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GEOLOGY

College of Earth, Ocean, and Atmospheric Sciences



Oregon State
University

College of Earth, Ocean, and Atmospheric Sciences

Welcome to CEOAS!

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

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

Graduate Student Services

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

Eric Kirby, Associate Dean, Academic Programs

205 CEOAS Admin Building

Eric.Kirby@oregonstate.edu 541-737-5169

Robert Allan, Director of Graduate Services

102 Wilkinson Hall

rallan@coas.oregonstate.edu 541-737-1340

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

Lori Hartline, Graduate Program Administrator

104 Wilkinson Hall

hartline@coas.oregonstate.edu 541-737-5188

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

Anita Bracha, Administrative Assistant to Associate Dean, Academic Programs

anita.bracha@oregonstate.edu 541-737-1238

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

Renee Freeman, Receptionist & Environment Science Graduate Program Admin.

104 Wilkinson Hall

renee.freeman@oregonstate.edu 541-737-1201

College of Earth, Ocean, and Atmospheric Sciences

Graduate Student Committee (GSC)

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

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

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

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

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

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

See you around!

Professional Learning Community

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

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

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

Cheers!

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

College of Earth, Ocean, and Atmospheric Sciences

OSU's Graduate School Office

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

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

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

University Emergency Contacts

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

Academic and Support Resources

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

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

College of Earth, Ocean, and Atmospheric Sciences

Arrival Checklist & College Resources

Office Assignment

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

You are responsible for locking all doors and windows when leaving rooms you have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. University buildings are open to the public. Office and laboratories with open or unlocked doors are not secure from theft. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Student Services. The signage for your office can be updated by sending update information to Robert Allan.

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

Mail

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

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

After-hours permit

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

Keys

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

Use of Campus Telephones

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

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

College of Earth, Ocean, and Atmospheric Sciences

CEOAS Research Publishing and Outreach

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

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

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

Proofreading journal articles ahead of publication (no charge).

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

Supplies

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

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

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

Poster Printing

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

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

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

Student Profile

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

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

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

College of Earth, Ocean, and Atmospheric Sciences

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

CEOAS Student Facilities

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

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

The Marilyn Potts Guin Library, a specialized branch of the OSU Library, houses the collection that supports the research and teaching of Oregon State University's Hatfield Marine Science Center (HMSC) in Newport. The 29,000 volumes and 310 current periodicals cover the broad range of marine-related topics including fisheries, oceanography, geology, botany, zoology, environmental studies, and biology.

3-D Printing

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

CEOAS Computer Policies

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

Resources for Your Use in Wilkinson Hall

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

Graduate Student Research Facility (Wilkinson 016)

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

Digital Earth Enhanced Classroom (Wilkinson 210)

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

Printers in Wilkinson and elsewhere

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

College of Earth, Ocean, and Atmospheric Sciences

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

General Computing Guidelines

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

Wireless Access

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

CEOAS Graduate Student Listservs:

All CEOAS Graduate Students

Geography Grads

Geology & Geophysics ("G & G grads")

Marine Resource Management

OEAS – Physics of Oceans and Atmospheres (POA)

Physical OC grads

AtS grads

OEAS – Ocean Ecology and Biogeochemistry (OEB)

students@coas.oregonstate.edu

geog_grads@lists.oregonstate.edu

gg_grads@lists.oregonstate.edu

mrmsu-mg@coas.oregonstate.edu

poastudents@lists.oregonstate.edu

po-grads@coas.oregonstate.edu

ats-students@lists.oregonstate.edu

oebstudents@lists.oregonstate.edu

Student Services Copy Machine -- Wilkinson 104

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

Student Services Fax Machine-- Wilkinson 104

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

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

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

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

College of Earth, Ocean, and Atmospheric Sciences

CEOAS Progress Reports

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

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

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

The faculty- and student-written assessments are given to the discipline representative on the Graduate Admission Committee (GAC), who will collect and create a discipline report. The discipline report provides a summary of the student's status. The GAC representative will send copies of the faculty-written student assessment and the student progress report to Student Services.

Registration

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

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

Minimum Course Loads

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

Continuous Graduate Enrollment

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

College of Earth, Ocean, and Atmospheric Sciences

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

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

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

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

Leave of Absence

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

Unauthorized Break in Registration

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

Grievance Procedures

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

Grade Requirements and Program of Study

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

College of Earth, Ocean, and Atmospheric Sciences

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

Incomplete Grades

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

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

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

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

Academic Dishonesty

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

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

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

College of Earth, Ocean, and Atmospheric Sciences

Office of Equal Opportunity and Access

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

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

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

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

Student Records

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

Graduate Assistantships

All students on graduate assistantships (.20 FTE to .49 FTE), must be enrolled for a minimum of 12 credits (9 in summer). This requirement includes international students. MOST graduate fellowships also have a registration minimum. The requirements for registration and health insurance sign-up or opt-out are in your funding contracts that you sign with CEOAS HR.

Degree-seeking students not on assistantships must be registered for a minimum of 3 credits in any term they wish to be enrolled. Students enrolling only to "defend" need to be enrolled for 3 credits. Contact the COAS Student Development Office for information about defending "in the break" to avoid paying additional tuition. Enrollment for less than 9 credits in a term is considered part-time.

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

Travel

OSU travel quick reference

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

College of Earth, Ocean, and Atmospheric Sciences

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

Request for Travel Authorization

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

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

International Travel

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

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

The Travel Authorization form should be submitted at least two weeks prior to departure even if no airfare arrangements are necessary. International travel requires additional time for authorization prior to airfare purchase. Indicate all departure dates and times, methods of travel, registration fees, anticipated miscellaneous expenses, etc. Provide an index number that the travel is to be charged to and state the purpose of the trip. For insurance purposes, the Request for Travel Authorization is required even if travel is being paid by an outside agency.

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

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

Personal Travel Combined with Business Travel

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

Applying for Travel Funds

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

OSU and CEOAS Support for Travel

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

College of Earth, Ocean, and Atmospheric Sciences

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

OSU- and State-Owned Vehicles

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

Other

Coalition of Graduate Employees (CGE)

The Coalition of Graduate Employees (CGE) is a local, member-run labor union (<http://cge6069.org/>) recognized by the University and the State of Oregon as the exclusive representative for OSU graduate assistants on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers. All OSU graduate students are eligible to join CGE.

Taxes

Since the Tax Reform Act of 1986, all salaries paid to a graduate assistant are taxable income. Tuition remission accompanying a graduate assistantship is not part of your taxable gross income. Scholarships and fellowships are also taxable on that portion not spent for tuition and course-required educational supplies and fees. When you fill out your Withholding Allowance Certificate (W-4 form), be certain that you have allowed for sufficient amounts withheld from your monthly check to match your tax liability. A penalty will be applied if you do not have at least 90% of your tax liability for the current tax year withheld. International students should be particularly careful in keeping records; standard income tax deductions are not available to most non-resident aliens, who are allowed only one exemption and are permitted only actual itemized deductions.

Geology Program Guidelines

Please consult both this appendix as well as the main handbook for information to help guide you through your graduate program. General guidelines that apply to all graduate degrees at OSU are maintained by the graduate school (<http://gradschool.oregonstate.edu/>). If you cannot find the answer you need in either document, please come to Graduate Services, Wilkinson 102, for help.

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 Geology

As a candidate for the Master's degree, you are required to complete one year of full-time, graduate level coursework and a formal thesis based on your research. Coursework, thesis research and manuscript preparation are typically completed in two to three years. Your major professor, professors of the Geology and Geophysics Discipline Group, and the Geology Program Director, with assistance from student services staff, monitor your progress. Your progress is assessed at an annual review meeting, which typically takes place at the end of fall term. Ask your advisor or the Geology program director for the outcome of this review.

You must complete all work for the degree within seven years, including coursework, thesis, and the defense.

The steps taken to obtaining a Master's degree include:

Committee Formation. Form a committee including the Graduate Council Representative (GCR). Your major professor and at least one of your committee members must be from the G&G discipline group. To choose a GCR you generate a potential list using an automated system on the graduate school web site. It is strongly recommended that you discuss the suitability of the members of the list with your advisor before choosing. Please

College of Earth, Ocean, and Atmospheric Sciences

note that the GCR cannot be a member of CEOAS (the list generated by the graduate school may include CEOAS faculty but they cannot serve as your GCR). For more information regarding your graduate committee composition, please contact Lori Hartline. Additionally, please see this link:

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

Thesis Proposal. The Geology Program of the College of Earth, Ocean, and Atmospheric Sciences requires a thesis proposal for Master's candidates. You should develop your proposal in consultation with your major professor during GEO 518 (Geosciences Communications), 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 appendix for **proposal guidelines**.

Seminar Requirements.

A) Register for at least 2 terms of GEO 507, the course associated with the weekly G&G research seminar on Thursdays at 4 pm, in total during your time as an MS student.

(B) Register for OC 507 ("CEOAS Student Series") at least once per year for the first 2 years of study and present at least one talk during those two years.

G&G Day Presentation. All Master's students are required to present their proposal or initial research at the end of their first year at G&G Day. G&G Day is a GSA- or AGU-style symposium held in May each year.

Thesis. You must submit a thesis embodying the results of research and giving evidence of originality and ability in independent investigation. A typical thesis consists of a paper submitted or to be submitted for publication in a main line, peer-reviewed journal. The structure of your thesis should be discussed and established between you, your major advisor, and your committee. Information concerning the style and format of the dissertation may be found on the Graduate School web site at http://oregonstate.edu/dept/grad_school/current/thesis.html.

Defense

All Master's degrees require a final oral exam. You must have a minimum GPA of 3.00 to schedule the final oral examination. All coursework with a grade of "I" appearing on the Program of Study must be completed prior to scheduling the final oral examination.

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

Program of Study Guidelines

Filing a Program of Study. The Program of Study form is a document that outlines the coursework you intend to take. The form must be completed and approved before you finish your first year. (See further guidelines below). The form and instructions are found here: <http://gradschool.oregonstate.edu/forms>. A committee meeting to

College of Earth, Ocean, and Atmospheric Sciences

discuss your Program of Study and proposed research is not required for the MS degree, but is typically held nonetheless. Your GCR does not need to attend this meeting.

Develop your Program of Study in consultation with your major professor. File the Program with the Graduate School after it is signed by the major professor, Geology Program Director, and the CEOAS Associate Dean of Academic Programs. Give a copy of your Program of Study to Student Services. To change your Program of Study you must use the “Petition for Change in Graduate Program” form. This is also found here:

<http://gradschool.oregonstate.edu/forms>.

A Master’s thesis Program of Study should list 45 credits earned via a combination of coursework credits, transfer credits (if applicable), and up to 12 thesis credits. Thirty (30) hours of coursework taken at OSU after admission into the graduate program must appear on the Program of Study. If a minor is declared, approximately two-thirds of the work (30 graduate credits) should be listed in the major field and one-third (15 graduate credits) in the minor field. In such cases, the student’s advisory committee must include a member from the minor department.

The Program of Study may include graduate-level credits earned as an undergraduate student, but not used for an earlier degree, as a post-baccalaureate student, as a graduate non-degree seeking student, as a graduate special student or classified graduate student.

The Master’s of Science Program of Study must consist of a minimum of 50% graduate level stand-alone courses (not 500-level credits earned in 400/500 “slash” courses).

Required classes that should appear on your Program of Study include GEO 507 Seminar (2 credit course, taken twice), OC 507 Seminar (1 credit course, taken once per year in the first two years), GEO 518 Geoscience Communication (3 credits), and GEO 503 Thesis (6-12 credits). OC 507 meets weekly; participants make a general-audience ~15 minute public presentation.

No more than nine blanket number course credits other than Thesis (GEO 503) are permitted to count toward credit totals on a 45-credit program. Blanket number courses include GEO 501 Research; GEO 505 Reading and Conference; and GEO 507 Seminar. More credits in these course numbers can be taken, but they will not count toward totals needed for graduation.

All Geology master’s graduate students must take at least one course from each of three areas of concentration listed below. Specific course selection within these areas is at the discretion of your advisor and/or your committee. Alternate classes (e.g. special topics courses or newly offered courses not yet on this list) can be substituted subject to the approval of the Geology program director. Refer to the OSU online catalog for class availability.

Courses

Petrology/Geochemistry/Ore Deposits

GEO 512 Igneous Petrology (4 Credits)

GEO 527 Volcanology (4 Credits)

GEO 530 Geochemistry (3 Credits)

College of Earth, Ocean, and Atmospheric Sciences

GEO 531 Environmental Geochemistry (3 Credits)
GEO 540 Economic Geology (4 Credits)
GEO 597 Field Mapping of Ore Deposits (3 Credits)
GEO 633 Geochronology and Isotope Geology (3 Credits)
 OC 668 Theoretic Petrology (3 Credits)
 OC 561 Igneous and Tectonic Processes in The Ocean (3 Credits)
 OC 666 Stable Isotope Geochemistry (3 Credits).

Structural Geology/Geophysics/Tectonics

Geo 516 Interpretation of Geologic Maps (3 Credits)
GEO 536 Structural and Neotectonic Field Methods (3 Credits)
GEO 537 Tectonic Geomorphology (3 Credits)
GEO 561 Geology Of Earthquakes (3 Credits)
GEO 563 Geophysics And Tectonics (4 Credits)
 GPH 650 Geophysical Inverse Theory (4 Credits)
 GPH 651 Geodynamics I (3 Credits)
 GPH 630 Elements Of Seismology (4 Credits)
 GPH 641 Electromagnetic Methods In Geophysics (3 Credits)
 GPH 665 Geophysical Field Techniques (3 Credits)

GPH 642 Earth Magnetism (3 credits)

Stratigraphy/Surficial Geology/Hydrogeology

GEO 514 Groundwater Hydraulics (3 Credits) GEO 532 Applied Geomorphology (3 Credits)
GEO 533 Coastal Geomorphology (3 Credits)
GEO 548 Field Research In Geomorphology And Landscape Ecology (3 Credits)
GEO 581 Glacial Geology (4 Credits)
GEO 582 Geomorphology Of Forests And Streams (3 Credits)
GEO 586 Quaternary Paleoclimatology (3 Credits)
GEO 588 Quaternary Stratigraphy Of North America (3 Credits)
 OC 562 Sedimentary Processes In The Ocean Basins (3 Credits)
 OC 635 Applied Modeling Of Nearshore Processes (4 Credits)
 OC 660 Paleoceanography (3 Credits)
 OC 662 Nearshore Hydrodynamics (3 Credits)
 OC 664 Nearshore Sediment Transport (3 Credits)

Pitfalls

Register for at least one credit 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, 503, 505, 507). When registering for blanket credits, thesis and research courses, make sure that the course designator (GEO) 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, which requires program and higher- level approval.

College of Earth, Ocean, and Atmospheric Sciences

A research (GEO 501) credit (or credits) is taken when you will produce a stand-alone product in the term you register for the credit. It is graded (pass/no-pass or letter) and general taken when doing work with a faculty member who is **not** your major professor.

A thesis (GEO 503) credit (or credits) is used to keep your enrollment at full-time status (12-16 credits) while you conduct thesis-related research.

A reading and conference (GEO 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 or other faculty member. Do not register with these without arranging the reading and conference course in advance.

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 class (4xx/5xx), register for the 5xx only. Note that more than 50% of your credits need to come from standalone (non “slash”) classes.

Geology MS Student Program

Your major professor, professors of the Geology degree program, and the director of the geology program monitor your progress, assisted by the student services staff. Your progress is assessed at an annual review meeting, which typically takes place at the end of fall term. Ask your advisor or the Geology program director for the outcome of this review.

Geology MS Timeline:

MS* in Geology to Do List

- **By the end of Winter Term, Year 1:**
Form thesis committee and prepare Program of Study with advisor (and committee).

By the end of Spring Term, Year 1:

- File signed research proposal with Student Services
- Present research at G&G Day.
- Submit MS Program of Study by end of Year One

Four months before the thesis defense (final oral exam)

- Request audit of Program of Study by the Graduate School.
- Submit a diploma application to the Graduate School (application form is available on the Graduate School web page).

College of Earth, Ocean, and Atmospheric Sciences

At least two weeks before final oral examination

- Coordinate with your advisor and committee to set a time and date for your final oral examination. (Typically you will arrange this much more than two weeks in advance)
- **Notify CEOAS Graduate Services of your intent to defend (hartline@coas.oregonstate.edu). This will start an audit and you will receive a task list for preparing to defend.**
- Distribute defensible copy of your thesis to your committee.

At least one week before final exam

- Bring or email pre-text pages of your thesis to the Graduate School. (Definition of Pre-text pages is available in the Thesis Guide at http://oregonstate.edu/dept/grad_school/thesis/thesisguide.pdf).

Within six weeks after passing the Defense, or by a prearranged deadline from the OSU Graduate School:

- Submit final thesis in PDF form to ScholarArchives@OSU. See <http://ir.library.oregonstate.edu/dspace/handle/1957/89> for instructions.
- You will receive an “Exit” email from Graduate Student Services shortly after you Defend. This will contain information about finalizing your degree and arranging an exit interview. Contact Lori Hartline or Robert Allan if you do not receive the email within a week of the Defense.

Prior to leaving campus:

- Make an appointment with the Director of Graduate Student Development (Robert Allan) or the CEOAS Associate Dean for Academic Programs for an exit interview.
- Complete the exit survey and check-out form and bring them to the appointment.

College of Earth, Ocean, and Atmospheric Sciences

PhD Program in Geology

As a PhD student, you must fulfill the requirements of both the Graduate School and the College. This degree is granted primarily for creative and scholarly achievements. You are required to complete approximately one year of full-time, graduate level coursework and a minimum of one full-time academic year devoted to the dissertation.

Your major professor, professors of the Geology degree program, and the director of the geology program monitor your progress, assisted by the student services staff. Your progress is assessed at an annual review meeting, which typically takes place at the end of fall term. Ask your advisor or the Geology program director for the outcome of this review.

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

Committee Formation.

Form a committee including the Graduate Council Representative (GCR). This must be completed before completing 5 terms. Your major professor and 2 of your committee members must be from the G&G group. To choose a GCR you generate a potential list using an automated system on the graduate school web site. It is recommended that you discuss the suitability of the members of the list with your advisor before choosing. Please note that the GCR cannot be a member of CEOAS (the list generated by the graduate school may include CEOAS faculty but they cannot serve as your GCR). For more information regarding your graduate committee composition, please contact Lori Hartline. Additionally, please see this link:

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

Filing a Program of Study.

The Program of Study is a form that outlines the coursework, both classes taken at OSU and transfer credits if appropriate, that you must complete in order to obtain the degree. It must be completed at least 6 weeks before your Qualifying Exam. The form and instructions are found here: <http://gradschool.oregonstate.edu/forms>. You are required to have a “program of study meeting” where your program is finalized.

Dissertation Proposal.

The Geology Program of the College of Earth, Ocean, and Atmospheric Sciences requires a proposal for PhD candidates. You may develop your proposal in consultation with your major professor during GEO 518 and/or OC 691, Proposal Writing, or independently of the. Either way the proposal must provide a comprehensive overview of your planned dissertation research. Proposal guidelines are in the appendix section.

Seminar Requirements.

(A) Register for at least 3 terms of Geo 607, which is the course associated with the weekly G&G research seminar on Thursdays at 4 pm.

(B) OC 607 (“CEOAS Student Series”): enroll in the course at least once per year for the first three years and 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.

College of Earth, Ocean, and Atmospheric Sciences

G&G Day Presentation.

All PhD students are required to present their proposal or initial research at the end of their first or second year at G&G Day. G&G Day is a GSA- or AGU-style symposium held in May each year.

Qualifying Exams (*Written, Oral*)

All students following the doctoral program must pass a two-stage sequence of comprehensive written and oral qualifying examinations before the end of the third year after entering the PhD program. The qualifying examinations are intended to determine overall knowledge and understanding of the geological sciences and assess the capability for research. The written exam 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.

Written Exams

The written examination consists of three-hour duration sessions in each of two primary (major) fields plus 90-minute sessions in each of two secondary (minor) fields. The two major exams should be in areas where you have detailed knowledge of the field and that is required for your chosen area of research. The minor exams are recommended to be in areas where you have taken one or more graduate classes.

The Program Head, in consultation with you and your advisor, will select exam writers. Individual exams might also have questions from multiple faculty. The exam writers will be made known to you and it is highly recommended that you consult with the individual exam writers about the material that you will be tested on. Any member of the Geology and Geophysics Discipline Group, any member of your committee, or a person approved by your dissertation committee may prepare exam questions.

Major and minor subjects should be selected from the following fields:

Geochemistry

Geomorphology

Geophysics

Seismology*

Electromagnetics*

Geodynamics*

Geochronology

College of Earth, Ocean, and Atmospheric Sciences

Glacial Geology

Hydrogeology

Igneous Petrology

Paleoclimatology

Mineral Deposits

Quaternary Geology

Sedimentary Geology/Stratigraphy

Structural Geology and Tectonics

Volcanology

Marine Geology

Near-Shore Processes

You must provide a written notice of intent to take the written examination to the Geology Program Director. Notice should occur within the first two weeks of the Spring quarter in which you will take the exams. Specify the primary (major) and secondary (minor) fields of examination as agreed upon with your major professor in your notice.

The written exams will be held in weeks 8-11 of Spring term with the exact timing to be decided by the program director. **Please avoid scheduling time consuming tasks, travel and other activities in this period.** It is also best to avoid taking a large number of classes in the term you take your written exams.

Once you have completed your exams the Geology Program Director will make the results known to you, faculty members that wrote each question, to your committee members, and Student Services. A copy of each graded exam will be kept on file at CEOAS Student Services. Access to graded copies of the written exams are provided to the thesis committee prior to the oral qualifying exam.

Oral Qualifying exam

The **Oral Qualifying exam** is required to assess your understanding of the body of knowledge for your research and your capability for research in a committee meeting. There is also more information about this at the OSU Graduate School website (<https://gradschool.oregonstate.edu/progress/required-examinations>). The Oral Exam is conducted by your full thesis committee, including the GCR, and normally lasts 2-3 hours. The exam may cover your proposed research topic, although no more than half the time will be spent assessing the specific aspects of

College of Earth, Ocean, and Atmospheric Sciences

your proposal. The answers to your written exams, including those where your answers may have been considered incomplete or inaccurate, may be used as a basis for questions in the Oral Exam.

Dissertation.

You must submit a dissertation embodying the results of research and giving evidence of originality and ability in independent investigation. A typical dissertation consists of at least 3 papers submitted or to be submitted for publication in a main line, peer-reviewed journal. The structure and content of your dissertation should be discussed and established between you, your major advisor, and your committee. Information concerning the style and format of the dissertation may be found on the Graduate School web site at http://oregonstate.edu/dept/grad_school/current/thesis.html.

Dissertation Defense

At least one full academic term but no more than five years must have elapsed between completion of the Qualifying Examination and the Dissertation Defense (referred to as the Final Examination by the Graduate School). If more than five years elapses, you will be required to retake the oral portion of the Qualifying Examination.

The Dissertation Defense is normally two-three hours in length and consists of an oral presentation of the dissertation research that is open to the public (~ one hour including questions). This is followed by a closed-door question period during which you may be examined in depth with respect to knowledge in your field of specialization.

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

Program of Study Guidelines

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

The Program of Study is developed with your major professor and your committee. File the Program with the Graduate School after it is signed by the major professor, the committee, and the CEOAS Associate Dean of Academic Programs. Give a copy of your Program to Student Services. To change your Program of Study you must

use the "Petition for Change in Graduate Program" form. This is also found here:

<http://gradschool.oregonstate.edu/forms>.

College of Earth, Ocean, and Atmospheric Sciences

The Doctor of Science program of study must consist of a minimum of 50% graduate level stand-alone credits (not 500-level credits earned in 400/500 “slash” courses).

Required classes that should appear on your Program of Study include GEO 607 Seminar (2 credit course, taken twice), OC 607 Seminar (1 credit course, taken once per year in the first two years), OC 691 Proposal Writing (3 credits), and GEO 603 Thesis (at least 36 credits). Depending on your background and experience it may also be advisable to take GEO 518 (Geoscience Communication). Discuss this with your advisor.

No more than 15 credits of blanket number courses other than thesis may be counted on the Program of Study. Blanket number courses include GEO 601 Research; GEO 605 Reading and Conference; and GEO 607 Seminar. More credits in these courses can be taken, but they will not count toward totals needed for graduation. There is no limit on the number of graduate credits transferable from another institution to a PhD program at OSU.

If a minor is declared, it requires 18 graduate credits on the Program of Study in the minor field. In such cases, the student’s committee must include a member from the minor department.

Coursework used for 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 to meet the residency requirement.

Courses taken on an S/U basis cannot be used as part of your graduate program, but P/N (Pass, Non-pass) courses can.

All Geology PHD graduate students must take one course from each of three areas of concentration listed below. Specific course selection is at the discretion of your advisor and/or your committee. Alternate classes can be included (e.g. special topics courses or courses not yet on this list) can be substituted subject to the approval of the Geology Program Director. Refer to the OSU online catalog for class availability.

Courses

Petrology/Geochemistry/Ore Deposits

GEO 512 Igneous Petrology (4 Credits)
GEO 527 Volcanology (4 Credits)
GEO 530 Geochemistry (3 Credits)
GEO 540 Economic Geology (4 Credits)
GEO 597 Field Mapping Of Ore Deposits (3 Credits)
GEO 633 Geochronology And Isotope Geology (3 Credits)
OC 668 Theoretic Petrology (3 Credits)
OC 561 Igneous And Tectonic Processes In The Ocean (3 Credits)
OC 666 Stable Isotope Geochemistry (3 Credits).

Structural Geology/Geophysics/Tectonics

Geo 516 Interpretation of Geologic Maps (3 Credits)
GEO 536 Structural And Neotectonic Field Methods (3 Credits)
GEO 537 Tectonic Geomorphology (3 Credits)
GEO 561 Geology Of Earthquakes (3 Credits)

College of Earth, Ocean, and Atmospheric Sciences

GEO 563 Geophysics And Tectonics (4 Credits)
GPH 650 Geophysical Inverse Theory (4 Credits)
GPH 651 Geodynamics I (3 Credits)
GPH 630 Elements Of Seismology (4 Credits)
GPH 641 Electromagnetic Methods In Geophysics (3 Credits)
GPH 665 Geophysical Field Techniques (3 Credits)
GPH 642 Earth Magnetism (3 credits)

Stratigraphy/Surficial Geology/Hydrogeology

GEO 514 Groundwater Hydraulics (3 Credits)
GEO 532 Applied Geomorphology (3 Credits)
GEO 533 Coastal Geomorphology (3 Credits)
GEO 548 Field Research In Geomorphology And Landscape Ecology (3 Credits)
GEO 581 Glacial Geology (4 Credits)
GEO 582 Geomorphology Of Forests And Streams (3 Credits)
GEO 586 Quaternary Paleoclimatology (3 Credits)
GEO 588 Quaternary Stratigraphy Of North America (3 Credits)
OC 562 Sedimentary Processes In The Ocean Basins (3 Credits)
OC 635 Applied Modeling Of Nearshore Processes (4 Credits)
OC 660 Paleoceanography (3 Credits)
OC 662 Nearshore Hydrodynamics (3 Credits)
OC 664 Nearshore Sediment Transport (3 Credits)

PhD* in Geology To Do List

By the end of Spring Term, Year 1

- Present at G&G Day (can be done in year 2)

By the end of Winter Term, Year 2

- Form committee (including GCR) and hold formal committee meeting to discuss Program of Study.
- Submit Program of Study to Graduate School

By the end of Spring Term, Year 2

- Present at G&G Day (can be done in year 1).
- Written Qualifying Exam.

Fall Term Year 3

- File PRIOR to Oral Preliminary Exam. See proposal guidelines in the appendices. A copy of the signed research proposal should be turned in to Graduate Student Services and also provided to your committee members.
- Complete oral qualifying exam

Four months before final oral exam

- Request audit of program of study by the Graduate School.

College of Earth, Ocean, and Atmospheric Sciences

- Submit a diploma application to the Graduate School. (Application form is available on the Graduate School web page.).

At least two weeks before final oral examination

- Coordinate with your committee to set a time and date for your Defense. Typically this is arranged much earlier.
- **Notify Graduate Services of your intent to defend (hartline@coas.oregonstate.edu). This will start an audit and you will receive a task list for preparing to defend.**
- Submit pre-text pages to the Graduate School for editing. (Definition of Pre-text pages is available in the Thesis Guide at http://oregonstate.edu/dept/grad_school/thesis/thesisguide.pdf.)
- Distribute defensible copy of your thesis to your committee.

Within six weeks after passing the Defense, or by a prearranged deadline from the OSU Graduate School:

- Submit final thesis in PDF form to ScholarArchives@OSU. See <http://ir.library.oregonstate.edu/dspace/handle/1957/89> for instructions.
- You will receive an “Exit” email from Graduate Student Services shortly after you Defend. This will contain information about finalizing your degree and arranging an exit interview. Contact Graduate Services (Wlkn 102) if you do not receive the email within a week of the Defense.

Prior to leaving campus

- Make an appointment with the Director of Graduate Student Development (Robert Allan) or the CEOAS Associate Dean for Academic Programs for an exit interview.
- Complete the exit survey and check-out form and bring them to the appointment.

Pitfalls

Register for at least one credit 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, 603, 605). When registering for blanket credits, thesis and research courses, make sure that the course designator (GEO) 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 (GEO 601) credit (or credits) is taken when you will produce a stand-alone product the term you register for the credit. It is graded (pass/no-pass or letter) and general taken when doing work with a faculty member who is **not** your major professor.

College of Earth, Ocean, and Atmospheric Sciences

A thesis (GEO 603) credit (or credits) is used to keep your enrollment at full-time status (12-16 credits per term) while you conduct thesis related research. You are required to have 36 credits of Thesis on your Program of Study, but you will have more credits than that on your transcript.

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

Courses taken on 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 class (5xx/6xx), register for the 6xx only.

Appendix:

Thesis Proposal Guidelines for CEOAS Geology and OEAS G+G Graduate Students

Overview: A thesis proposal is required for all MS and PhD students in the Geology and OEAS (G+G) degree programs. The purpose of the thesis proposal is to describe the goals and significance of the planned thesis research, or place the research in the context of existing research and literature, 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 the formal 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. However it is strongly recommended that the proposal is given to the committee members in time to receive feedback prior to the oral defense.

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:

College of Earth, Ocean, and Atmospheric Sciences

- 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.

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.

The Geology Program Director will not approve thesis proposals that depart significantly from these guidelines.

College of Earth, Ocean, and Atmospheric Sciences

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

Group includes Geology and OEAS marine geology/geophysics graduate students

Geology Program Director: Adam Kent

MS

___ CEOAS Student Seminar
Presentation date(s): _____

___ **Program of Study**

___ G & G Day
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
Presentation date(s): _____

___ Written Qualifying Examination
(aka Discipline Exam)

___ Research Proposal

___ **Oral Preliminary Examination**

___ **Final Examination (aka Defense)**

___ Exit Interview
(set up with Grad Services)

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

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