of winter term of year 1.

Year 1 - Fall (12-16 credits)

GEOG 511 (3) History and Philosophy of Geography (GEO 515)

GEOG 596 (3) Field Geography of Oregon II (GEO 534)

GEOG 550 (3) Land Use in the American West (GEO 523)

or GEOG 551 (4) Planning principles, practices for resilient communities

GEOG 560 (4) GIScience I: Principles and Theory (GEO 565)

OR GEOG 580 (4) Remote Sensing I: Principles and Applications (GEO 544)

GEOG 507 (1) Geography seminar

Year 1 - Winter (12 credits)

GEO 518 (3) Geoscience communication

GEOG 540 (3) Water Resources Management in the US

or GEOG 524 (3) Hydrology for water resource management

or GEOG 523 (3) Snow Hydrology

or GEOG 552 (3) Sustainable Site Planning (GEO 551)*

GEOG 561 (4) GIScience II: Analysis and Applications

or 571(4) Geovisualization: Web Mapping

or GEOG 581 (4) Remote Sensing II: Digital Image Processing

GEOG 501 Research OR GEOG 503 Thesis (up to 3)

Year 1 - Spring (12 credits)

GEOG 564 (4) Geospatial Intelligence: Security, Surveillance, and Ethics

GEOG 530 (3) Resilience-based natural resource management (GEO 520)

College of Earth, Ocean, and Atmospheric Sciences

or GEOG 531 (3) Global Resources and Development (GEO 526)
or GEOG 532 (3) Geography of Food and Agriculture (GEO 549)
GEOG 541 (3) International Water Resources Management (GEO 524)
GEOG 562 (4) GIScience III: Programming for Geospatial Analysis (GEO 578)
or GEOG 566 (4) Advanced Spatial Statistics and GIScience (GEO 584)
or GEOG 572 (3) Geovisualization: Geovisual analytics (GEO 545)
GEOG 501 Research OR GEOG 503 Thesis (up to 3)
OC 607 (1) Seminar

Year 2 - Fall (12 credits)

GEOG 596 (3) Field research in geomorphology and landscape ecology (GEO 548)
GEOG 565 (4) Spatio-temporal variation in ecology and earth science (GEO 541)
or GEOG 560 (4) GIScience I: Principles and Theory (GEO 565)
or GEOG 580 (4) Remote Sensing I: Principles and Applications (GEO 544)
GEOG 501 Research OR GEOG 503 Thesis (up to 3)

Year 2 - Winter (12 credits)

GEOG 540 (3) Water Resources Management in the US (GEO 525)
or GEOG 551 (4) Planning principles, practices for resilient communities (GEO 552)
or GEOG 524 (3) Hydrology for water resource management
or GEOG 523 (3) Snow Hydrology (GEO 583)
GEOG 561 (4) GIScience II: Analysis and Applications (GEO 580)
or 571(4) Geovisualization: Web Mapping (GEO 568)
or GEOG 581 (4) Remote Sensing II: Digital Image Processing (GEO 566)
GEOG 501 Research OR GEOG 503 Thesis (up to 6)

Year 2 - Spring (12 credits)

GEOG 512 (3) Social-ecological systems (GEO 554)
or GEOG 530 (3) Resilience-based natural resource management (GEO 520)
or GEOG 531 (3) Global Resources and Development (GEO 526)
or GEOG 532 (3) Geography of Food and Agriculture (GEO 549)
or GEOG 541 (3) International Water Resources Management (GEO 524)
GEOG 562 (4) GIScience III: Programming for Geospatial Analysis (GEO 578)

College of Earth, Ocean, and Atmospheric Sciences

or GEOG 566 (4) Advanced Spatial Statistics and GIScience (GEO 584)

or GEOG 572 (3) Geovisualization: Geovisual analytics (GEO 545)

GEOG 501 Research OR GEOG 503 Thesis (up to 6)

The CEOAS-wide student seminar OC 507/607

The OC 507/607 college-wide student seminar is offered every term save summer, at 4 pm on Monday. The purpose is to provide graduate students the opportunity to present their work to a common, literate audience. It is not intended as a forum for practicing technical talks. It is important for scientists and scholars to be able to express their work and the importance of their work to others outside their field. The seminar has the added benefit of exposing students to a wide range of research being pursued in CEOAS. Participation and peer-review of the student speakers helps develop science skills.

The requirement

Each MS graduate student is required to enroll in the course at least once per year for the first 2 years and to present at least one talk during the degree program; the presentation can be done either year 1 or 2.

Each PhD student is required to enroll in the course at least once per year for the first three years and to present at least two talks, in different years, during the degree program; the first presentation should be in year 1 or 2, and the second in year 2 or 3.

M.S. Requirements

You must complete all work for the degree within seven years, including transferred credits, coursework, thesis (if required) and all examinations.

A 45-credit Master's thesis program usually contains 30 credits in the major (including up to 12 thesis credits)..

The Master's program may include a graduate minor, but it is not required. If a minor field is chosen, an additional 15 credits of coursework in the minor field would bring the total credits up to 60 for the entire program.

The steps taken to obtain a Master's degree include the following:

1. File a Program of Study
2. Complete a Research Proposal
3. Defend

Filing a Program of Study

The Program of Study is a document that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that you must complete in order to obtain the degree. The Program of Study form *should* be completed and submitted to the Graduate School by the end of the second term of study or as determined by the program. It is required a minimum of 15 weeks before degree completion. The program of study is developed

College of Earth, Ocean, and Atmospheric Sciences

with guidance from the major professor and the Geography Program Director and requires signatures of all committee members before filing with the Graduate School.

A minimum of 45 credits is required and must appear on the MS program of study.

- GEOG 595 Field Geography of Oregon (3 credits) (While not formally required, it is strongly recommended that incoming geography students take this course. Students find that the connections made with the rest of the incoming group, along with the opportunity to refine one's academic plans while learning about the issues of the state, combine for an irreplaceable experience. Those who do not join generally find it harder to connect with their fellow students and make progress towards defining their research topic. If, due to irreconcilable conflicts, one cannot take the course, they are expected to develop and plan with their major professor for alternative coursework that meets both the academic requirements and the bonding experience that would be missed, and request approval from the program director.)
- GEOG 511 History and Philosophy of Geography (3 credits)
- GEO 518 Geoscience Communication (3 credits). This course can be waived if you have completed an undergraduate thesis.
- GEOG 596 Field Research in Geomorphology and Landscape Ecology (3 credits)
- One physical geography
- One resource geography
- GEOG 580 Remote Sensing
- GEOG 560 Geographic Information Systems and Science
- ST 511 Methods of Data Analysis or GEOG 565 Spatio-Temporal Analysis
- GEOG 501 Research (only if pursuing the MS paper option) (≥ 3 credits)
- GEOG 503 Thesis (if pursuing the MS thesis option) (≤ 12 credits) (The number of credits for GEO 501 and GEO 503 depends on your pathway to defense--paper vs. thesis. We recommend at least a total of six credits for both.)
- GEOG 507 Seminar (all Geography graduate students should register for this every term)
- OC 507 Seminar: CEOAS Student Series (register for OC 507 once during your program and give one presentation).
- Elective coursework

Pitfalls to Avoid

Register for at least one credit prior to the beginning of each term to avoid late fees.

A maximum of 15 credits of graduate coursework from another university may be transferred into a 45-hour program, but work previously used to complete a Master's program at OSU or elsewhere may not be used. The Graduate School determines which courses can be transferred.

No more than nine blanket number course credits other than thesis (GEOG 503) are permitted on a 45-credit program. The term "blanket credit" refers to courses with a 0 in the middle of the course number (501, 503, 505, 507). When registering for blanket credits, thesis and research courses, make sure that the course designator

College of Earth, Ocean, and Atmospheric Sciences

(GEOG) matches your major and degree level (500 level = Master's). Please pay close attention to this as changing your registration during the term requires a petition.

Research (GEOG 501) credits are taken when you will produce a written project paper (in lieu of an MS thesis) during the term you register for the credit.

Thesis (GEOG 503) credits can be used to keep your enrollment at 12 credits while you conduct thesis-related research.

A reading and conference (GEOG 505) credit (or credits) is taken when you are in a reading group, small discussion group, or one-on-one paper reading with your major professor.

Courses taken on a S/U (Satisfactory/Unsatisfactory) basis cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can.

The program of study must consist of a minimum of 50% graduate level stand-alone courses (not 400/500 "slash" courses). When registering for a slash course (4xx/5xx), register for the 5xx only (i.e., GEOG 451/551).

Complete A M.S. Research Proposal

You are required to take GEO 518: Geosciences Communications, during winter term (can be waived if you have completed an undergraduate thesis). This class helps you prepare the research proposal.

Committee Meeting: These meetings are used to help communicate research issues with your committee, discuss your program of study, and the broader challenges of completing your proposal.

Master's Thesis or Master's Paper Options

Conducting independent research is a central part of the Masters' degree. The research topic must be described in a written document, which can take the form of either a research project paper or a thesis. You and your major professor decide which format is best suited for your research. Many factors are involved including the nature of the research topic, your circumstances, time frame and career plans, the major professor's time availability, level of interest and expertise in the topic, and the availability of funding. Please consider the facts in the table below when making your decision. Based on discussion with your major professor, before the next to last quarter of your degree, make a decision about which pathway you want to follow. Refer to the table, Master's Paper vs. Thesis, below.

College of Earth, Ocean, and Atmospheric Sciences

Master's Research Paper Project vs. Master's Thesis

	Research Paper Project	Thesis
Form	25 pages maximum, format is choice of student and major professor.	Up to 100 pages, document formatted according to Graduate School requirements.
Permanent Record	One bound copy submitted to Student Services and one electronic copy submitted to ScholarsArchive.	
Content	Original work by the student including original questions, data analysis and writing; often does not involve primary data collection by the student.	Original work by the student including original question, data analysis and writing; may involve primary data collection by student.
Funding	Student should be able to complete data analysis and writing during a summer or an academic term while supported by a non-project source of funding.	Supported by research funding for one or more terms of data collection and one or more terms of data analysis and writing.
Committee Structure	A major professor and 2 additional committee members.	A major professor, two additional committee members and GCR
Editing and Feedback	Draft of paper is reviewed by major professor one time.	Multiple drafts of thesis are reviewed by major professor and committee members may review parts.
Assessment and Grading	Major professor reads final draft and assigns a letter grade. Grade must be B or better for Master's degree.	All committee members review the final draft and provide comments at defense.
Master's Defense	Oral presentation open to the public. Afterwards, student is tested by the committee on coursework and project.	
Likelihood of Publication	A publication from the Master's is useful to the student who intends to continue in graduate school or whose job requires publication. Publication of a thesis depends mostly on the efforts of the authors, including the student and his/her major professor and committee members. The process can take several years after the defense.	
Work Required to Publish	Refinements of both formatting and content are required to convert a research paper into a submittable manuscript.	Thesis has to be edited down by about 2/3 before it can be submitted.
Example of Publication	Rustigian, H.L., M.V. Santelmann, and N.H. Schmaker. 2003. Assessing the potential impacts of alternative landscape designs on amphibian population dynamics. <i>Landscape Ecology</i> , 18, 65-81.	Wemple, B.C., J.A. Jones and G.E. Grant. 1996. Hydrologic integration of forest roads with stream networks in two forested basins in the western Cascades of Oregon. <i>Water Resources Bulletin</i> . 32(6):1195-1207.
Eligibility for PhD	Admission depends on the student's motivation, finding a major professor, strong letters of recommendation (including from Master's major professor and committee members) and evidence of the student's ability to conduct an independent, original research project. Both the project and the thesis provide evidence of this ability.	
Job Qualifications	Job applicants are asked to provide evidence of writing ability and ability to work independently. Both the project and the thesis provide evidence of this ability.	

College of Earth, Ocean, and Atmospheric Sciences

Defense

All Master's degrees require a final oral exam. You must have a minimum GPA of 3.00 to schedule a final oral examination. All coursework appearing on the program of study must be completed and a grade assigned prior to scheduling the final oral examination. You are responsible for scheduling the oral exam with the Graduate School and for all other arrangements of the Master's defense.

Notify Lori Hartline in Graduate Student Services of your intent to defend. You will need to see the College's requirements list AND the OSU Graduate School's list. After your defense, you will get an email from Lori Hartline providing instructions on the required distribution of your final paper and scheduling your exit interview.

Tasks for Completing a Master's in Geography (Research Paper Option)

Year 1 Task	Target for Completion
Finalize selection of major professor and discuss developing a committee	End of fall term
Create a committee and prepare program of study	End of winter term
Prepare a research proposal and have it reviewed and signed by your major professor, then submit copy to Lori Hartline in Student Services for your student file.	
Present at Geography Day.	End of spring term
Year 2 Tasks	Four months before final oral examination/defense
Submit a diploma application to the Graduate School (application form is available on the Graduate School web page).	
Submit draft of paper to major professor.	At least one term before final oral examination/defense
Coordinate with your committee to set a time and date for your final oral examination (defense).	At least four weeks before final oral examination/defense
Reserve a room for the exam. See Lori Hartline.	At least four weeks before final oral examination/defense
Schedule your final oral examination with the Graduate School by submitting the exam scheduling form available online at http://gradschool.oregonstate.edu/forms .	
Email Lori Hartline the details of your defense including the defense date, time, location, degree, major, major professor's name, and the title of your re- search paper. She will email an announcement out to the College.	At least two weeks before final oral examination/defense
Distribute a defensible copy of your paper to your major professor (meets Graduate School guidelines).	At least four weeks before final oral examination/defense
Complete final oral examination (defense).	
Submit final paper in PDF format to ScholarArchives.*	Prior to leaving campus
Make an appointment for an exit interview. *	Prior to leaving campus

College of Earth, Ocean, and Atmospheric Sciences

Tasks for Completing a Master's in Geography (Thesis Option)

Year 1 Task	Target for Completion
Finalize selection of major professor and discuss developing a committee	End of fall term
Create a committee and prepare program of study	End of winter term
Prepare a research proposal and have it reviewed and signed by your major professor, then submit copy to Lori Hartline in Student Services for your student file.	
Present at Geography Day.	
Year 2 Tasks	Target for Completion
Defense Preparations: email Lori Hartline for your Defense to-do list.	Upon setting Defense date with committee.
Submit draft of thesis to major professor.	At least four weeks before final oral examination/defense
Coordinate with your committee to set a time and date for your final oral examination (defense). Email Lori Hartline the details of your defense including the defense date, time, location, degree, major, major professor, and the title of your thesis. She will email an announcement out to the College.	
Deliver or email pre-text pages of your thesis to the Graduate School. Definition of pre-text pages is available in the Thesis Guide at http://gradschool.oregon-state.edu/success/thesis-guide .	
Complete final oral examination (defense).	
Distribute a defensible copy of your thesis to your major professor (meets Graduate School guidelines).	At least two weeks before final oral examination/defense
Complete final oral examination (defense).	
Submit final thesis in PDF format to ScholarArchives.*	Prior to leaving campus
Make an appointment for an exit interview. *	Prior to leaving campus

College of Earth, Ocean, and Atmospheric Sciences

PhD Program in Geography

The PhD degree is granted primarily for creative and scholarly achievements. You are required to complete approximately one year of full-time, graduate level coursework and a minimum of one full-time academic year devoted to the dissertation.

Formal Requirements for PhD Program

A standard PhD program includes a total of at least 108 credits, 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 (GEO 603). A minimum of one full-time academic year (i.e., 36 credits) should be devoted to the preparation of the dissertation. The PhD program may include a graduate minor, but it is not required.

The steps taken to obtain a PhD degree include the following:

- Select a Committee
- Hold a Program of Study meeting with committee
- File a Program of Study with Graduate School
- Complete a Research Proposal Defense
- Pass the language exam
- Pass the comprehensive preliminary exams
- Written preliminary exam
- Field preliminary exam
- Oral preliminary exam
- Dissertation Defense

Filing a Program of Study

The Program of Study is a document that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that you must complete in order to obtain the degree. The Program of Study form should be completed and submitted to the Graduate School by the end of the second term of study. The program of study is developed with guidance from the major professor and is signed by the major professor and the Geography Program Director before filing with the Graduate School. The Program of Study form *should* be completed and submitted to the Graduate School by the end of the second term of study or as determined by the program. It is required a minimum of 15 weeks before degree completion.

The following minimum courses are required and must appear on the PhD program of study:

GEOG 595 Field Geography of Oregon (3 credits) (While not formally required, it is strongly recommended that incoming geography students take this course. Students find that the connections made with the rest of the incoming group, along with the opportunity to refine one's academic plans while learning about the issues of the state, combine for an irreplaceable experience. Those who do not join generally find it harder to connect with their fellow students and make progress towards defining their research topic. If, due to irreconcilable conflicts, one cannot take the course, they are expected to develop and plan with their major professor for alternative

College of Earth, Ocean, and Atmospheric Sciences

coursework that meets both the academic requirements and the bonding experience that would be missed, and request approval from the program director.)

- GEOG 511 History and Philosophy of Geography (3 credits)
- GEOG 596 Field Research in Geomorphology and Landscape Ecology (3 credits)
- One physical geography
- One resource geography
- GEOG 580 Remote Sensing
- GEOG 560 Geographic Information Systems and Science
- ST 511 Methods of Data Analysis or GEOG 565 Spatio-Temporal Analysis
- GEOG 603 Thesis
- GEOG 507 Seminar (all Geography graduate students should register for this every term)
- OC 507 Seminar: CEOAS Student Series (register for OC 507 once during your program and give one presentation).
- Elective coursework

Pitfalls

Register for at least one credit prior to the beginning of each term to avoid late fees.

A minimum of 36 credits of graduate work must be completed on-campus, in residence, to meet the residency requirement.

There is no limit on the number of graduate credits transferable from another institution to a PhD program at OSU. The Graduate School determines which courses can be transferred.

No more than 15 blanket number course credits other than thesis (GEOG 603) may be included on a 108-credit program. The term “blanket credit” refers to courses with a 0 in the middle of the course number (601, 603, 605, 607). When registering for blanket credits, thesis and research courses, make sure that the course designator (GEOG) matches your major and degree level (600 level = doctoral). Please pay close attention to this as changing your registration during the term requires a petition.

A thesis (GEOG 603) credit (or credits) is used to keep your enrollment at 12 credits while you conduct thesis related research.

A reading and conference (GEOG 605) credit (or credits) is taken when you are in a reading group, small discussion group, or one-on-one paper reading with your advisor.

Courses taken on a S/U (Satisfactory/Unsatisfactory) basis cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can if taken at OSU.

The program of study must consist of a minimum of 50% graduate level stand-alone courses (not 400/500 “slash” courses). When registering for a slash course (5xx/6xx), register for the 6xx only (i.e., 507/607).

College of Earth, Ocean, and Atmospheric Sciences

Program of Study Meeting

During the program of study meeting, your committee members meet one another and evaluate, modify, and approve your planned coursework (in the program of study document). This meeting should take place no later than the fourth term (fall, year 2) of your degree program.

GCR: The Graduate Council is represented on a graduate student's committee by a Graduate Faculty member outside the student's major and minor areas. A Graduate Council Representative (GCR) is required for all doctoral committees, and all master's degrees involving a thesis. Students pursuing a non-thesis masters may choose a GCR for their committee, but one is not required. The GCR is selected by the student from a list provided by the Graduate School. <http://gradschool.oregonstate.edu/faculty/gcr-guidelines>

Research Proposal Defense

PhD students are expected to give a public presentation of the PhD proposal, followed by a one-hour closed-door discussion with the committee. The PhD proposal defense must take place after the program of study meeting, but before the PhD preliminary exams.

Foreign Language Requirement and Examination

Because the PhD is a degree of advanced, original research, the program requires that all PhD programs of study must include one foreign language other than the student's native language. For some students, knowledge of a computer programming language may be highly recommended as well, but it is not required. Passing the language examination is a prerequisite to beginning the comprehensive preliminary examination.

The requirement is automatically satisfied when English is your second language. This means that if you are fluent in your native language and were required to take the TOEFL test for admission to Oregon State University, you can be exempted from further certification, at the discretion of your graduate committee.

The minimal foreign language requirement is the capability to use geographical periodicals and references in the second language. You will be expected to demonstrate comprehension of basic grammar and adequate vocabulary such that references can be used with reasonable facility.

Meet the foreign language requirement by any one of the following means

- If you are completing (or have completed) the second year of college level language training, you can be certified as meeting the language requirement by your graduate committee.
- If you have a language proficiency developed from experience, private study, or non-academic training, you may satisfy the foreign language requirement by passing a reading test with an approved examiner. This exam typically takes the form of translation of an article in your field of study. The examiner will select suitable portions of a geography journal or reference material for written translation (usually a total of two pages). You may use a dictionary. The translation is to be accomplished in a reasonable time (not more than one hour) and to correctly express the context of the assigned paragraphs. The examiner may ask questions concerning the language structure and grammar in the translated portions, to assure that you have reasonable comprehension. Language examiners in Geography are listed below (alternative arrangements may be made to test other languages in the absence of designated college examiners).

- French: Larry Becker, Julia Jones

College of Earth, Ocean, and Atmospheric Sciences

- Chinese (Mandarin): Bo Zhao
 - Hebrew: Aaron Wolf
 - Hindi: Shireen Hyrapiet
 - Italian: Julia Jones
 - Spanish: Julia Jones, David Wrathall
- The language requirement may be satisfied by passing the Foreign Language Achievement Test developed and provided by Brigham Young University (<http://flats.byu.edu>).

Following the successful examination, the student will complete the appropriate form (available at <http://gradschool.oregonstate.edu/forms#PhDlanguage>) to be filed with the Graduate School.

Preliminary Examinations

A student must pass a three-stage sequence of comprehensive written and oral preliminary examinations before the end of the third year after entering the PhD program. Advancement to candidacy is contingent on passing these preliminary examinations.

The Graduate School policy in the Graduate catalog states: “The examination should be scheduled for at least two hours.” Programs have the prerogative to make the exam longer or add written exams. Therefore, the Geography PhD preliminary examinations consist of the following components: 1) a written examination, 2) a field problem, and 3) an oral examination.

At least one complete academic term must elapse between the preliminary oral examination and final oral dissertation defense. After successfully completing the oral examination, you are advanced to candidacy for the PhD degree. You must then complete and defend a PhD dissertation within five years in order to be awarded the degree.

The written examination

Tests the rigor of your understanding of the discipline and your particular specialization, and your ability to understand questions, construct an argument in writing, and display mastery of concepts and relevant supporting details. The written exam normally consists of five to seven questions prepared by members of the committee and selected and assembled by the major professor. You are given five hours to deliver typed copies of responses to members of the committee for evaluation. Normally, within three days, the major professor can give you the committee evaluation.

The field problem

Tests your ability to collect and synthesize relevant information in response to a practical, applied question in your field. In consultation with the committee, the major professor defines and evaluates the field problem. The problem assigned may involve field, library, or other research. It may involve a proposal for an extended effort, a consulting report, expert testimony, or other small-scale problem for which research and reporting can be completed in the allotted time. The major professor can choose a format of either two days (48 hours) or three days (72 hours) for the field problem. Typed copies of a specified report are delivered to the committee at the end of the specified time period.

College of Earth, Ocean, and Atmospheric Sciences

Defense: The formal oral examination

This 2-hour exam is given by the full committee and includes the Graduate Council Representative. Questions may range across your background, and the time is equally divided among the examiners. The student is responsible for scheduling this exam with the committee, and notifying the Graduate School at least two weeks in advance.

Notify Lori Hartline in Graduate Student Services of your intent to defend. You will need to see the College's requirements list AND the OSU Graduate School's list. After your defense, you will get an email from Lori Hartline providing instructions on the required distribution of your final paper and scheduling your exit interview.

Dissertation

You must submit a dissertation embodying the results of research and giving evidence of originality and ability in independent investigation. The dissertation must be a real contribution to knowledge, based on your own investigation. It must show a mastery of the literature of the subject and be written in creditable literary form. Information concerning the style and format of the dissertation may be found on the Graduate School web site.

Tasks for Completing a PhD in Geography

Year 1 Tasks	Target
Complete selection of major professor and discuss committee composition	Fall & Winter term
Finalize committee and complete program of study	Spring term
Begin formulating research proposal	Summer/ Fall
Year 2 Tasks	
Developing a research proposal	Fall/Winter
Defend Research Proposal and submit copy to Lori Hartline for your file.	Winter / Spring
Present at Geography Day	Spring term
Complete Foreign Language Requirement	
Year 3/4 Tasks	
Pass Written Preliminary Exam, Field Problem, and Oral Exam Some finish 2 nd year while others 3 rd year	
Conduct Research	
Coordinate with your committee to set a time and date for your final oral examination (defense).	Term you defend
Email Lori Hartline notice of your intent to defend	
Distribute a defensible copy of your dissertation to your committee (meets Graduate School guidelines).	
Deliver or email pre-text pages of your dissertation to the Graduate School. Definition of pre-text pages is available in the Thesis/Dissertation Formatting Guide at http://gradschool.oregonstate.edu/success/thesis-guide .	
Complete final oral examination (defense).	
Submit final thesis in PDF format to ScholarArchives.*	Prior to leaving campus.
Make an appointment for an exit interview. *	Prior to leaving campus.

* After your defense, you will get an email from Lori Hartline providing instructions on the required distribution of your final dissertation and scheduling your exit interview

College of Earth, Ocean, and Atmospheric Sciences

GEOGRAPHY Program and Degree Requirements Checklist

Geography Program Director: Julia Jones

For Fall 2018, Robert Kennedy will be the Program Director in Julia's absence

MS

___ CEOAS Student Seminar
Presentation date(s): _____

___ **Program of Study**

___ Geography Day
Presentation date(s): _____

___ Research Proposal ***

___ **Final Examination**
(aka Thesis or Project Defense)

___ Exit Interview
(set up with Grad Services)

PHD

___ CEOAS Student Seminar
Presentation date(s): _____

___ **Program of Study**

___ Geography Day
Presentation date(s): _____

___ Research Proposal ***

___ Research Proposal Defense

___ Field Examination

___ Written Qualifying Examination
(aka Discipline Exam)

___ **Oral Preliminary Examination**

___ **Final Examination (aka Defense)**

___ Exit Interview
(set up with Grad Services)

Entries in BOLD require scheduling and/or paperwork submitted to the OSU Graduate School.

NOTE: The Geography PHD Program of Study has a language requirement. This is sometimes fulfilled prior to matriculation or is completed in the course of the degree. For questions, contact your advisor or the Geography Program Director, Julia Jones.

*** see "Current Students" webpage, link below Geography Handbook for Research Proposal guidelines
Contact Lori Hartline in CEOAS Graduate Services for more information hartline@coas.oregonstate.edu