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OCEAN, EARTH, AND ATMOSPHERIC SCIENCES

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

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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/>

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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

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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.

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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

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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

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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.

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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.

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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

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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.

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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>

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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.

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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.

Ocean, Earth, and Atmospheric Sciences (OEAS) Program Guidelines

CEOAS confers M.S and Ph.D. degrees in Ocean, Earth, and Atmospheric Sciences (OEAS), under five distinct concentrations: Atmospheric Sciences, Marine Geology, Ocean Ecology & Biogeochemistry, Physical Oceanography, and Geophysics. Each of these concentrations has different course and degree requirements. Be certain you know which set of rules applies to your situation.

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 that graduate students have 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.

While each faculty member who runs the course may change the details of evaluation, participation is key and an element of peer-review of the student speakers furthers the aim of honing the skill of giving a clear and compelling general talk.

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.

Master's Program in Ocean, Earth, and Atmospheric Sciences

As a candidate for the M.S. degree, you are required to complete one year of full-time graduate level coursework and a formal thesis written about your research. Thesis research and manuscript preparation can be completed in approximately one to two additional years.

The steps taken to obtaining a M.S. degree include the following.

Filing the Program of Study: The Program of Study form should be completed at the end of your first year. The Program of Study is worked out under the guidance of the major professor and is signed by the major professor and the Director of Student Development (or Associate Dean of Academic Programs) before filing with the Graduate School

For the Master's, you should include 6-12 credits of Thesis (e.g., ATS, GEO or OC 503). A maximum of 15 credits of graduate coursework from another university may be transferred into a 45 credit (thesis)

Thirty (30) hours of coursework taken at OSU after admission into a graduate program must appear on the Program of Study. Note that 'coursework' includes Thesis credits in formal terminology, so by definition, the

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Graduate School requires 45 total credits on the Master's Program of Study and that can be 15 transfer and 30 "in house" or all "in house" for the 45 credits.

The M.S. Program of Study must consist of a minimum of 50% graduate level stand-alone courses (not 400/500 "slash" courses).

Committee Meetings: A graduate committee is designed to help the student address issues and navigate through the research process. Graduate committees should be established within the first year. Ideally, the student will have a committee meeting in spring term to review coursework, make plans for summer, and begin developing a research proposal. The Graduate Council Representative (described below) does not need to attend this meeting. For more information regarding your graduate committee composition, please contact Lori Hartline. Additionally, please see this link: <http://gradschool.oregonstate.edu/progress/graduate-committee>

Defense: Please contact Lori Hartline in CEOAS Graduate Services regarding your plans to defend. You must schedule your Defense with the Graduate School two weeks in advance to allow time for the audit of your program of study and to distribute a copy of your thesis to your committee at least two weeks before your defense (or an earlier timeline imposed by your major professor). Upon successful completion of the defense, you generally have six weeks or until the beginning of the following term, to make revisions and submit them to the Graduate School.

Pitfalls to Avoid

- Register for at least three credits prior to the beginning of each term to avoid late fees.
- The term "blanket credit" refers to courses with a 0 in the middle of the course number (501/505/507). When registering for blanket credits, thesis and research credits, make sure that the course designator (OEAS/OC/ATS) 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.
- A research (e.g., OC 501) credit (or credits) is taken when you will produce a stand-alone product the term in which you register for the credit. Graded P/N.
- A thesis (e.g., OC 503) credits are required on the program (6-12 credits for the Master's), and are also used to keep your enrollment at 12 credits while you conduct thesis related research and writing.
- A reading and conference (AtS 505/OC 505) credit (or credits) is independent reading and library research on specialized topics in oceanography or atmospheric science, guided by discussions with supervising faculty. A written report might be required. Can also be taken when you are in a reading group, small discussion group, or one-on-one paper reading with your major professor.
- Courses taken on an S/U (Satisfactory/Unsatisfactory) basis cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can.
- When registering for a slash course (4xx/5xx), register for the 5xx only.

Formal Requirements for Master's Program

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- As a Master's candidate, you must complete all work for the degree within seven years, including transferred credits, coursework, 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.
- The 45-credit Master's thesis program usually contains about 30 credits in the major (including up to 16 thesis credits). 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. See example tables of degree course requirements later in this document.
- No more than nine blanket number course credits other than thesis (AtS 503/OC 503) are permitted on a 45-hour pro-gram. Blanket number courses include: AtS 501 Research, OC 501 Research, AtS 505 Reading and Conference, OC 505 Reading and Conference, AtS 507 Seminar, and OC 507 Seminar.

MS: OEAS Degree, Atmospheric Sciences Concentration (ATS-POA)

Courses	Total Credits
OC 515 Oregon Coast Math Camp (P/N)	3
OC 507 Seminar: CEOAS Student Series	2 (or more)
<i>You must register for OC 507 once in each year of your program and give one presentation.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
<i>Three of the following:</i>	11 (or more)
AtS 511 Thermodynamics (4 credits)	
AtS 512 Atmospheric Radiation (3 credits)	
AtS 515 Atmospheric Dynamics I (4 credits)	
AtS 516 Atmospheric Dynamics II (4 credits)	
<i>Two additional AtS or approved courses</i>	2 (or more)
AtS 503 Thesis	6-12
Total	45 (or more)

MS: OEAS Degree, Physical Oceanography Concentration (PO-POA)

Courses	Total Credits
OC 515 Oregon Coast Math Camp (P/N)	3
OC 507 Seminar: CEOAS Student Series	2 (or more)
<i>You must register for OC 507 once in each year of your program and give one presentation.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
OC 670 Fluid Dynamics	4
OC 671 Geophysical Fluid Dynamics	4
OC 672 Theory of Ocean Circulation	4
OC 673 Descriptive Physical Oceanography	4
OC 503 Thesis	6-12
Total	45 (or more)

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MS: OEAS Degree, Ocean Ecology & Biogeochemistry Concentration (OEB)

Courses	Total Credits
OEAS 500 Cascadia Field Trip (P/N)	3
OC 607 Seminar: CEOAS Student Series	2 (or more)
<i>You must register for OC 507 once in each year of your program and give one presentation.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
<i>Tier II Discipline core courses for OEB are a 12 credit, 3-course cluster that runs in spring term and is required for students. Generally taken in year one.</i>	
OC 521 Applications in Ocean Ecology & Biogeochemistry	4
OC 522 Ocean Biogeochemical Dynamics	4
OC 523 Ocean Ecological Biogeochemistry	4
<i>Other relevant courses</i>	
OC 503 Thesis	6-12
Total	45 (or more)

MS: OEAS Degree, Marine Geology Concentration (MG)

Courses	Total Credits
OEAS 500 Cascadia Field Trip (P/N)	3
OC 507 Seminar: CEOAS Student Series	2 (or more)
<i>You must register for OC 507 once in each year of your program and give one presentation.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
GEO 518 GeoScience Comm (winter year one)	3
OC 561 Igneous & Tectonic Processes in the Ocean	3
OC 562 Sedimentary Processes in the Ocean Basins	3
<i>Other relevant courses</i>	7 (or more)
OEAS 503 Thesis	6-12
Total	45 (or more)

Program note for OEAS Marine Geology: Masters Thesis Proposal. The OEAS M.S. degree, Marine Geology concentration, requires you to submit a thesis proposal. You should develop your proposal in consultation with your major professor during GEO 518, which you should take in Year 1. The thesis proposal should be completed within a maximum of 12 months of starting the program. The proposal must provide a comprehensive overview of your planned thesis research. Proposal guidelines are in the appendices.

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Courses	Total Credits
OEAS 500 Cascadia Field Trip (P/N)	
or OC 515 Oregon Coast Math Camp (P/N)	3
OC 507 Seminar: CEOAS Student Series	2 (or more)
<i>You must register for OC 507 once in each year of your program and give one presentation.</i>	
OEAS 530 The Fluid Earth (fall)	
or a higher level Fluid Dynamics class	4
MTH 581 or MTH 582 Mathematical	
Methods for Engineers and Scientists (recommended)	3
GEO 518 GeoScience Communication (winter, year one)	3
OC 561 Igneous & Tectonic Processes in the Ocean (winter)	
or GEO 527 Volcanology or GEO 530 Geochemistry	3
OC 683 Data Analysis in the Frequency and Wave Number Domains	4
GPH 630 Elements of Seismology	4
GPH 650 Geophysical Inverse Theory	4
GPH 651 Geodynamics I	3
<i>At least 3 other GPH courses and other relevant courses</i>	
OEAS 503 Thesis	6-12
Total	45 (or more)

Program note for OEAS Geophysics: Masters Thesis Proposal. The OEAS M.S. degree, Geophysics concentration, requires you to submit a thesis proposal. You should develop your proposal in consultation with your major professor during GEO 518, which you should take in Year 1. The thesis proposal should be completed within a maximum of 12 months of starting the program. The proposal must provide a comprehensive overview of your planned thesis research. Proposal guidelines are in the appendices.

PROGRAM Timeline for M.S. in Ocean, Earth, and Atmospheric Sciences Program (all concentrations)

Year One	Target for Completion
Discuss your goals and expectations with your advisor.	
Prepare program of study with advisor and committee.	End of winter term
Complete Progress Report.	Spring term
Complete Program of Study	Spring term
Year Two	Target for Completion
Review first year goals and establish goals for second year.	
Committee Meetings.	
Complete Progress Report.	Spring term
Defend.	End of spring, summer or following fall term

Defense Preparations

Please contact Lori Hartline in CEOAS Graduate Services regarding your plans to defend. You must schedule your Defense with the Graduate School two weeks in advance to allow time for the audit of your program of study and to distribute a copy of your thesis to your committee at least two weeks before your defense (or an earlier timeline imposed by your major professor). Upon successful completion of the defense, you generally have six weeks or until the beginning of the following term, to make revisions and submit them to the Graduate School.

PhD Program in Ocean, Earth, and Atmospheric Sciences

As a PhD student, you must fulfill the requirements of both the Graduate School and the College. The level of work must be consistent with the degree. This degree is granted primarily for creative and scholarly achievements. You

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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.

Your major professor, graduate committee, and College monitor your progress. A progress report review takes place in the spring. If you are not making satisfactory progress, the faculty, your major professor and your dissertation committee will suggest ways for you to get back on track. Continued failure to make progress will result in loss of assistantship and, ultimately, dismissal. For information regarding your graduate committee composition, please contact Lori Hartline. Additionally, please see this link:

<http://gradschool.oregonstate.edu/progress/graduate-committee>

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

Filing the Program of Study: The program of study form 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.

Discipline Exams (Written Qualifying Exams): You must pass a comprehensive written examination in your concentration before you 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 concentrations. Comprehensive discipline examinations are intended to determine whether or not the student has attained the understanding and scientific foundation needed to proceed with the rest of the PhD 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 PhD students in CEOAS. While there is no CEOAS requirement to do so, the discipline groups of CEOAS 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 third year at CEOAS. 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 CEOAS must take the appropriate discipline examination by the end of their first year in the PhD program. Students studying Physical Oceanography within the POA discipline are required to take the written discipline examination at the end of their first year. In the other disciplines, PhD students must pass a written discipline examination before the end of their second year at OSU. The Graduate School requires that all members of your PhD committee be provided access to your written examination at the time of the subsequent oral preliminary examination.

The discipline faculty promptly reports the results of examinations to the Associate Dean for Academic Programs, who notifies students of pass or failure by letter. If the faculty noted weak areas that require a student's attention before the oral preliminary examination, these will be mentioned in the letter. After a student has been notified

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about the results of a written exam, she/he may examine the grader's marked copies of the exam in the CEOAS 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.

More discipline-specific information on the Discipline (written) Examination process is available later in this document.

Oral Preliminary Examination: The oral preliminary examination (also referred to as 'Orals' or 'Oral Prelims') may be held after successful completion of the preliminary written examination ('Discipline Exam'). Timing of the oral examination requires agreement by the committee members and must be recorded at the Graduate School two weeks in advance by the student. This examination is conducted by members of the doctoral committee and takes at least two hours.

To advance to candidacy, you must pass an oral preliminary examination given by your doctoral committee near the completion of your coursework. The preliminary oral exam addresses mastery of concepts and ability to integrate them in the discipline. It also assesses preparedness to complete dissertation research. You may be asked to make a brief presentation of your dissertation proposal. At least one complete academic term must elapse between the time of the preliminary and the final oral examinations.

You are responsible for scheduling the preliminary examination with the Graduate School using the "Event Scheduling Form" (available on the Graduate School webpage in the forms menu) and with all committee members two weeks in advance. Student Services must be notified of the scheduled date by Wednesday of the week preceding the examination. For oral exams, Burt 193 or the CEOAS Administration Building Wecoma Room may be scheduled. Additionally, other OSU rooms can be used if CEOAS rooms are not available. Please contact Student Services for room reservation information. Your full committee, including the Graduate Council Representative, attends this meeting and signs off on the Examination card immediately following completion. This card is then forwarded to the Graduate School by the GCR.

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 card returned to the Graduate School. Candidates must defend within five years of passing the preliminary oral examination.

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Oral Preliminary Exam information specific to graduate students in the PHYSICAL OCEANOGRAPHY concentration:

OEAS Physical Oceanography Preliminary Oral Exam

The preliminary oral exam will be taken by the end of the Year 3 Fall Term (9th academic term including summer sessions). The format proposed below is to be used as a guideline with the final format of the exam to be determined by the student's advisor.

Format: The exam will include: 1) a 5-6 page written proposal of the student's thesis work, 2) a ~30 minute oral presentation to the committee on the student's work-to-date, the research proposal, and a timeline for completing the student's degree, and 3) a ~1.5 hour question and answer period covering the student's research topic and core curriculum. The written proposal is to be submitted to the committee one week prior to the exam. As per the requirements of the Graduate School, the oral exam must be at least 2 hours in length with no more than half that time being dedicated to specific aspects of the research proposal. Note that the Orals must be scheduled with the OSU Graduate School: <http://gradschool.oregonstate.edu/progress/exams-and-meetings>

Policy: If a student passes the oral exam, they will move forward in the PhD program. If a student fails the oral, they will be move into the Master's Program. If the student enters the Master's Program, the student will defend that degree by the end of Year 3. Students that show significant improvement can return to the PhD program after their Master's Degree is completed.

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 at <http://gradschool.oregonstate.edu/success/thesis-guide>.

A copy of the pre-text pages of the dissertation must be submitted to the Graduate School at least two weeks prior to the final examination. You must distribute complete copies of the final draft to the other members of the doctoral dissertation committee.

Final Examination (Defense): At least one full academic term but no more than five years must have elapsed between completion of the preliminary examination and the final examination (often referred to as dissertation defense). If more than five years elapses, you will be required to take another preliminary oral examination.

You must schedule the final examination at least two weeks in advance with the Graduate School after having arranged the time, date and place with all members of the doctoral committee. The final examination is normally two hours in length and consists of an oral presentation of the dissertation research that is followed by a question period during which you may be tested in depth with respect to knowledge in your field of specialization.

Upon successful completion of the final examination, you have six weeks or the start of the next term to make any revisions and submit an electronic copy in PDF form to ScholarsArchive.

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Pitfalls to Avoid

- Register for at least three credits prior to the beginning of each term to avoid late fees.
- The term “blanket credit” refers to courses with a 0 in the middle of the course number (601/605/607). When registering for blanket credits, thesis and research credits, make sure that the course designator (OEAS/OC/AtS) 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 research (AtS 501/OC 501) credit (or credits) is taken when you will produce a stand-alone product the term in which you register for the credit. Graded P/N.
- A thesis (AtS 503/OC 503) credit (or credits) is used to keep your enrollment at 12 credits while you conduct thesis related research and writing.
- A reading and conference (AtS 505/OC 505) credit (or credits) is taken when you are in a reading group, small discussion group, or one-on-one paper reading with your advisor.
- When registering for a slash course (4xx/5xx), register for the 5xx only.

Formal Requirements for PhD Program

A standard PhD program includes a total of at least 108 credits. OEAS PhD students must complete a minimum of 36 thesis credits and a minimum of 36 regular, non-blanket credits. Blanket courses are 601 Research, 605 Reading and Conference, 607 Seminar, and 608 Workshop. No more than 15 blanket course credits can be applied to your 108 total. Therefore, PhD students often take more than 36 thesis credits and complete more than 36 coursework credits. The Graduate School requires you to complete 108 coursework credits. Of the 108 credits, 50% or 54 credits should be graduate stand-alone courses and non “slash” courses such as 400/500.

There is no limit on the number of graduate credits transferable from another institution to a PhD program at OSU.

Credits from a Master's program at OSU may be used on your PhD 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/No Credit) courses can.

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PhD: OEAS Degree, Atmospheric Sciences Concentration (ATS-POA)

Courses	Total Credits
OC 515 Oregon Coast Math Camp (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
AtS 511 Thermodynamics	4
AtS 512 Atmospheric Radiation	3
AtS 513 Atmospheric Chemistry	3
AtS 515 Atmospheric Dynamics I	4
AtS 516 Atmospheric Dynamics II	4
<i>Other relevant courses</i>	
AtS 603 Thesis	36 (or more)
Total	108 (or more)

PhD: OEAS Degree, Physical Oceanography Concentration (PO-POA)

OC 515 Oregon Coast Math Camp (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
OC 670 Fluid Dynamics	4
OC 671 Geophysical Fluid Dynamics	4
OC 672 Theory of Ocean Circulation	4
OC 673 Descriptive Physical Oceanography	4
<i>Other relevant courses</i>	
OC 603 Thesis	36 (or more)
Total	108 (or more)

PhD: OEAS Degree, Ocean Ecology & Biogeochemistry Concentration (OEB)

OEAS 500 Cascadia Trip (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
<i>Tier II Discipline core courses for OEB are a 12 credit, 3 course cluster runs in spring term 2015 and is required for students. Generally taken in year one.</i>	
OC 521 Applications in Ocean Ecology and Biogeochemistry	4
OC 522 Ocean Biogeochemical Dynamics	4
OC 523 Ocean Ecological Biogeochemistry	4

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PhD: OEAS Degree, Ocean Ecology & Biogeochemistry Concentration (OEB)

OEAS 500 <u>Cascadia Trip</u> (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
<i>Tier II Discipline core courses for OEB are a 12 credit, 3 course cluster runs in spring term 2015 and is required for students. Generally taken in year one.</i>	
OC 521 Applications in Ocean Ecology and Biogeochemistry	4
OC 522 Ocean Biogeochemical Dynamics	4
OC 523 Ocean Ecological Biogeochemistry	4
<i>Other relevant courses</i>	
OC 603 Thesis	36 (or more)
Total	108 (or more)

Other relevant courses

OC 603 Thesis	36 (or more)
Total	108 (or more)

PhD: OEAS Degree, Geological Oceanography Concentration (G&G)

Courses	Total Credits
OEAS 500 Cascadia Field Trip (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 520 The Solid Earth (fall)	4
OEAS 530 The Fluid Earth (fall)	4
OEAS 540 The Biogeochemical Earth (winter)	4
OC 561 Igneous and Tectonic Processes in the Ocean	3
OC 562 Sedimentary Processes in the Ocean Basins	3
OC 691 Proposal Writing	3
<i>Other relevant courses</i>	
OEAS 603 Thesis	36 (or more)
Total	108 (or more)

Program note for OEAS Marine Geology: PhD Thesis Proposal. The OEAS Ph.D. degree, Marine Geology concentration, requires you to submit a thesis proposal. You should develop your proposal in consultation with your major professor during OC 691, which you should take in Year 1. The thesis proposal should be completed within a maximum of 12 months of starting the program. The proposal must provide a comprehensive overview of your planned thesis research. See the appendices for thesis proposal information.

PhD: OEAS Degree, Geophysics Concentration (G&G)

Courses	Total Credits
OEAS 500 Cascadia Field Trip (P/N)	
or OC 515 Oregon Coast Math Camp (P/N)	3
OC 607 Seminar: CEOAS Student Series	4 (or more)
<i>You must register for OC 607 once in each year of your program and give two presentations.</i>	
OEAS 530 The Fluid Earth (fall)	

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or a higher level Fluid Dynamics class	4
MTH 581 or MTH 582 Mathematical Methods for Engineers and Scientists (recommended)	3
OC 561 Igneous and Tectonic Processes in the Ocean (winter) or GEO 527 Volcanology or GEO 530 Geochemistry	3
OC 683 Data Analysis in Frequency & Wave Number Domains	4
GPH 630 Elements of Seismology	4
GPH 650 Geophysical Inverse Theory	4
GPH 651 Geodynamics I	3
OC 691 Proposal Writing	3
At least 3 other GPH courses and other relevant courses	
OEAS 603 Thesis	36 (or more)
Total	108 (or more)

Program note for OEAS Geophysics: PhD Thesis Proposal. The OEAS Ph.D. degree, Geophysics concentration, requires you to submit a thesis proposal. You should develop your proposal in consultation with your major professor during OC 691, which you should take in Year 1. The thesis proposal must provide a comprehensive overview of your planned thesis research. See the appendices for thesis proposal information.

Program timeline for the PhD in Ocean, Earth, and Atmospheric Sciences Program (all concentrations)

See note below for Physical Oceanography Review Meeting details

Year One

Discuss your goals and expectations with your advisor.
Prepare program of study with advisor and committee.
Complete progress report.

Target for Completion

End of spring term
Spring term

Year Two

Complete Program of Study, form committee
Review first year goals and establish goals for second year.
Complete progress report.
Written discipline examination

Target for Completion

Winter term

Spring term
Spring term

Year Three

Preliminary oral exam
Review second year goals and establish goals for third year.
Complete research proposal.
Complete progress report.

Target for Completion

Fall term

End of winter term
End of spring term

Year Four

Review third year goals and establish goals for fourth year.
Complete progress report.
Defend. End of spring term

Target for Completion

End of spring term

Physical Oceanography Biannual Review Meetings

Biannual review meetings with science-members of the student committee (i.e., GCR need not be present) will commence in Year 2 Spring Term. The purpose of the meetings is to improve communication with the student's

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committee and to help the student identify potential challenges to a timely completion of the degree. One week prior to each review meeting, students will prepare a short (1-2 pages text with figures and captions) summarizing i) what the student has done over the previous 6 months, ii) what the student is planning to do over the next 6 months, and iii) a statement on how the student's work constitutes progress towards the thesis and innovative research. The third item is an opportunity for the student to develop the student's science vision and an understanding of how the student's work fits into the broader science landscape. This statement will evolve and mature as the student progresses toward the student's degree. (Note that the Preliminary Oral Exam serves as the biannual review meeting in Year 3 Fall Term.)

Defense Preparations

Please contact Lori Hartline in CEOAS Graduate Services regarding your plans to defend. You must schedule your Defense with the Graduate School two weeks in advance to allow time for the audit of your program of study and to distribute a copy of your thesis to your committee at least two weeks before your defense (or an earlier timeline imposed by your major professor). Upon successful completion of the defense, you generally have six weeks or until the beginning of the following term, to make revisions and submit them to the Graduate School.

Appendix to OEAS Degrees:

Discipline Exams (aka written/qualifying exams)

Atmospheric Sciences

All PhD students must pass a two-component qualifying/discipline examination within three years of entering the PhD program, or one year after earning a Master's degree in the same field at CEOAS. Typically, students take this exam by the end of their second year. Exceptions may be granted in cases when students take extended leave or study part-time. 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 PhD program by the Dean, but may be permitted to complete a Master's degree if they have not already done so. Following successful completion of the discipline examination, the student is expected to focus primarily on their research and is advised to take their oral preliminary examination within two years of passing the Discipline Examination. As each exam is designed specifically for each student by their PhD committee, students should form their committees early enough to ensure sufficient time (generally a few months) for faculty to plan the exam. It is the student's responsibility to discuss exam expectations with all committee members. Each committee member will provide guidance as to which areas will be covered and the types of questions. Questions may include (but are not limited to) quantitative problem solving, interpretation of scientific literature, reviews of the intended research field, and discussions of the student's Master's and/or preliminary PhD work. Students should take the exam at a time agreed upon by the student and committee. Note that specific times for both components of the exam should be scheduled, as discussed further below. Not all committee members need to be available for the time of the written portion, but all committee members (except the GCR) must be present for the oral portion.

The comprehensive discipline examination in Atmospheric Science consists of two components:

AtS Written

The written component of the examination occurs first and tests (1) the rigor of the student's understanding of the discipline and her/his particular specialization and (2) the student's ability to understand questions, construct an argument in writing, and display mastery of concepts and relevant supporting details. The written component normally consists of five to ten questions. Committee members prepare questions in their specialties relevant for the student's chosen research area, with the major advisor determining the final composition of the written component. The committee, in consultation with the student, should decide the length (up to a full day, but generally shorter) and format (take-home, open-book, closed-book, etc.) of the written component. Within one week of the written portion, the major professor will convene a committee meeting to determine the outcome of this portion. The committee will recommend whether or not the student should progress to the oral portion of the exam. If the committee recommends that the student not take the oral component, the student is entitled to retake a new discipline exam at a later time. The major professor will give the student the written committee evaluation, which will highlight areas of strength and areas needing improvement.

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AtS Oral-component of the Discipline Exam

The oral component of the examination serves two purposes: It gives students an opportunity to (1) demonstrate their level of understanding in areas identified as needing improvement in the evaluation of the written component, and (2) demonstrate oral communication skills and a level of understanding of their broad area of research. The oral component is given by the full committee, which may include the Graduate Council Representative, and shall be scheduled for no later than 2 weeks after the written component. The advisor serves as the head examiner, and questions should range across the student's relevant background, with the time equally divided among the examiners. The total length of the oral component shall not exceed 120 min. The outcome of the discipline exam (pass/fail) will be determined by the committee directly after the oral component and the result communicated to the student.

Discipline Examination - Physical Oceanography

Anticipated PO Timeline*

Year 1	Year 2	Year 3	Year 4	Year 5
<ul style="list-style-type: none">•Complete Core PO Sequence (OAS530, OC670, OC671, OC672, OC673)•Take <i>PO Comprehensive Exam</i>¹ at the beginning of Summer Term	<ul style="list-style-type: none">•Form Committee and complete Program of Study in the Fall Term•First <i>biannual review meeting</i>² with committee in Spring Term•Prepare for the <i>Preliminary Oral Exam</i>³	<ul style="list-style-type: none">•<i>Preliminary Oral Exam</i>³ during the Fall Term, written <i>research proposal</i> to be submitted to committee one-week prior to exam date•Second review meeting with committee in Spring Term	<ul style="list-style-type: none">•Third review meeting with committee in Fall Term•Fourth review meeting with committee in Spring Term	<ul style="list-style-type: none">•Fifth review meeting with committee in Fall Term•Final defense in Spring Term

* Although the final defense is given in Spring Term of Year 5, we recognize this may vary by roughly ± 0.5 years.

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

Purpose: The Physical Oceanography comprehensive discipline exam is a written test of your understanding of the basic principles and foundations of physical oceanography. The exam must be passed before you are allowed to proceed with the PhD program, including scheduling of the oral preliminary exam. The discipline exam is intended to test your mastery and integration of the concepts learned from the coursework covered during your 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. 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. You are allowed the use of a pocket calculator and a single 2-sided page of notes but no other

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reference materials during the exam. If you have circumstances that warrant special allowances in the format of the exam, you must inform your major professor 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 Library for student use in preparing for the exam. Students enrolled in the PhD program are required to take the exam at the end of their first academic year at OSU. The purpose of this early scheduling are 1) to provide you with an early measure of progress to help in career decisions, and 2) to complete this necessary step in your PhD program as early as possible, thus allowing you to focus on dissertation research. Master's students wishing to enter the PhD program are encouraged to take the exam at the earliest opportunity. The original copy of your solutions to the exam questions is kept in your student file in Student Services. Any anonymous written comments that the graders chose to make are available for you to review in Student Services for a period of three years. You are encouraged to meet after the exam with your major professor to discuss the results. By passing the exam, you are allowed to continue in the PhD program (bypassing the Master's academic year at OSU). The purpose of this early scheduling advanced to candidacy until you have also passed the PhD oral preliminary examination given by your doctoral committee. If you fail the exam, you are allowed opportunities to retake the exam the next two times that it is offered. If you fail the exam on your third attempt, you will be dismissed from the PhD program, but may be permitted to complete a Master'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." You are identified by a number on your 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 your answer to the question 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 you in the file containing your solutions and grader's comments. The pass/fail decision is made by a majority vote of the full Physical Oceanography faculty before your identity is known.

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Ocean Ecology and Biogeochemistry (OEB) Discipline Exam

1) Purpose of Exam. The exam is not simply a retest of the material covered in the Tier 1 and 2 courses, but rather evaluates the student's ability to synthesize and integrate this material, and draw from the set of intellectual tools developed during courses to address other problems. It is recommended that students review material from the Tier 1 and Tier 2 courses as well as work on reading widely from the OEB literature and developing a thorough understanding of contemporary issues such as (but not limited to) hypoxia, global warming effects, elemental cycling, ocean acidification, biodiversity loss, fisheries management, etc.

A passing grade is required on the discipline exam for advancement to Ph.D. candidacy in the OEB discipline group. M.S. students are encouraged to take the exam, particularly if they are considering continuing on for a Ph.D., even at another institution.

- A. The exam is intended to test Knowledge, Synthesis, and Clarity
- B. The general material for the exam is based on the Tier 1 and Tier 2 courses
- C. The date of the exam will generally be toward the end of summer term.

2) Format of Exam. The exam will be administered over one day, with a total of 9 hours for the exam, including an hour lunch break. There will be 6 questions and students will be required to answer 4.

3) Exam Outcomes and Grading Criteria

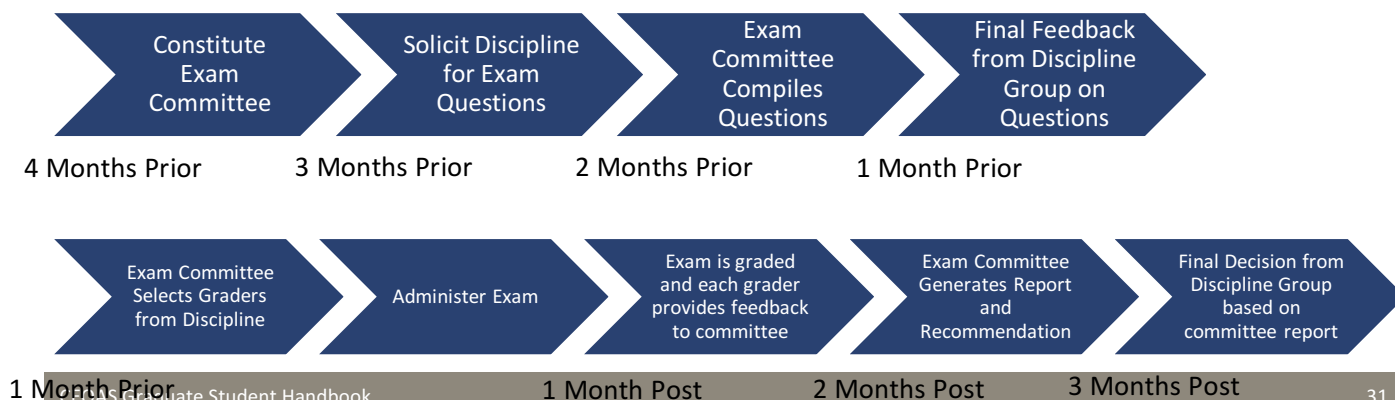
- A. Each question will be graded by two OEB faculty members, with the grade on each being the average of both scores. In rare cases where there is a large discrepancy between graders, the exam committee may seek out a third grader to evaluate the question and/or encourage the graders to reassess their grading criteria.
- B. Graders will evaluate each answer based on three criteria: Clarity, Synthesis, and Knowledge, providing an overall score on each question, but commenting on how well the student covered each of these criteria. The criteria and expectations for each are as follows:
 - i. Knowledge- Answers to questions should be based on accurate and relevant information.
 - ii. Synthesis- 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, evidence-based arguments supporting their answers to each question.
 - iii. 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. Students are encouraged to read their final answers and edit as necessary. Answers should not contain metaphors,

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redundancy or jargon (undefined terms). The answers will be a finished product, not a first draft.

- C. Graders will provide a summary on each question noting areas of strength and weakness in the answer to provide more comprehensive feedback and provide areas for improvement.
- D. The student will receive a score of 0-5 on each question, for a total of 20 points possible on the entire exam.
- E. A score of 14 points or above is a passing score, between 10 and 14 is a conditional pass, and below a 10 is a fail.
 - i. A passing score may still be accompanied by recommendations by the discipline group for improvement.
 - ii. A conditional pass requires remediation measures to be completed within the timeframe determined by the advisor in conjunction with the discipline group.
 1. **In the case of a conditional pass the remediation plan will be administered in three parts:**
 - a. Development of the plan should be done by the OEB faculty that are members on the student's committee (note, this is usually more than just the major professor) with consultation and approval of the Discipline Exam Committee.
 - b. Implementation of the plan is the responsibility of the major professor, OEB faculty on the students committee, and the student.
 - c. Oversight of the remediation process is to be the responsibility of the Discipline Exam Committee, and they shall make the final decision regarding the successful implementation of the remediation plan. To ensure this process goes smoothly regular reporting by the implementation parties should be carried out to the Discipline Exam Committee.
 - iii. A failing score prevents the student from progressing in their Ph.D. studies, however the student may work towards completing a M.S.
 1. In the case of a failing score, the student may make a formal petition to the discipline group to retake the exam if: 1) the faculty advisor supports the petition, and 2) the student submits a written justification of why they should be allowed to retake.
 2. The discipline group will then evaluate whether to allow a retake, and that retake must occur within 2 months of the decision of the group.

4. Exam Development and Administration Timeline.



5. Exam development. Exam development will be coordinated by the exam committee and will be carried out with the full input from the discipline group.

- A. Exam committee solicits faculty for questions (4 months prior)
 - i. The exam committee will provide the faculty with syllabi for Tier I & II courses
- B. Discipline faculty will submit questions to exam committee (3 months prior)
 - ii. Questions should include information on: the components of a good answer, what knowledge and skills are being tested, and any other information that will help a grader evaluate answers to the question
- C. Exam Committee will compile questions, condensing and combining if needed/possible to generate a broad suite of questions covering sub-disciplines within OEB and OEAS. Exam committee will strive to ensure a balance in the final exam (2 months prior).
- D. Draft of the exam is distributed to faculty for final input from group and assignment of graders (1 month prior)

6. Exam Committee. The exam committee will rotate annually and generally include 2-3 faculty members from OEB with expertise from both the ecology and biogeochemistry areas. The roles of the exam committee are to facilitate and coordinate the exam, ensure equity in student evaluation, and provide overall evaluation of student performance on the exam. Additionally the exam committee will organize the grader input on exams, seek additional input if large discrepancies exist between graders, and compile draft reports on each student's exam for approval from the discipline group.

Questions related to the OEB discipline exam should be sent to members of the exam committee, which will be announced to students in early summer.

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Discipline Examination - Geophysics and Marine Geology

The written exam for students in the OEAS Marine Geology and Geophysics concentrations will be offered in the end of the spring quarter of the second year of the PhD program. Oral exams should normally be taken during the fall quarter of the third year. Advancement to candidacy is contingent on passing both the written and oral exams

Students in the PhD program or MS students wishing to petition into the PhD program must compete two requirements: obtain a passing grade in OC 691 Proposal Writing, and obtain a passing grade on the Geology and Geophysics (G&G) discipline examination.

Proposal Writing (OC 691) is taught annually, and students in the PhD program should take the course in years one or two. The course is optional for students in the MS 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 seven of the quarter. Reviews of the proposal are provided by students in the class. Oral presentation of the proposal is graded by the instructor, based on writing, oral presentation, and reviewer assessments.

Requirement: A passing grade on the discipline exam is required to advance to PhD candidacy. Format: Written in two parts.

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

Qualification: PhD students must apply for the discipline exam in years one or two of their program. Exceptions due to extenuating circumstances will be considered by petition to the G&G faculty. MS students may apply to take the exam with the intent of admission to the PhD program.

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 included the following:

- A letter (email acceptable) indicating intent to pursue PhD and selection of focus area for part two 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 exam (can be email). The Discipline Exam Administrator will approve/deny application, and will prepare the exam to be administered in June.

Content OEAS MGG & GPH DE

Part I (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 G&G applications.

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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 – An average score on both parts of an examination of 3.5 or greater and a score of no less than 3.0 on all questions answered.
- Conditional Pass – An 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 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 six 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 the exam greater than or equal to 2.5 and less than 3.5.
- 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 MGG 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 G&G 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 CEOAS Student Services.

Preparation of the Discipline Exam: See your major professor.

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 Graduate Services regarding copies of previous year's exams.

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Thesis Proposal Guidelines for CEOAS Geology and OEAS (Marine Geology, Geophysics) Graduate Students

Overview: A thesis proposal is required for all MS and PhD students in the Geology and OEAS (marine geology or geophysics concentrations) degree programs. Although Geology MS and Ph.D. program students have always written thesis proposals, this requirement is new for OEAS G+G students, applying to those starting the program in Fall 2015 or later. The purpose of the thesis proposal is to describe the goals and significance of the planned thesis research, and plan the logistics, funding, time line and products of the work. The faculty recognizes that thesis research plans change as the work is undertaken, but the proposal nonetheless is an important starting point for the work.

Please note that the requirement for a proposal is separate from the course requirements in the two proposal writing classes (GEO 518 and OC 691) taken by MS or PhD students. Proposals written for those classes can potentially satisfy the criteria for a thesis proposal, but unless those proposals specifically describe all of the planned thesis work and fit the guidelines in this document they are not appropriate to submit as is as a thesis proposal. However, with some planning most or all of the material written in GEO 518 and OC691 can be included in a thesis proposal.

Deadlines and Approvals: For MS students the proposal should be completed by the end of the first year of study.

For PhD students the proposal should be completed and approved prior to scheduling oral qualifying exams, which should be completed in the first term of the third year of study. A copy of the approved proposal should be provided to all members of the thesis committee at least one week before the oral examination.

The major professor only approves the thesis proposal, by signing the cover page of the completed document. For Ph.D. students the approved proposal must be on file with the student services office prior to the student taking oral exams. For MS students it must be on file before the final oral exam can be scheduled. The student is responsible for providing a copy of the signed proposal to student services.

Format: Maximum length is 15 pages including tables and figures. Figures+tables should be kept to a maximum of 5 if at all possible. Font and other format restrictions follow NSF proposal guidelines:

- Use one of the following typefaces identified below:
- Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger.
- A font size of less than 10 points may be used for mathematical formulas or equations, figures, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. Authors are cautioned, however, that the text must still be readable.
- No more than six lines of text within a vertical space of one inch.
- Margins, in all directions, must be at least an inch.
- References should be in a standard format, and do not count in the page limit.

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Content and Organization: the advisor and student should together decide the specific proposal structure and content, before the proposal is written. In general, the proposal must describe all of the work planned for the thesis research, and should address the following topics:

- Introduction to the scientific problems and questions the thesis addresses, including discussion of current literature and historical background. This discussion should make it clear why the proposed work is important.
- Proposed work and methods including field and/or laboratory work
- Logistics and time line for the proposed work, including discussion of where and when the work will be done, what resources will be used, what products will result and when they will be produced, when the thesis will be defended and completed.
- A description of the potential outcomes of the research and its applicability to broader questions in the field.

Budget information. A detailed, precise budget is not required. However, at minimum, a realistic discussion of all needed resources, including student assistantship or other support, is required. All sources of funds identified for the work for the entire time line of the project should be described, and if funds have not been identified, an outline of where requests for support will be submitted should be provided.

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OEAS -- Ocean Ecology and Biogeochemistry Checklist (OEB)

MS

___ CEOAS Student Seminar (OC 507/607) (pg 14)
Presentation date(s): _____

___ Program of Study (pg 14)

___ Final Examination (aka Defense) (pg 18)

___ Exit Interview
(set up with Grad Services)

PHD

___ CEOAS Student Seminar (OC 507/607) (pg 14)
Presentation date(s): _____

___ Program of Study (pg 19)

___ Written Qualifying Examination
(aka Discipline Exam) (pp 25 & 35)

___ Oral Preliminary Examination (pg 23)

___ Final Examination (aka Defense) (pg 25)

___ Exit Interview
(set up with Grad Services)

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OEAS – Physics of Oceans & Atmospheres (POA)

MS

___ CEOAS Student Seminar (OC 507/607) (pg 14)
Presentation date(s): _____

___ **Program of Study (pp 14 & 16)**

___ **Final Examination (aka Defense) (pg 25)**

___ Exit Interview
(set up with Grad Services)

PHD

___ CEOAS Student Seminar (OC 507/607) (pg 14)
Presentation date(s): _____

___ **Program of Study (pg 22)**

___ Written Qualifying Examination
(aka Discipline Exam) (pg 36)

___ **Oral Preliminary Examination (pg 22)**

___ **Final Examination (aka Defense) (pg 25)**

___ Exit Interview
(set up with Grad Services)

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OEAS "G & G" Program and Degree Requirements Graduate Student Checklist

Group includes Geology and **OEAS** Marine Geology/Geophysics concentration graduate students

MS

___ CEOAS Student Seminar
Presentation date(s): _____

___ **Program of Study**

___ G & G Day (optional, watch for email in April)
Presentation date(s): _____

___ Research Proposal

___ **Final Examination (aka Defense)**

___ Exit Interview
(set up with Grad Services)

PHD

___ CEOAS Student Seminar
Presentation date(s): _____

___ **Program of Study**

___ G & G Day (optional, watch for email in April)
Presentation date(s): _____

___ Written Qualifying Examination
(aka Discipline Exam)

___ Research Proposal

___ **Oral Preliminary Examination**

___ **Final Examination (aka Defense) (pg 25)**

___ Exit Interview
(set up with Grad Services)

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

Contact Lori Hartline in CEOAS Graduate Services for more information hartline@coas.oregonstate.edu