

School of Fisheries and Ocean Sciences (SFO S)

Graduate Student Manual

(Everything that you always wanted to know about
Graduate School [and more] **but haven't yet asked**)

2011-2012



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INTRODUCTION

Dear School of Fisheries and Ocean Sciences (SFOS) Student:

This handbook has been prepared to acquaint you with information, procedures, and policies with regard to your degree program. Together with the UAF catalog, this handbook will provide you with details about your degree requirements and your responsibilities as a student. Please note that the current UAF catalog is the “ultimate authority”. This handbook does not override the UAF catalog. Please use this manual as a reference and if you cannot find an answer to a specific question, do not hesitate to contact the SFOS Academic Office and consult your advisor as they may have their own set of guidelines.

The purpose of the SFOS academic office is to help make your educational experience at UAF a positive one. You may reach us at our office in 213 O’Neill Building at UAF or by phone or email.

Sincerely,

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P.S. This handbook will be a continuing work in progress. If you have any suggestions, additions, or clarifications, please alert us! As a student who needs this information, you are the best critic and we appreciate your comments.

Overview of the School

University of Alaska Fairbanks
School of Fisheries and Ocean Sciences
Graduate Program in Marine Sciences and Limnology
Fisheries Program

The School of Fisheries and Ocean Sciences (SFOS) was created in 1987 to combine the fisheries and marine sciences programs of the University of Alaska system. It consists of the Fisheries Division, the Kodiak Seafood and Marine Sciences Center, the Graduate Program in Marine Sciences and Limnology (GPMSL) the Institute of Marine Science (IMS), the Global Undersea Research Unit (GURU), the Seward Marine Center, the Alaska Sea Grant College Program, and the Marine Advisory Program (MAP). There are approximately 60 faculty members within SFOS, and students enjoy a low student to faculty ratio.

The School of Fisheries and Ocean Sciences has two academic “departments/programs”.

1) The Graduate Program in Marine Sciences and Limnology (GPMSL) offers M.S. and Ph.D. degrees in Marine Biology and Oceanography (with options in biological, chemical, fisheries, geological and physical oceanography). Courses contributing to a new minor in marine science (likely approved in fall 2012) are also part of GPMSL. GPMSL is overseen by a Program Head, who is currently Dr. Katrin Iken (iken@ims.uaf.edu). GPMSL is administered through the Fairbanks campus.

2) The Fisheries Program offers a minor, B.S., B.A., M.S., and Ph.D. degrees in Fisheries. The undergraduate and graduate programs are administered both in Fairbanks and at our SFOS Juneau Center in Juneau. The undergraduate program is overseen by Undergraduate Program Chair Dr. Trent Sutton (tmsutton@alaska.edu), while the graduate program is overseen by Graduate Program Chair Dr. Milo Adkison (mdadkison@alaska.edu).

The SFOS Academic Programs Office is under the direction of the SFOS Dean, Dr. Michael Castellini and Associate Dean, Dr. Rolf Gradinger. Christina Neumann and her staff work closely with the GPMSL Program Head and Fisheries Chairs. If you have questions about the different programs, SFOS and UAF Graduate School policies and procedures, or anything in general, please do not hesitate in contacting the staff in Academic Programs. In addition, Gabrielle Hazelton in Juneau and Jeanne Miller in Kodiak are available to assist students. If you are located in either of these sites, please feel free to contact them.

Student Responsibilities

As a graduate student, you are fully responsible for knowing and complying with all of the regulations and requirements for graduate study and for the completion of the graduate degree requirements. For this reason, it is essential that you become familiar with the policies and regulations outlined in this manual and on the Graduate School website (<http://www.uaf.edu/gradsch/>).

Graduate Degree Requirements

Graduate education should be an intense, coordinated effort, undertaken in a relatively short time and aimed at obtaining professional skills or the ability to do original creative research and scholarly work. To receive a degree from the University of Alaska Fairbanks, a graduate student must meet three sets of requirements: general university requirements, specific degree requirements, and program or department requirements.

Degree programs must be composed of courses in the student's discipline or clearly related to and/or supportive of that discipline. All courses to be applied toward the degree must be approved by the student's advisory committee, Program Head/Chair, and Dean.

Time Limits for Completion of Degrees

You may elect to graduate under the degree requirements in effect in the first semester of your enrollment in your graduate degree program or the catalog in effect when you graduate. If you don't meet the continuous registration requirements, you will use either the catalog in effect during the semester of your reentry or the catalog in effect when you graduate. If you don't meet continuous registration requirements, you waive the right to use the catalog in effect when you first entered your graduate program.

All non-academic policies and regulations listed in the current catalog apply, regardless of the catalog you are using for your degree requirements. All coursework listed on your advancement to candidacy form and all other degree requirements must be satisfactorily completed within seven years for a master's degree and 10 years for a Ph.D. You may file a petition to request an extension to this time limit policy through your committee, SFOS designated Program Head/Chair, Dean, and UAF Graduate School. Your justification for the petition should include a detailed timeline, outlining each step needed for successful thesis completion (e.g. defense date, completion of individual thesis chapters, first complete thesis draft to committee, etc.) Be as specific as possible.

Grade Point Average and Grade Requirements

You must have a cumulative GPA of 3.0 (B) for good standing and in courses identified on your advancement to candidacy form to graduate and to maintain your research or teaching assistantship (if applicable). You must earn an A or B grade (no P grades) in 400-level courses; a C grade will be accepted in 600-level courses for the purpose of satisfying degree requirements provided you maintain a B grade average.

Students who have GPAs slightly below 3.0 and who have reasonable prospects for achieving a 3.0 GPA will be placed on Academic Probation, but are allowed to continue in the program. However, students with a cumulative GPA less than 2.7 after their first year (or 18 credits for full-time students) of graduate study are advised that their chances of successfully completing the graduate program are poor, and that withdrawing is likely their best option. (A GPA of 2.67 for 18 credits would be the result of 2 C's and 4 B's for 6, 3-credit courses). Students with a

GPA less than 3.0 after their second year of graduate study, or after one year of academic probation, whichever is later, will be academically disqualified from the SFOS academic program in which they are enrolled.

Registration Requirement

As a graduate student, you must be registered for at least six graduate credits per academic year (fall, spring, summer) when actively working toward a degree. Graduate students failing to either register for at least six graduate credits or obtain a leave of absence will be dropped from graduate study and will have to apply for reinstatement before resuming graduate study. Be advised that SFOS is credited for graduate enrollment based on fall semester enrollment. So, please register for fall semester (rather than or in addition to spring or summer) if possible. You must be registered for at least three GRADUATE credits in the semester in which you receive your degree and you must apply for graduation in that semester.

IMPORTANT NOTE: It is your responsibility to make sure you are registered and fees are paid by the last day of registration. Registration is done by web. If you are in the field or away from campus and you cannot register or pay fees, contact either SFOS Academic Programs or the UAF Graduate School for assistance at least 10 days in advance of the deadline. If you have a tuition award, it is imperative that the UAF Graduate School (this is different from the SFOS Academic Programs) receives a copy. **The Graduate School does not keep your tuition award from semester to semester – you must submit a new one every semester you have a RA or TA tuition award.** If you are away from campus you can fax your tuition award to the UAF Graduate School (907) 474-1984. You can call and pay your fees by credit card (907) 474-5960 or log onto UAOnline.

Transfer Credits

You may apply post-baccalaureate degree credits earned at UAF while a non-degree student toward a graduate degree only with approval of your graduate advisory committee, to a maximum of one-half of all credits used to meet your degree requirements. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum of a B grade in all graduate courses presented for transfer. Note, B- grades do not count.

Course Restrictions

You may not use credit by examination, audited courses, 500-level courses, or courses taken under the credit/no credit option to fulfill the basic course requirements of any degree program. No more than 12 credits of special topics courses (693 or 695) or individual study (697) may be used toward a graduate degree. Requests for exceptions to the limit must be approved through your advisory committee, Program Head/Chair, SFOS Dean, with final approval from the Dean of the Graduate School.

Course Deficiencies

Your advisory committee and/or Program may require that you correct certain deficiencies in your program. Your committee will determine early in your program how to remedy the deficiencies and the minimum level of performance required of you. Such courses may be taken under the credit/no credit option, audit, or through credit-by-examination.

English Deficiencies

You must be proficient in written and oral English. If deficiencies are apparent, your advisory committee will determine requirements to remove the deficiencies. The School of Fisheries and Ocean Sciences does not require graduate students to fulfill a language/research tool requirement as part of their degree.

Leave of Absence

You may apply for a leave of absence for up to one year. The application form is available at the Graduate School web site (<http://www.uaf.edu/gradsch/forms/>). You should note that “need time to write my thesis” is not accepted by the Graduate School as a reason for a leave of absence, because while writing students are presumed to be actively working toward their degree, with help from their major advisor and committee. In that case, students should register for at least three (3) thesis credits per semester. Acceptable reasons for a leave of absence include health problems, financial need, family commitments, and “personal reasons”. Keep in mind, advisors and committees are not supposed to provide thesis help during these absences.

Graduate Advisory Committees

Each graduate student is guided by a major advisor / major professor (also referred to as the advisory committee chair) and a graduate advisory committee. Students are expected to have a major advisor when they are accepted into Graduate School. In rare circumstances, incoming students whose major professor hasn't yet been selected at acceptance are assigned an interim advisor by the Program Head/Chair. The interim advisor will work with the student to identify an appropriate major advisor and project, as well as assisting the student in selecting first-year courses. All students should have an approved advisory committee by the end of their first year. Students should select members based on the guidelines given below and with the advice and approval of their committee chair, as well as agreement of all proposed members to serve. You should fill out the “Appointment or Change of Graduate Committee” form (<http://www.uaf.edu/gradsch/forms/>), obtain signatures of your committee chair and all committee members and submit the form to the SFOS Academic Office (or in Juneau to Gabrielle Hazelton). If the proposed committee includes any members who not UAF faculty are as provided for under Graduate School rules, these guidelines, and your department-specific guidelines, a short *curriculum vitae* for each individual should be attached. A petition, approved by the major advisor, explaining why the departure from guidelines would be beneficial to the student, must accompany any proposal for a committee whose composition is not in keeping with these guidelines and the Graduate School rules. It may be desirable, for instance, to substitute or add a fisheries or marine scientist from a cooperating agency on the committee in

place of a UAF faculty member because that scientist has substantial involvement in the student's research.

The proposed committee is reviewed by the Program Head/Chair. Changes might be requested if the guidelines on membership are not followed and if there is insufficient justification for any deviations. These changes must occur before the paperwork is forwarded to the SFOS Dean for approval and signature. The SFOS Academic Office will then forward the form to the Graduate School, retaining a copy of the form for the student's file.

If the proposed committee is not approved, it is returned to the student and major advisor, either for modification or better justification. Occasionally, addition or deletion of specific members is strongly recommended. These recommendations should be followed by the student unless there is an overriding reason why that is not possible, in which case the reason should be submitted in writing to the Program Head/Chair, with the signature of the major advisor. The Program Head/Chair reserves the right to decline this explanation or consult with the faculty for a larger vote.

In cases where the student wants or needs to change the advisory committee composition, he or she must first get approval from the existing members and from the chair, and then the approval process for the new committee proceeds as above, using the "Appointment or Change of Graduate Committee" form ([available on the UAF Graduate School website- http://www.uaf.edu/gradsch/forms/](http://www.uaf.edu/gradsch/forms/)). Any committee members who are being relieved should provide their signature in the "resigning committee member" box. Many faculty members who leave UAF or retire are willing to continue to serve on advisory committees, and can continue as members or chairs. They do not have to be removed from the committee. However, some departed and retired faculty members do not want to continue to serve on advisory committees, and in this case can be replaced. In the rare cases where the committee and/or chair do not approve the committee change, the student should contact the Program Head/Chair, who will ascertain the reasons and try to negotiate a mutually agreeable compromise. If that is not possible, the proposed change is submitted to a vote by the faculty, and if approved, for the signatures of the Program Head/Chair, SFOS Dean and Graduate School Dean.

Committee Composition

Guidelines for Fisheries Committees:

M.S. Degree:

The composition of graduate advisory committees in Fisheries must be approved by a majority vote of the Fisheries Division faculty.

Thesis advisory committees for M.S. students in Fisheries must include at least three members. The committee chair and at least one other committee member must be tenure track in the Fisheries Division, be a research faculty member in the Fisheries Division, hold a joint appointment in the Fisheries Division, be emeritus in the Fisheries Division, or be an approved affiliate faculty member in Fisheries Division. The primary appointment for at least one of these two committee members must be in the Fisheries Division. Cooperative Fish and Wildlife Research Unit faculty with a focus in fisheries and tenure-track faculty in GPMSL can also qualify to chair or co-chair committees in Fisheries as a continuation of long-standing practice by a majority vote of Fisheries Division faculty. Research or affiliate faculty may co-chair but may not chair master's advisory committees. Other members of advisory committees may be

members of the faculty from other SFOS divisions, other UAF departments or other universities or they may be suitably qualified professional scientists from outside academia. Supernumerary members may include suitably qualified individuals who do not hold a graduate degree, but are approved by a majority vote of the Fisheries Division faculty.

Ph.D. Degree:

Dissertation advisory committees for Ph.D. students in Fisheries must include at least four members who hold doctoral degrees. The committee chair and at least one other committee member must be tenure track in the Fisheries Division, be a research faculty member in the Fisheries Division, hold a joint appointment in the Fisheries Division, be emeritus in the Fisheries Division, or be an approved affiliate faculty member in Fisheries Division. The primary appointment for at least one of these two committee members must be in the Fisheries Division. Cooperative Fish and Wildlife Research Unit faculty with a focus in fisheries and tenure-track faculty in GPMSL can also qualify to chair committees in Fisheries as a continuation of long-standing practice by a majority vote of Fisheries Division faculty. Research or affiliate faculty may co-chair but not chair doctoral advisory committees. Other members of advisory committees may be members of the faculty from other SFOS divisions, other UAF departments or other universities or they may be suitably qualified professional scientists from outside academia. Supernumerary members may include suitably qualified professionals who do not hold a doctoral degree but their membership on doctoral advisory committees is conditioned on approval of the Fisheries Division faculty, the SFOS Dean, and the Graduate School.

A link to a list of tenure-track, joint, and emeritus faculty in Fisheries Division, tenure-track faculty in GPMSL (as a continuation of long-standing practice), and affiliate faculty that have been approved to serve on Fisheries Division graduate advisory committees is provided below. Addition of faculty in these categories must be approved by a majority vote of the Fisheries Division faculty.

[Information on current tenure-track, research, affiliated, and associated faculty can be found at http://www.sfos.uaf.edu/people/faculty/](http://www.sfos.uaf.edu/people/faculty/)

Guidelines for GPMSL committees:

M.S. Degree:

The advisory committee should include at least two SFOS faculty, and a SFOS faculty member should be chair. The third member may be either SFOS or other UAF faculty. Emeritus faculty is considered the same as regular, tenure-track faculty, as long as they remain active in their research. Research faculty may chair or serve as a committee member, as may adjunct faculty with at least 1/2 –time appointments in SFOS. Affiliate faculty or faculty from outside UAF or non-faculty (e.g. agency personnel) may serve as additional members beyond the three (3) UAF faculty. Affiliate faculty cannot normally serve as a chair, but occasional exceptions are made with GPMSL faculty approval. The exceptions are mainly IARC scientists at present. All three required UAF committee members must have at least a MS, although additional members with extensive, appropriate experience may not.

Ph.D. Degree:

The advisory committee should include at least three SFOS faculty, and a SFOS faculty member should chair. A fourth member may be either SFOS or other UAF faculty. The fifth

member must be from outside of SFOF, either from another institution, or from another UAF School or College. Emeritus faculty is considered the same as regular, tenure-track faculty, as long as they remain active in research. Research faculty may chair or serve as members. Adjunct faculty with at least 1/2 –time appointments in SFOS may serve as chair but must have a tenure-track SFOS faculty co-chair. All four (4) required UAF committee members must have the Ph.D. although additional members with extensive, appropriate experience may not. In selecting their Ph.D. committee, Ph.D. students and their major advisors should recognize that one important function of the committee is to write and evaluate the qualifying examination. Hence, the committee needs to be able to administer an examination that is appropriate for the field of Oceanography or Marine Biology, in addition to providing expertise on the topic of the student's dissertation. This means that the committee should represent some of the breadth within the field, as well as the depth in the specific research area.

UAF Graduate School
 Required Meetings and Required Forms (including deadlines)
 Academic Year 2011

| | | |
|---|--|---|
| Appointment of Advisory Committee http://www.uaf.edu/gradsch/forms/ AND GPMSL Committee Form http://www.sfos.uaf.edu/academics/forms/index.html | See Committee guidelines for your program; have all members sign form | May 15, 2012 |
| Graduate Study Plan http://www.uaf.edu/gradsch/forms/ | Approved during committee meeting; all members and student must sign. Has to include a 3-5 page research proposal. | By the end of the first year of study |
| Annual Report http://www.uaf.edu/gradsch/forms/ | Committee meeting report must be typed by committee chair and contain substantial information on both coursework and research; all members and student must sign. Should include a research activities report, except first year students. | May 15, 2012 |
| Advancement to Candidacy | Committee members must sign | Fall Graduation: October 15 Spring Graduation: February 15 Summer Graduation: June 15 |
| Application for Graduation | | Fall Graduation: October 15 Spring Graduation: February 15 Summer Graduation: June 15 |
| Thesis/ Dissertation Submittal to Graduate School | Must be reviewed by Department Program Head/Chair and Dean prior to submitting to graduate school. Fall Program Head/Chair Deadline: November 5 Fall Dean Deadline: November 19 Spring Program Head/Chair Deadline: March 3 Spring Dean Deadline: March 17 Summer Program Head/Chair Deadline: June 27 Summer Dean Deadline: July 11 | Fall Graduation: December 3 Spring Graduation: April 7 Summer Graduation: August 1 |

Forms

All required forms can be found on the Graduate School webpage (<http://www.uaf.edu/gradsch/students/current/index.html>) or you can get hard copies from the Office of the Graduate School, or the SFOS Academic Office. To get familiar with these forms, you can review the “Booklet of Sample Graduate Student Forms” included in your Welcome Packet. **All ORIGINAL forms should be submitted to the SFOS Academic Office. DO NOT SUBMIT FORMS DIRECTLY TO THE UAF GRADUATE SCHOOL.** A copy of all forms, with the appropriate signatures, will be retained in the SFOS Academic Office and placed in your student file. All forms should be typed and not submitted handwritten.

Appointment of Advisory Committee Form

You should submit the “**Appointment of Advisory Committee**” form and have an initial meeting with your graduate advisory committee **before the end of your first year of enrollment**. A Curriculum Vita of any non-UAF faculty members should accompany the form. GPMSL Graduate students must also submit an “**Advisory Committee Approval**” form. At the initial meeting, the committee will discuss the “**Graduate Study Plan**” (GSP) and agree on its content. Your 3-5 page research proposal should accompany the GSP.

Annual Report Form

You should meet formally with your committee at least once per year and submit an “Annual Report” after each meeting. More frequent meetings (e.g., twice a year) is recommended. An annual report form has to be submitted from each committee meeting, which is an official record of your committee meeting. The annual report provides you with a written evaluation of your progress over the last year in your degree program in regards to courses and research by your committee. In case of a conditional evaluation, the annual report should also include recommendations of the committee outlining necessary steps regarding degree completion. The report form has to be TYPED by the major advisor and has to contain substantial, detailed evaluations of your course work and research progress. It would be a good time to review your Graduate Study Plan (GSP) to make sure you are on track. Not submitting the annual report might place you in poor academic standing with the graduate school and you may no longer qualify for support through a research or teaching assistantship.

Graduate Study Plan

The Graduate Study Plan (GSP) outlines the curriculum of study and timetable to be followed by the graduate student in meeting graduate degree requirements. It serves as a road map for graduate study and should be drafted early in your program (preferably by the end of the second semester of study) jointly with your committee as the GSP serves as a working agreement of mutual expectations between you and your committee.

The GSP not only contains the specific degree requirements, but also indicates the mechanism for fulfilling these requirements (e.g., via coursework, examinations) and a projected timetable for completing various requirements. Depending on the length of your degree program, the first draft of the GSP may be your final one, although it is not unusual to find it necessary to revise your GSP. Possible reasons for revising a GSP are: a planned course is cancelled; initial results or funding changes dictate a change in research direction, etc. This is permitted and

encouraged. Revised GSP go through the same signature process as the original GSP. You should recognize that the GSP is an important document and outline a realistic approach to complete your degree program.

A research proposal about 3-5 pages in length is submitted together with the GSP. The proposal is written by the student, shared, discussed and approved by the advisory committee. As with the GSP, the research proposal can be modified during later committee meetings as a research project develops.

Advancement to Candidacy

Advancement to candidacy formally establishes your specific degree requirements. It is in the best interest of both yours and your advisory committee that you apply for candidacy as soon as you qualify. At the latest, the Application for **Advancement to Candidacy form must be submitted at least one semester prior to applying for graduation.**

The finalized Graduate Study Plan should be the basis for completing the Application for Advancement to Candidacy, but it is not necessary to submit a Graduate Study Plan to the Graduate School with the Application for Advancement to Candidacy.

A petition form is used to request any changes to the Advancement to Candidacy once it has been filed. The petition must be signed by the committee, Program Head/Chair, and Dean. The petition form can be found at the Graduate School website

M.S. Degree:

You may apply for advancement to candidacy if you are in good standing and:

- 1) Satisfactorily completed at least nine (9) semester credits of graduate study in residence at UAF;
- 2) Received approval of a provisional thesis project;
- 3) Received approval of the finalized GSP, including specific coursework to be completed and any other requirements;
- 4) For **GPMSL** students: passed your written comprehensive exam (see page16). For **Fisheries** students: successfully defend your proposal (see page 15; students started prior to Fall 2011 are grandfathered and do not have to defend proposal).

Ph.D. Degree

You may apply for advancement to candidacy for the Ph.D. degree if you are in good standing and have accomplished the following:

- 1) Completed the full-time equivalent of two academic years of graduate study,
- 2) Completed at least nine (9) UAF credits;
- 3) Received approval of the Graduate Study Plan;
- 4) Obtained approval of the advisory committee for the title and synopsis of the thesis;
- 5) Passed a written and oral qualifying examination.

Examinations

The primary purpose of the comprehensive examination is to determine whether you have integrated knowledge and understanding of the principles and concepts underlying your major and related fields.

Comprehensive examination for M.S. Students in Fisheries

M.S. students are required to present and defend a proposal of their graduate research before the advisory committee.

Format of the proposal should adhere to standard proposal guidelines, such as those established for the NPRB Research Plan (http://s3.nprb.org/rfp2011/2011RFP_research_plan_template.doc) or the NSF Project Description (http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpg_2.jsp#IIC2d).

The committee should receive the proposal at least two weeks before the exam.

In the comprehensive exam, the student will give a 15-20 minute presentation of their proposal. The committee will administer an oral examination on the theoretical background, research design, and significance of proposed research. In the oral examination, the committee will evaluate: (a) the scientific quality of the proposal, (b) the student's ability to explain and justify the research plan, (c) the student's understanding of the broader context and significance of the planned research in fishery science and management, and d) any additional topics identified on the student's graduate study plan (GSP).

The comprehensive exam must be completed during or before the 3rd semester of enrollment. In some circumstances, e.g. when a class that is essential to the student's progress is only offered on a biennial schedule, the exam may be completed during the 4th semester, with the approval of the student's graduate committee. Students who successfully complete the comprehensive exam are eligible for advancement to candidacy.

A student's performance is graded as Pass, Fail or Conditional Pass. In the latter case the Advisory Committee judges that the student lacks knowledge or skills necessary for his or her thesis research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework). The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency; when that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the comprehensive examination, or as soon as any required coursework can be completed, the grade becomes Fail. If the advisory committee finds that the student's performance demonstrates insufficient knowledge, the exam will be graded "Fail". Students failing the comprehensive examination are entitled to a second examination within a timeframe determined by the advisory committee, but no later than the subsequent semester. After two failures, a student can petition the Program Chair of the Fisheries graduate program to sit for the examination a third time if her or his Advisory

Committee approves the petition. If the student is permitted a third attempt, the timeframe for the third examination will be determined by the advisory committee, but no later than the subsequent semester. If a third attempt is unsuccessful, and the Committee has found the student's performance to be unsatisfactory, the student will be disqualified from the fisheries program.

M.S. Students in Oceanography and Marine Biology

GPMSL requires a written M.S. comprehensive exam, normally taken after the student completed all required courses in their degree program. Students cannot advance to candidacy until the exam is successfully completed. Exams are offered once per semester, if demand warrants. Students should contact the Academic Office at the beginning of the semester if they want to take the exam during that semester.

Two faculty committees, one for Marine Biology and the other for Oceanography prepare the comprehensive exams. In both cases, faculty who have recently taught the core courses (three faculty who teach Marine Biology, Biological Oceanography, and Physiology of Marine Organisms in the case of Marine Biology, four faculty who teach Physical Oceanography, Biological Oceanography, Chemical Oceanography, and Geological Oceanography in the case of Oceanography, five faculty if the student is Fisheries Oceanography) are appointed to the committee by the Program Head. In rare cases when a faculty member who teaches a core course is unavailable, another faculty member familiar with the core course content will be appointed.

The exam committee will normally schedule a meeting with the students taking the exam about 6 weeks before the exam date. The purpose of the meeting is to explain the format and scope of the exam, provide suggestions for studying, and answer the questions that a student may have. Occasionally, a meeting will not be possible because of student or faculty research schedules, and in that case, the student(s) should meet with each committee member individually.

For successful completion of the comprehensive examinations, students are expected to have mastered the content of the core courses in their discipline. However, comprehensive examination questions are not usually the same as questions asked on class examinations. The questions often are more open-ended, ask the students to address novel situations, and require students to apply information from two or more courses or subject areas (i.e., are interdisciplinary) to solve a problem or address a question.

The comprehensive exam is written, closed book (unless specific reference materials are allowed or provided by the committee), and normally requires a full day (6 to 8 hours) to complete. Students must type their answers. No handwritten exams will be accepted. Students may either check out an SFOS laptop for this purpose, or they may use their own computer. The computer cannot be connected to the internet during the examination, and personal computers should have any potentially useful reference

materials (e.g., copies of old term papers and class assignments, saved web pages, etc.) removed from their hard drive(s).

A student's answers need not be perfect to warrant a pass, but should demonstrate mastery of the core knowledge of their discipline. As a guideline, exams will usually be graded "Pass" if the answers, overall, are 80% correct and complete. This usually means the student has written acceptable answers for all major sections of the exam. If the answers are about 70% correct and complete, the student will usually receive a "Conditional Pass", with the conditions specified by the committee. In this case, the student often has given an unacceptable answer to one major section of the exam, but has satisfactorily answered the other questions. The conditions can include satisfactory answers to written and/or follow up questions, to be attempted after an additional period of study, or occasionally a requirement to take an additional course. The conditions must be met before the exam will be graded "Pass", and except under unusual circumstances, which should be explained, in writing, to the Program Head and the chair of the exam committee, the conditions must be met within one semester of the exam date. If, after one semester, the student is not making substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the exam committee can change the exam grade to "Fail".

If the student's answers are, overall, less than about 70% correct and complete, or if answers to two or more major sections of the exam are not acceptable, then the exam will be graded "Fail". Students failing the comprehensive examination are always entitled to one retake. Students in this situation are strongly encouraged to talk with exam committee members to get a detailed evaluation of the problems with the first exam and suggestions for improvement on the next attempt. In the case of two failures, the student can petition to take the exam for the third time within 30 days after being notified of the second failure. The petition (in letter form) should be signed by the student's advisory committee members and chair stating they approve the re-take, and be submitted to the Program Head for approval. It should include a short explanation of the reasons why the first two attempts were unsuccessful, and the steps the student is taking to improve chances for passing on the third try. If a third attempt is unsuccessful, no other attempts will be allowed and the student will not be able to complete the M.S. degree requirements.

In cases where the student disagrees with the decision of the comprehensive exam committee, the student should first approach the chair of the committee, who will arrange a meeting with the committee members where they can further explain their decision and the student can explain the reasons why he or she disagrees. If the student prefers, he or she can submit a request for reevaluation or further explanation to the chair of the committee in writing, and ask for a written response from the committee. If the student is not satisfied with the committee response, the grounds for formal appeal of the committee decision should be stated in writing and submitted to the Program Head within 30 days of the receipt of the Report on Examination Form by the student. (Students should note that if they have received no response from the committee within the 30-day period, they should submit the appeal to the Program Head

without completing that step.) The Program Head will ask the exam committee for a formal reevaluation in light of the reasons for the student's appeal, and (if needed) a more detailed explanation of the reasons for the "Fail" grade. If the student is not satisfied by the committee response to the appeal, the Program Head will also ask at least three other faculty members with appropriate qualifications to review the questions (or the appealed questions) and the student's responses. If appropriate SFOS faculty are not available, other UAF faculty, or faculty from other institutions, may be asked to assist. The Program Head will not reverse the exam committee decision unless there is substantial evidence that the questions were inappropriate or that the student's answers were not fairly evaluated relative to the guidelines described above. The SFOS Dean must also approve any reversal of the exam committee decision. If the Program Head finds no grounds to reverse the exam committee decision, the student may submit their appeal for review by the SFOS Dean and the Dean of the Graduate School.

Qualifying Examination for Ph.D. Students in Oceanography and Marine Biology

GPMSL requires a qualifying examination (written and oral) for Ph.D. students, normally taken near the end of the second year. The purpose of the examination is to demonstrate that the student is qualified to undertake the research for his or her dissertation. Therefore, **it is important that the exam be successfully completed before major portions of the research are done.** Students cannot advance to candidacy until the exam is successfully completed. Each student takes an exam specifically written for him or her by the members of their graduate advisory committee. The general topic areas to be covered on the examination should be discussed with the committee, and these areas should be noted on the Graduate Study Plan. Often, the student and committee will select graduate courses to help prepare for the examination. The student should consult committee members again 3-6 months before the qualifying examination is planned, review (and revise, if needed) the topic areas to be covered, and obtain suggestions for preparation. Tentative exam dates should be set at this time. However, the student should contact the committee again about 1 month before the exam to set firm dates, especially for the oral portion. Ideally, all committee members will be present, in person, for the oral exam. If a committee member cannot attend in person, notify SFOS Academic office at least two weeks prior to the exam to arrange a video or audio conference. In unusual cases, when a committee member cannot participate in the oral exam, the student should ask the Program Head for assistance. The usual remedy is to appoint another faculty member to represent the absent member.

Two weeks before the written exams, the student should contact the SFOS Academic Office to arrange for a room reservation. The normal exam format is that each committee member prepares questions that are designed to require one (1) day to complete. Hence, the written portion of the exam will require five (5) days to complete. After the committee members evaluated the written exam (normally within one to three weeks, but occasionally longer if committee or student travel interferes), a closed door oral exam is scheduled. **All oral exams MUST have an outside examiner appointed by the Graduate School, and application for this outside examiner MUST be made**

to the Graduate School not less than 14 days before the scheduled oral exam. At the same time, the student should contact the SFOS Academic Programs office to reserve a room for the exam.

The examination committee evaluates the student's performance on both the written and oral examinations. In addition, the outside examiner must certify that the oral examination was both rigorous and fair. The standard for a "Pass" is that the committee, based on the student's responses, thinks that the student has the knowledge necessary to successfully complete their dissertation research. The standard for a "Conditional Pass" is that the committee, based on the student's responses, thinks that the student has most of the knowledge necessary to successfully complete their dissertation research, but that there are one or more areas of deficiency. The committee will specify conditions designed to remedy the deficiencies. The conditions can include satisfactory answers to written and/or oral follow up questions, to be attempted after an additional period of study, or occasionally a requirement to take an additional course. The conditions must be met before the exam will be graded "Pass", and except under unusual circumstances, which should be explained, in writing, to the Program Head and the chair of the exam committee, the conditions must be met within one semester of the exam date. If, after one semester, the student is not making substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the exam committee can change the exam grade to "Fail".

If the advisory committee does not think that the student's performance demonstrates the knowledge necessary to successfully complete the dissertation research, the exam will be graded "Fail". Students failing the comprehensive examination are entitled to one retake. Students in this situation are strongly encouraged to talk with exam committee members to get a detailed evaluation of the problems with the first exam and suggestions for improvement on the next attempt. In the case of two failures, the student can petition to take the exam for a third time within 30 days after being notified of the fail evaluation of the second examination. The petition should be signed by the student's advisory committee members and chair, and submitted to the Program Head. It should include a short explanation of the reasons why the first two attempts were unsuccessful, and the steps the student is taking to improve chances for passing on the third try. If a third attempt is unsuccessful, no other attempts will be allowed and the student will not be able to complete the Ph.D. degree requirements.

In cases where the student disagrees with the decision of the exam committee, the student should first approach the chair of the committee, who will arrange a meeting with the committee members where they can further explain their decision and the student can explain the reasons why he or she disagrees. If the student prefers, he or she can submit a request for reevaluation or further explanation to the chair of the committee in writing, and ask for a written response from the committee. If the student is not satisfied with the committee response, the grounds for a formal appeal of the committee decision should be stated in writing and submitted to the Program Head within 30 days of the receipt of the Report on Examination Form by the student. The Program Head will ask the exam

committee for a formal reevaluation in light of the reasons for the student's appeal, and (if needed) a more detailed explanation of the reasons for the "Fail" grade. If the student is not satisfied by the committee response to the appeal, the Program Head will also ask at least four other faculty members with appropriate qualifications to review the questions and the student's responses to the written portion of the exam (or disputed portions). If appropriate SFOS faculty are not available, other UAF faculty or faculty from other institutions may be asked to assist. The Program Head will not reverse the exam committee decision regarding the written portion of the exam unless there is substantial evidence that the questions were inappropriate or that the student's answers were not fairly evaluated relative to the guidelines described above. The SFOS Dean must also approve any reversal of the exam committee decision. If the Program Head finds no grounds to reverse the committee decision, the student may submit their appeal for review first by the SFOS Dean and second the Dean of the Graduate School.

Because oral examinations are virtually impossible to evaluate in retrospect, appeals of decisions in oral examinations are unlikely to be successful. However, students may file a written appeal stating the reasons that they think the "Fail" decision was wrong or unfair within 30 days of the examination. The Program Head will contact each committee member and the Outside Examiner individually, and inquire whether he or she considers the examination to have been unfairly or inappropriately conducted or evaluated, and whether the specific grounds of the student's appeal have substantial merit. More specifically, the committee member or Outside Examiner should inform the Program Head (or the Graduate School in the case of the Outside Examiner) if he or she thinks the questions were clearly inappropriate to the student's field of study or excessively focused on a very small area of knowledge, or if the individual feels that the student's overall performance wasn't fairly evaluated. The Program Head (or the Graduate School in the case of the Outside Examiner) should also be notified if the student was not treated with appropriate respect and courtesy. If at least two individuals among the committee and Outside Examiner agree that important aspects of the exam were unfair or inappropriate, the Program Head will declare the oral portion of the examination void, and it will be repeated as soon as possible. If the student requests it, two additional UAF faculty members of the student's choice (subject to availability) will attend the repeat examination. They will not ask questions or evaluate answers, but will provide an independent report to the Program Head on whether the examination was fair and appropriate. If the Program Head finds no grounds to void the oral examination, the student may submit their appeal for review by the SFOS Dean and subsequently the Dean of the Graduate School. This must be done within 30 days of the Program Head's denial.

Comprehensive Examination for Ph.D. Students in Fisheries

PhD students in Fisheries must pass a written comprehensive examination (Major advisor(s) and/or committees may request an oral exam) as a condition of Advancement to Candidacy. The examination should be scheduled after the equivalent of two academic years of study, on completion of courses on the student's Graduate Study Plan, and before substantial dissertation research has begun. The subjects on

which each student is examined are determined by her or his Advisory Committee and are identified in Section II of the student's Graduate Study Plan.

Alternative formats for the written comprehensive examination may be chosen by an Advisory Committee with prior approval of the Head of Graduate Programs in Fisheries (Director of Fisheries), but ordinarily examinations consist of a set of questions, one or more submitted by each member of the student's Advisory Committee. Students may expect to spend as long as one day's time to answer the question or questions from each Committee member at the discretion of the member (up to two days if substantial data analysis or quantitative exercises are to be performed). At the discretion of the Committee member, the student may or may not use reference materials in preparing his or her answer. The entire examination, consisting of answers to all questions from all Committee members, is completed within one week; questions from different members may be addressed on sequential days.

In preparation for the examination each student should consult with her or his Advisor at least three (3) months before taking the examination (a tentative date having been set in the student's Graduate Study Plan) and set a date for the comprehensive examination, and should consult with each Advisory Committee member about any special preparation for the examination, for instance to get recommendations for readings, etc.

The major advisor will conduct the examination by:

- Soliciting questions from each member of the Advisory Committee;
- Providing the questions to the student at the appropriate time;
- Proctoring the examination;
- Receiving the answers from the student;
- Transmitting the answers to the appropriate members;
- Receiving each member's evaluation of each answer;
- Collating the answers and their evaluations for distribution to the entire Advisory Committee;
- Polling the Committee on the question of whether the student has passed the examination or not;
- Filing the Report of Examination and providing a copy to the student & Academic Programs.

A student's performance is graded as Pass, Fail, or Conditional Pass. In the latter case, the Advisory Committee judges that the student lacks knowledge or skills necessary to his or her dissertation research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework). The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency; when that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the comprehensive examination, the grade becomes Fail.

If the advisory committee finds that the student's performance demonstrates insufficient knowledge, the exam will be graded "Fail". Students failing the comprehensive examination are entitled to a second examination. After two failures, a student can petition the head of Fisheries graduate programs to sit for the examination a third time if her or his Advisory Committee approves the petition. If a third attempt is unsuccessful, and the Committee has found the student's performance to be unsatisfactory, the student will be disqualified.

Students may appeal in writing any disputed finding of the Advisory Committee to the head of Fisheries graduate programs within 30 days of the filing of the Report on Examination. If the Fisheries Program Chair, in consultation with the Advisor, the student, and the Committee members cannot resolve the dispute, he or she may appoint an ad hoc committee of four qualified members of the Fisheries faculty to review the dispute. That ad hoc committee may uphold the appeal thereby changing the Committee's finding, or may affirm the Committee's finding. If the student further disputes the finding, she or he may follow established UAF procedures to appeal to higher School (SFOS Dean) and University authorities (Dean of Graduate School) for resolution.

Outside Examiner

An "outside examiner" representing and appointed by the Dean of the Graduate School is required for all Ph.D. oral examinations and dissertation defenses. The examiner must be from a different department than the candidate and the chair of the advisory committee. The function of the outside examiner is to determine that a stringent, unbiased examination is given and that it is fairly administered and evaluated.

It is the student's responsibility to contact the SFOS Academic Office at least two weeks prior to your exam or thesis defense. The SFOS Academic Office will submit the paperwork for the outside examiner to the Office of the Graduate School, and then contact you when an outside examiner has been appointed. In the case of a thesis defense, you must supply the outside examiner with a copy of your thesis at least one week prior to the defense. The outside examiner should sign the Report on Examination form, but not the signature page of the thesis.

Appeal of a Failure of the Defense

Failure of the thesis or dissertation defense is uncommon but not unheard of, especially when a student chooses to defend against the advice of their major advisor and committee. Because oral examinations are virtually impossible to evaluate in retrospect, appeals of decisions in defenses are unlikely to be successful. However, students may file a written appeal stating the reason that they think the "Fail" decision was wrong or unfair. The appeal must be filed within 30 days of the defense. The Program Head/Chair will contact each committee member and the Outside Examiner individually, and inquire whether he or she considers the examination to have been

unfairly or inappropriately conducted or evaluated, and whether the specific grounds of the student's appeal have substantial merit. More specifically, the committee member or Outside Examiner should inform the Program Head/Chair (or the Graduate School in the case of the Outside Examiner) if he or she thinks the questions were clearly inappropriate to the student's field of study or excessively focused on a very small area of the thesis or dissertation, or if the individual feels that the student's overall performance wasn't fairly evaluated. The Program Head/Chair (or the Graduate School in the case of the Outside Examiner) should also be notified if the student was not treated with appropriate respect and courtesy. If at least two individuals among the committee and Outside Examiner agree that important aspects of the defense were unfair or inappropriate, the Program Head/Chair will declare the defense void, and it will be repeated as soon as possible. If the student requests it, two additional UAF faculty members of the student's choice (subject to availability) will attend the repeat defense. They will not ask questions or evaluate answers, but will provide an independent report to the Program Head/Chair on whether the defense was fair and appropriate. If the Program Head/Chair finds no grounds to void the defense, the student may submit their appeal for review by the SFOS Dean and the Dean of the Graduate School.

Except in cases (as above) when the Program Head/Chair, Dean, or Graduate School Dean has reason to think the defense was inappropriately or unfairly conducted or evaluated, the defense may not be repeated and the "Fail" decision is final.

Report on Examination Form

After the completion of any examination (e.g., comprehensive exam, thesis defense); you must submit a "Report on Examination" signed by your committee chair, committee members, the Program Head/Chair, and the Dean (and if required, the outside examiner). Normally, the SFOS Academic Office generates this form, but it is your responsibility to see that this form is completed. Copies of the form(s) are kept in your academic file and the original is sent to the Graduate School.

Degree Requirements

MS General Requirements

1. Complete the following general UAF master's degree requirements:

- a) Successfully complete at least 30 credits of course work including at least 6 credits of thesis (699). You may enroll in more than 12 thesis credits, but no more than 12 thesis credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis, must be at the 600-level.

- b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and annual Report of Committee Form to the Graduate School.
- c) Pass a written and/or oral comprehensive exam (fisheries comprehensive exam is proposal defense).
- d) Submit Advancement to Candidacy form to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
- e) Be registered for a least six credits per year (fall, spring, or summer combined) or have an approved leave of absence form on file.
- f) Orally present and defend their thesis.
- g) Submit a completed and signed thesis and thesis submittal form to the Graduate School.
- h) Submit an application for graduation and be registered for at least three (3) graduate credits in the semester in which the degree is to be awarded.
- i) Complete all degree requirements within the seven-year time limit allowed.

M.S. Fisheries*

2. If necessary complete the following admissions prerequisites: calculus, elementary statistics, and ichthyology or invertebrate zoology and computer competency.

3. Complete the following:

| | |
|--|--------------|
| FISH 699 – Thesis | 6-12 credits |
| STAT 401 - Regression and Analysis of Variance | 4 credits |
| Graduate Seminars (FISH 692) | 2 credits |

Students must complete one of the following courses under each area.

Biology and ecology of fish and shellfish

BIO 415/MSL 615: Physiology of Marine Organisms

FISH 425: Fish Ecology

FISH 426/626: Behavioral Ecology of Fishes

FISH 428/628: Physiological Ecology of Fishes

FISH 633: Pacific Salmon Life Histories

FISH 650: Fish Ecology

FISH 651: Fishery Genetics

MSL 640: Fisheries Oceanography

MSL 652: Marine Ecosystems

Quantitative population dynamics of fish and shellfish

FISH 421: Fisheries Population Dynamics

FISH 601: Quantitative Fishery Science

FISH 621: Estimation of Fish Abundance

FISH 622: Quantitative Fish Population Dynamics II

Management and human dimensions of fisheries

FISH 411: Human Dimensions of Environmental Systems

FISH 487: Fisheries Management

FISH 640: Management of Renewable Marine Resources

FISH 675: Political Ecology of the Oceans

4. Minimum credits required 30 credits

Note: Only 9 credits of the required 30 M.S. degree credits can be at the 400-level.

M.S. Marine Biology

2. Complete the following:

MSL 610 Marine Biology 3 credits

MSL 615 Physiology of Marine Organisms 3 credits

MSL 650 Biological Oceanography 3 credits

MSL 651 Marine Biology and Ecology Field Course*

Or acceptable substitution** 4 credits

MSL 692 Seminar 3 credits

4. Minimum credits required 30 credits

Note: Only 9 credits of the required 30 M.S. degree credits can be at the 400-level.

The following is the official GPMSL policy regarding the field course requirement for the M.S. Marine Biology Program:

1. The following substitutions** are acceptable for Marine Biology graduate students who cannot take the Marine Biology Field Course due to timing conflicts with their research:

a. A combination of 4 credits from MSL 421 Subtidal Studies (2 credits) and a minimum of 8 days (for 2 credits through a preapproved Independent study) aboard an oceanographic vessel conducting biological research unrelated to the student's thesis research, if approved in advance by the Graduate Advisory Committee, Master's Comprehensive Exam Committee, and the Chief Scientist of the cruise. (Note: Assuming the student spends 10 hours per day on the vessel, the student will accumulate 80 hours of experience, which is equivalent to a 2 credit lab course.) To obtain approval for this last substitution, the Chief Scientist of the cruise must submit a memorandum to the Master's Comprehensive Exam Committee stating that the student will spend at least 8 days at sea substantially involved in a variety of cruise activities that are not related to the student's thesis research.

OR

b. MSL 656 Kelp Forest Ecology (4 credits).

OR

c. "Field Problems in Marine Biology" Individual Study Course (4 credits). A faculty member other than the major advisor must supervise the Individual Study Course. The course work must involve:

(1) A minimum of 160 hours of student work with a substantial part of this being field work.

(2) A Project Proposal, which includes the following:

- i. Individual Study Approval Form
- ii. Add/Drop Form
- iii. Graduate Student Petition Form
- iv. Justification describing how the field research differs from the student's thesis research. The proposed project must be distinct from the student's thesis research in at least two out of three areas: topic, genus, or location/habitat.

(3) All paperwork must be submitted to the Master's Comprehensive Exam Committee, Program Head, and Associate Dean for final approval before field research begins.

(4) Field research, as designed in the Project Proposal.

(5) A Final Project Report.

M.S. Oceanography

1. Complete 1 of the following concentrations:

**FOR BIOLOGICAL, CHEMICAL, GEOLOGICAL, PHYSICAL OCEANOGRAPHY
CONCENTRATIONS:**

- a) Complete the following:
- | | |
|--|-------------------|
| MSL 620 Physical Oceanography | 4 credits |
| MSL 630 Geological Oceanography | 3 credits |
| MSL 650 Biological Oceanography | 3 credits |
| MSL 660 Chemical Oceanography | 3 credits |
| MSL 692 Seminar | 3 credits |
| MSL 699 Thesis | 6-12 credits |
| Electives (appropriate to area of concentration) ... | 2 or more credits |
2. Minimum credits required 30 credits

FOR FISHERIES OCEANOGRAPHY CONCENTRATION

- a) Complete the following:
- | | |
|--|--------------|
| MSL 620 Physical Oceanography | 4 credits |
| MSL 630 Geological Oceanography | 3 credits |
| MSL 640 Fisheries Oceanography | 3 credits |
| MSL 650 Biological Oceanography | 3 credits |
| MSL 660 Chemical Oceanography | 3 credits |
| MSL 692 Seminar | 3 credits |
| MSL 699 Thesis | 6-12 credits |
| Electives (appropriate to area of concentration) | open |
3. Minimum credits required 30 credits

Note: Only 9 credits of the required 30 M.S. degree credits can be at the 400-level.

Ph.D. General Requirements

Ph.D. Fisheries

1. Complete the following admission requirement:
 1. Complete a master's degree in a fisheries-related field.
 2. Submit GRE scores
2. Complete the general university requirements.
3. Complete the Ph.D. degree requirements.

4. Complete at least one year of full-time course work, as approved by the students advisory committee
5. Complete a thesis
6. Minimum credits required- 18 thesis credits

Admission to the Ph.D. program directly from Bachelor's program: Entering graduate students whose highest earned degree is the baccalaureate are normally admitted as MS candidates. However, exceptionally able and accomplished students in this category are eligible for direct admission to the Ph.D. program. Criteria for direct admission to the Ph.D. program from the baccalaureate are:

1. Endorsement by proposed chair of graduate advisory committee AND
2. At least one first-authored manuscript published or accepted for publication in a peer reviewed scientific journal or receipt of an NSF, NIK, or similar prestigious pre-doctoral fellowship.

OR

3. Demonstrated research proficiency (e.g. undergraduate thesis, Research Experience for Undergraduates (REU) or other intensive research experience) documented in the application AND either (1) attained a GPA of at least 3.5 at the undergraduate level, or (2) scored at the 80% level in 2 of 3 categories in the GRE.

Students who elect this route must fulfill course requirements as outlined for BOTH the MS and Ph.D. degrees. Applicants who do not meet these criteria may enter the graduate program as MS candidates, and in exceptional cases may petition for conversion to the Ph.D. program after Advancement to Candidacy (for the MS). Such petitions must be approved both by the student's current (MS) and proposed (Ph.D.) advisory committee and the Program Chair or designee.

Ph.D. Marine Biology or Ph.D. Oceanography

1. Complete the following general UAF master's degree requirements:
 - a) The Ph.D. degree requires at least three full years of study beyond the baccalaureate degree (can be outside of UAF PhD program).
 - b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and annual Report of Committee Form to the Graduate School.
 - c) Pass a written and/or oral comprehensive exam
 - d) Submit Advancement to Candidacy form to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.

- e) Be registered for a least six credits per year (fall, spring, summer combined) or have an approved leave of absence form on file.
 - f) Complete a minimum of 18 UAF thesis credits and satisfactorily complete a thesis that is a substantial contribution to the body of knowledge in the area.
 - g) Present and pass an oral defense of thesis examination.
 - h) Submit an application for graduation and be registered for at least 3 graduate credits in the semester in which the degree is to be awarded.
 - i) Complete all degree requirements within the ten-year time limit allowed.
2. Complete coursework at least equivalent to that required for the M.S. degree* .
 3. Minimum credits required 18 thesis credits

** There are no fixed course requirements, nor is an M.S. degree required to earn the Ph.D. degree. However, a candidate for the Ph.D. degree in oceanography (biological, chemical, fisheries, geological, and physical oceanography options) and in marine biology will be expected to have completed coursework at least equivalent to that required for the corresponding M.S. degree.*

Additional Ph.D. Expectations for Marine Biology or Oceanography

- By the end of the first year, the graduate student has formed a solid research plan (3-5 page proposal) and an advisory committee
- The student has annual committee meetings where the research plan is reviewed and if necessary, revised. A revision of the research plan is outlined in the annual committee report and a revised proposal is attached to the annual paperwork
- Students are expected to take their comprehensive exams within the first 3 years of their graduate studies
- Students are expected to present their research plan (=proposal presentation) to the faculty, students and staff within their second year through a public seminar (e.g., SFOS seminar)
- Students are expected to give at least one public presentation in addition to the thesis defense within the School during their tenure to present preliminary results of their work (ideally, mid-way through their studies, separate from proposal presentation and final defense)
- Students are expected to present their work at least at one statewide or national conference during their tenure
- Students are expected to have at least one manuscript submitted to a peer-reviewed journal before they defend their thesis/graduate

- We encourage PhD students to participate in outreach and teaching activities as the professional development of these skills may be very important in future careers

Guidelines for Preparation of the Thesis

(NOTE: THERE ARE SPECIFIC DIRECTIONS FOR FISHERIES STUDENTS AT THE END OF THIS SECTION)

Writing

Students are urged to print out and carefully read the Thesis/Dissertation Format Workbook, available at the Graduate School web site: (<http://www.uaf.edu/gradsch/students/current/forms.html>), BEFORE beginning to write. Many aspects of the required format are easy to incorporate, as the document is written, but difficult and time-consuming to do after the thesis is already nearly done. The student should reach agreement with their major advisor and committee whether the thesis or dissertation will be written in monographic (book) form or as one or more manuscripts ready for submission to a professional journal (or in some cases, already submitted or published). GPMSL strongly encourages the latter, collected manuscript format, especially for Ph.D. dissertations.

Students will often benefit from carefully reading several published papers or a thesis or dissertation in their field before beginning to write. Obviously, students will have already read many papers, but in this case students should read them with the goal of looking closely at structure, writing style, and other elements they might not have attended to when reading for content. Major advisors can often suggest papers or theses that they consider well written.

Other suggested books on writing your thesis or dissertation:

Sleeping Dogs Don't Lay* Practical Advice for the Grammatically Challenged by R. Lederer & R. Dowis (copy available for check-out in the SFOS Academic Office)

Scientists Must Write by Robert Barrass (copy available for check-out in the SFOS Academic Office)

Successful Scientific Writing by J. Matthews, et al. (copy available for check-out in the SFOS Academic Office)

Writing the Winning Dissertation: A Step-by-Step Guide -- by Allan A. Glatthorn

Surviving Your Dissertation: A Comprehensive Guide to Content & Process by Kjell Erik, et al

Secrets for a Successful Dissertation by Jan Secrist (Author), et al

Proposals That Work: A Guide for Planning Dissertations and Grant Proposals by Lawrence F. Locke (Author), et al

The Elements of Style, Fourth Edition by William Strunk Jr., et al

How To Write & Publish a Scientific Paper: 5th Edition by Robert A. Day (Author)

Students who have difficulty writing, or for whom English is a second language, may find the UAF writing center helpful (<http://www.uaf.edu/english/writingcenter/>). However, they focus mainly on writing for undergraduates and do not have the resources to edit an entire thesis, nor do they have the scientific knowledge necessary for some aspects of editing. They can be helpful with certain specific problems, however, and are worth a try. Students who enter UAF with weak writing skills (or weak skills in English) should plan to take expository writing courses, English as Second Language courses, or pursue other strategies to improve both written and/or spoken English. Some suggested courses are:

ENGL 313W (3 Credits) Writing Non-Fiction Prose (3+0) h

ENGL 314W,O/2 (3 Credits) Technical Writing (3+0) h

ENGL 414W (3 Credits) Research Writing (3+0) h

ENGL 430 (3 Credits) ESL for Teaching Assistants (3+0) h

(This is good practice on giving oral presentations even if students are not teaching assistants)

Students should note that strong skills in written and spoken English are essential for a successful academic or research career in the United States (or other English-speaking countries), and are valuable even if an international student plans to return to his or her home country. So, any necessary improvement of these skills should be given high priority, early in a graduate program.

Major advisors and committee members expect to spend a reasonable amount of time editing student writing, and also accept that students whose first language is not English will require more editorial assistance. However, students should not submit thesis or dissertation drafts requiring several dozens of editorial corrections on every page. If such a draft is submitted, committee members may return it unread. Students who find that their writing skills are not up to producing an acceptable initial draft should consider hiring an editorial assistant. Sometimes, fellow graduate students who are reasonably familiar with your field can provide the best help, and are willing to work for modest compensation (suggested minimum \$14/hour). However, not all students are able or willing to provide such assistance, and they are under no obligation to do so. Note that such editorial assistants can correct errors of grammar or syntax, but should not be expected to extensively rewrite the material. It is primarily the student's responsibility to write the thesis or dissertation in acceptable English, and if a student's writing skills are so poor as to make that impossible, the student must improve those skills before they can graduate.

Review and revision

Normally, the student will submit each chapter of the thesis or dissertation, as it is completed, to their advisory committee chair. Some committee chairs, however, prefer to receive a complete thesis draft before beginning review. Students should ask their committee chair for directions as they begin to write, and this is also a good time to find out about the chair's travel schedule and other obligations that could affect how long it takes for them to complete their review. Advisory committee members may or may not read first draft chapters. This is left to the preference of the committee chair, committee member, and student. However, it is recommended that committee members read early drafts of chapters when they have special, related expertise not shared by the committee chair. The committee chair (and any committee members) will read the chapters and return them to the student with suggestions for revision. Thorough review is time-consuming, and students should allow (even in ideal circumstances) a **week** for review of the first draft of each chapter. The review can take longer if the faculty member is on travel, unusually busy, or if the chapter requires an unusual amount of revision and correction.

If the first draft is quite well done and requires only a moderate amount of revision, and with the agreement of the major advisor, the student should submit the second draft of the complete thesis to the entire committee for review. Unless all committee members agree to a shorter time, a complete copy of the defense draft of the thesis or dissertation must be given to all committee members at least **14 days** before the defense. Note that this requirement means that the thesis or dissertation must reach the committee member by this date, not just be mailed or left in the person's mailbox on this date. If the committee finds that it is ready for defense, then the student should schedule at the defense with the SFOS Academic Program office. For a Ph.D. dissertation defense, this must be done at least two weeks before the defense date, to allow for assignment of an Outside Examiner by the Graduate School. At your prompting, the SFOS Academic Office will submit the Request for Outside Examiner form to the Graduate School. You must be prepared to provide a copy of the defense draft of the dissertation to the Outside Examiner at least one week before the defense. For a Masters, the thesis defense must be scheduled one week in advance. You must provide the SFOS Academic Office with a title and abstract (normally the thesis or dissertation abstract or an abridged version thereof, preferably via e-mail) for publicity purposes. Sometimes the approaching deadlines will force a student to schedule a defense before final approval of the committee is obtained. While this is permitted, you should note that this could result in cancellation of the defense after it has already been advertised.

Sometimes the first draft requires substantial revision, and in that case the major advisor will usually require that you submit a second draft (either chapter by chapter, or as a complete thesis or dissertation) to the chair alone for a second review. After you have completed several rounds of corrections, and approved by your committee chair, the document will likely be ready for submission to the committee. However, there are cases where the major advisor may require an additional round of review and revisions.

Rarely, a student will think that his or her thesis or dissertation is ready for defense, when the committee chair and/or committee members think that it is not. You should recognize that almost always, the committee members' requirements for additional revisions before the defense are in your best interest. Almost always, the committee is trying to provide you with the best possible chance of a successful defense. Defenses that occur over the objections of committee members are very often unsuccessful. However, according to University policy, a student may schedule a thesis or dissertation defense even if his or her committee recommends against it. Occasionally, a majority of committee members agree that a thesis or dissertation is ready for defense, but a single committee member disagrees. In that case, the student and his or her major advisor should ask the Program Head/Chair for advice.

After-post defense corrections are made and the advisory committee has signed off on the thesis, the Program Head/Chair and the Dean must review the thesis. Ideally, this review is done first by the Program Head/Chair, followed by the Dean, but sometimes the Dean will agree to conduct his review simultaneously. If not traveling, the Program Head/Chair requires a minimum of two weeks for the review. The Dean requires two weeks. It is YOUR responsibility to ascertain the travel schedules of the Program Head/Chair and Dean, and find out when the thesis or dissertation must be delivered to them to ensure meeting Graduate School deadlines. Occasionally (particularly for Spring graduation, if the student agrees to participate in the ceremony), the Program Head/Chair and Dean will agree to review a pre-defense copy. However, in this case the student and major advisor must state that the thesis or dissertation is correctly formatted and well written, and that few or no substantive changes are likely to be needed after the defense. When submitting the thesis to the GPMSL Program Head, copies of the "Research Competence form (<http://www.sfos.uaf.edu/academics/forms/index.html>)" and the "exit Interview" have to be filled out and submitted to the Program Head/Chair. These documents serve within the Outcomes Assessment of the GPMSL, which is a University Accreditation requirement.

The thesis version submitted to the Program Head/Chair and Dean has to be approved by the advisory committee and has to be without grammatical, spelling or formatting errors. **If a thesis contains a substantial amount of errors, the Program Head/Chair and Dean can refuse to complete the review of the thesis and request additional editing by the student and advisory chair before the thesis is re-submitted to them.** If this results in delays for submission to the Graduate School, graduation may have to be postponed to the following semester.

In planning for graduation and meeting deadlines, students should keep the following time line in mind:

| Fall DEADLINES | |
|--|---------------|
| Application for Advancement to Candidacy Form due to Graduate School | October 15th |
| Application for Fall graduation due to Registrar (include \$50.00 fee) | October 15th |
| Post-defense thesis due to Fisheries Program Chair | November 5th |
| Post-defense thesis due to GPMSL Head (along with Research Competence Form) | November 5th |
| Post-defense thesis due to SFOS Dean | November 19th |
| Thesis due to Graduate School (with thesis submittal form and binding receipt) | December 3rd |
| All other paperwork | December 20 |
| Spring DEADLINES | |
| Application for Advancement to Candidacy Form due to Graduate School | February 15th |
| Application for Spring graduation Due to Registrar (\$50 application fee) | February 15th |
| Post-defense thesis due to Fisheries Program Chair | March 3rd |
| Post-defense thesis due to GPMSL Head (along with Research Competence Form) | March 3rd |
| Post-defense thesis due to SFOS Dean | March 17th |
| Thesis due to Graduate School (with thesis submittal form and binding receipt) | April 7th |
| All other paperwork | April 24 |
| Summer DEADLINES | |
| Application for Advancement to Candidacy Form due to Graduate School | July 15th |
| Application for Summer graduation due to Registrar (include \$50.00) | July 15th |
| Post-defense thesis due to Fisheries Program Chair | June 27th |
| Post-defense thesis due to GPMSL Head (with Research Competence Form) | June 27th |
| Post-defense thesis due to SFOS Dean | July 11th |
| Thesis due to Graduate School (with thesis submittal form and binding receipt) | August 1st |
| All other paperwork | August 12 |

This means that for a typical Master's thesis, the first draft should be submitted to the committee chair not less than eight weeks before the Graduate School submission deadline. For a typical Ph.D. dissertation, the chair should receive the first chapter not less than 13 weeks and the last chapter not less than eight weeks before the Graduate School submission deadline. Usually, Masters students spend one full semester writing and revising their thesis, while Ph.D. students spend at least two semesters on writing and revising their dissertation. The final effort can be shortened if individual chapters are written up for publication earlier, and preliminary sections (e.g. introduction, literature review, methods) are completed well in advance.

Thesis Format for Fisheries Students

The Graduate School specifies a format (i.e., pages, order of pages, margins, etc.) and directs that the style conform to an accepted style, such as one specified by an appropriate journal.

The Fisheries Program asks the following of students and their committees:

Please prepare your thesis according to the graduate school's instructions and in the style described in the Guide for Authors from the *Transactions of The American Fisheries Society*, particularly the section headed Preparation of Manuscripts (<http://afs.allenpress.com/fitr.pdf>) or see issue one for the year,

OR

In the style prescribed by some other appropriate journal approved by the committee, in which case please provide the Fisheries Program Chair with a copy of that journal's guide for authors. It will be assumed you are using the AFS style instructions unless you tell the Fisheries Program Chair otherwise.

Thesis Submission Procedure

After you have successfully defended your thesis/dissertation, made any recommended corrections, and your signature pages have been signed by your committee, Program Head/Chair, and Dean, then you must bring one copy of your thesis/dissertation to the Graduate School Office (Juneau students send their copy through the Juneau Center to the SFOS Academic Office). This copy is on **regular paper**, but you must include your **original signature page(s)**, which must be on **thesis** paper. (For a complete description of thesis paper see the **UAF Thesis Format Handbook**. Samples are available at the SFOS Academic Programs office, and at the Graduate School Office.) You must also include a completed thesis submittal form (<http://www.uaf.edu/gradsch/forms/>), and all receipts and/or journal vouchers to pay for the binding of your thesis. The Graduate School will not accept your thesis without these items. Once the Graduate School has received your thesis they will review it for proper format and then contact you by email or phone with the necessary corrections. You will then be able to pick up your thesis/dissertation to make the necessary formatting changes within one week and return all final copies for binding to the

Graduate School Office. Keep in mind that at least one of the library copies MUST be on thesis paper, and there is a maximum of 10 copies that can be bound by the University. It is a courtesy to provide/purchase a copy of your thesis for your adviser. They provided the guidance and in most cases funding to get you to this point. Please do not forget them when considering how many copies to purchase.

Ph.D. candidates will have some additional paperwork to fill out (Survey of Earned Doctorates, Publishing Your Dissertation, and a 50-word abstract for the commencement brochure). These forms will be given to you when you turn in your thesis/dissertation for the format check. Once the final copies and any accompanying paperwork are turned in to the Graduate School, the Graduate School will then issue a final clearance to the Graduation Office.

Number of Copies

Two copies of the thesis are required for the Rasmuson Library. One of those copies must be on thesis paper. The thesis-paper and all other copies are made only AFTER the Graduate School has completed the format check and returned the thesis to the student. Fisheries students: the Juneau Center requires two copies which they pay for, but you need to include on your Thesis Submittal Form. Again, don't forget your adviser!

Early Walk-Through

*****GPMSL Program Head WILL NOT approve early walk through*****

"Walk Through" Graduation ceremonies requirements for graduate students who do not officially graduate in May but request to walk in May commencement:

The UAF Faculty Senate passed this policy on April 14, 1997. The Chancellor approved this policy on April 22, 1997.

To meet the definition of having "essentially completed all degree requirements" to "walk through" graduation ceremonies, a student must have met the following requirements:

1. Successfully completed all required tests, course work and thesis/project defense; and
2. Submitted to the Graduate School by the date set for filing a thesis/dissertation in spring semester, a memorandum signed by the student and the major advisor certifying that the student is essentially completed the graduate degree, and that all required signatures will be obtained and the thesis, project or dissertation filed by the last day of

instruction. If the student is a Ph.D. candidate, the major advisor or designated committee member must also agree to participate in the graduation ceremonies; and

3. Filed a copy of the required project/thesis/dissertation with the Graduate School with all required signatures, by the last day of instruction in spring semester; and

4. For Ph.D. candidates, filed a 50-word abstract of the dissertation research along with the signed dissertation.

NOTE: Individuals who "walk through" graduation ceremonies will NOT be listed in the graduation program. These students names, and if Ph.D. recipients, descriptions of dissertation research, will appear in the program of the academic year in which the degree is formally granted

When submitting this request in writing to the Graduate School, please address separately each item above in your memo and provide specific dates. Also remember to have both the student and advisor signatures on the request.

Timeline/Checklist

Full-time Masters students intending to complete their degree within 2.5 years:

(Part-time students can use this timeline based on 9 credits completed = one semester; however, all students, whether full or part time, should have a graduate advisory committee by the end of their first 18 months.)

1. Before the beginning of your first semester:

- Confer with your major advisor or interim advisor to select the courses to be taken during your first and second semesters
- If you have a major advisor and a specific research area or topic, find out what you will need to accomplish during the first year, and set up a rough schedule. This of course is subject to revision.
- Ask your major advisor for reading suggestions relative to your project, complete the reading, and discuss it with your advisor.

2. During your first year:

- Meet frequently (a short meeting at least biweekly is recommended) with your major advisor to discuss your progress in research and courses (especially if you are having difficulties). You should refine and revise your research goals and timeline as needed.
- If, in the rare case, you have an interim advisor, these meetings should focus on your progress in locating a project and major advisor, as well as progress in or difficulties with courses.
- Apply for funding if you do not have funding to support your research (refer to: <http://www.sfos.uaf.edu/prospective/graduate/scholarships.php>). Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for UAF Privately Funded Scholarship every year. One application covers all the UA scholarships you may be eligible to be awarded.
- At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
- By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
- **All students working with vertebrates must complete the Blackboard course “Institutional Animal Care and Use Committees” (IACUC) before conducting any research. For more information contact the Office of Research Integrity at fyiacuc@uaf.edu or visit the UAF IACUC website at <http://www.uaf.edu/iacuc>.**

3. By the end of your first year:

- Choose your committee members, plus one or two alternates in case a first choice cannot serve.
- Contact your choices and ask them if they are willing and able to serve on your advisory committee.
- Complete and submit the Appointment of Graduate Advisory Committee form.

- Schedule a meeting with your committee. Prepare a draft GSP in consultation with your major advisor before the meeting.
- Also before the meeting, meet with your major advisor to ensure that your thesis project is fairly well outlined. What is the problem you are addressing? The hypotheses being tested? The approaches and methods you are using? Any significant results so far?
- At the meeting, discuss the GSP and your research plans. Complete an Annual Progress Report form.
- Revise GSP as needed based on committee input. Submit to the SFOS Academic Office.
- **GSP, Appointment of Committee and Annual Report due May 15 to avoid being placed on probation.**

4. During your second or third semester:

- Complete required courses
- Schedule and pass your comprehensive examination/proposal defense.
- Continue to meet frequently with your major advisor assess your progress and set future goals for your research.
- Meet with committee members as needed for additional advice.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.

5. By the end of your second year:

- Pass your comprehensive examination/proposal defense (even if a retake is required)
- Advance to Candidacy
- Continue to meet frequently with your major advisor. Begin writing your thesis, even if some aspects of your research are still in progress.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your project.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.

6. Fifth semester:

- Tie up any loose ends in your research and data analysis
- Finish writing your thesis, conferring often with your major advisor and committee.
- Defend
- **Graduate!**

Full-time Ph.D. students intending to complete their degree within five (5) years:
(Part-time students can use this timeline based on nine (9) credits completed = one semester; however, all students, whether full or part time, should have a graduate advisory committee by the end of their first year.)

1. Before the beginning of your first semester:

- Confer with your major advisor or interim advisor to select the courses to be taken during your first and second semesters
- If you have a major advisor and a specific research area or topic, find out what you need to accomplish during the first year, and set up a rough schedule. This of course is subject to revision.
- Ask your major advisor for reading suggestions relative to your project, complete the reading, and discuss it with your advisor.
- If you have an interim advisor, ask his or her advice (and that of the Program Head) on faculty members to contact relative to potential projects. (However, you are free to talk to any faculty member whose research interests you.)

2. During your first year:

- Meet frequently (a short meeting at least biweekly is recommended) with your major advisor to discuss your progress in research and courses (especially if you are having difficulties). You should refine and revise your research goals and timeline as needed.
- If you have an interim advisor, these meetings should focus on your progress in locating a project and major advisor, as well as progress in or difficulties with courses.
- Apply for funding if you do not have funding to support your research (refer to: <http://www.sfos.uaf.edu/prospective/graduate/scholarships.php>). Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for UAF Privately Funded Scholarship every year. One application covers all the UA scholarships you may be eligible to be awarded.
- At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
- By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
- **All students working with vertebrates must complete the Blackboard course “Institutional Animal Care and Use Committees” (IACUC) before conducting any research. For more information contact the Office of Research Integrity at fyiacuc@uaf.edu or visit the UAF IACUC website at <http://www.uaf.edu/iacuc>.**

3. By the end of your first 18 months:

- Choose your committee members, plus one or two alternates in case a first choice cannot serve.
- Contact your choices and ask them if they are willing and able to serve on your advisory committee.
- Complete and submit the Appointment of Graduate Advisory Committee form.

- Schedule a meeting with your committee. Prepare a draft GSP in consultation with your major advisor before the meeting.
- Also before the meeting, meet with your major advisor to ensure that your thesis project is fairly well outlined. What is the problem you are addressing? The hypotheses being tested? The approaches and methods you are using? Any significant results so far?
- At the meeting, discuss the GSP and your research plans. Complete an Annual Progress Report form.
- Revise GSP as needed based on committee input. Submit to the SFOS Academic office.
- GSP Appointment of Committee and Annual Report are due by May 15 to avoid being placed on probation.

4. During your third and fourth semester:

- Complete courses listed on your GSP (unless they are not offered until later)
- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Meet with committee members as needed for additional advice.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.

5. By the end of your second year:

- Schedule and pass your qualifying examination.
- Advance to Candidacy
- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.

6. Third year:

- Complete any required retake or conditions for the qualifying exam, and advance to candidacy if you have not already done so.
- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.
- Meet with committee members as needed for additional advice.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.

7. Fourth year:

- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Meet with committee members as needed for additional advice.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.

- Begin writing if possible. Prepare a manuscript for publication if your research has progressed to that point. Write up methods, introduction, or background. Attend a national or international meeting to present some of your results.
- Apply for a thesis completion fellowship, if needed.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.

8. Fifth year:

- Tie up any loose ends in your research and data analysis.
- Finish writing your dissertation, conferring often with your major advisor and committee. Submit manuscripts for publication as they are completed.
- Attend a national or international meeting (or several) to present your results.
- Apply for postdocs or other jobs appropriate for your skills and career goals.
- Defend
- **Graduate!**

Assistantships and Financial Aid

Graduate Assistantships

Research and teaching assistantships are awarded to qualified graduate students by each program. SFOS students are awarded a research or teaching assistantship usually at the time they are admitted into their graduate program.

Graduate assistants can be paid for a maximum of 20 hours per week while school is in session. Students with assistantships must be registered for at least nine credits during the fall and spring semesters and six credits during the summer (audited credits are not counted toward workload).

Teaching assistantships include a tuition payment by the university for no more than 10 credits to cover three courses during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than five credits will be included. No tuition will be included if the workload is less than 10 hours per week.

Research assistantships include a tuition payment by grants/contracts for no more than 10 credits to cover three courses during each semester if the workload is 15 to 20 hours per week. If the workload is 10 to 14 hours per week, no more than five credits will be included. No tuition will be included if the workload is less than 10 hours per week.

Tuition supplements may be used for tuition only. All fees are the responsibility of the student unless the department or grant makes other arrangements with UAF Business Office prior to registration.

A graduate student with a GPA less than 3.0 for one semester will be allowed to petition to continue as a graduate assistant for the next semester. A maximum one-semester exception will be allowed per student. The student's advisory committee chair, the department head and Dean must approve the petition by the student.

Rate of Pay for SFOS Graduate Research and Teaching Assistantships **2011-2012 Academic Year**

| | |
|---|------------|
| M.S. Student (GPMSL) before Adv. To Candidacy | \$19.67/hr |
| M.S. Student (GPMSL) after Adv. To Candidacy | \$21.34/hr |
| M.S. Student (Fisheries) before Adv. To Candidacy | \$19.67/hr |
| M.S. Student (Fisheries) after Adv. To Candidacy | \$21.34/hr |
| Ph.D. student (all) before Adv. To Candidacy | \$23.02/hr |
| Ph.D. student (all) after Adv. To Candidacy | \$25.53/hr |

Other Funding Sources Available for SFOS Graduate Students

A variety of funding sources are available to assist graduate students in accomplishing their educational and research goals while at UAF. There are sources within the School of Fisheries and Ocean Sciences (SFOS), at the Graduate School, and external to the University. Depending on the source, the funds may be used for living expenses (stipend or salary), tuition, equipment, supplies, or travel. This site also provides a list of some fellowships available from grants to individual faculty within SFOS. However, you should contact individual faculty members for up-to-date information on these and other funding sources. A brief summary of these sources appears below.

Grants, Scholarships and Fellowships

Grants are usually based on your financial need, while scholarship awards are based on academic achievement and promise as well as financial need. These types of aid do not have to be repaid. Most grants and scholarships are designed for undergraduate students, although there are a few available for graduate students.

UAF Privately Funded Scholarships

The deadline for applying for UAF privately funded scholarships is February 15. Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with the various departments, which evaluate the applications for appropriate scholarships. Applications are available at the UAF Financial Office, or web <http://www.uaf.edu/finaid/types/scholarships/apply/>

University of Alaska Foundation Scholarships

Scholarships are available for students attending any campus in the UA system. The deadline is February 15. Applications are available in the UAF Financial Aid Office or at the UA Foundation Office, 206 Butrovich Building. For information telephone (907) 450-8030, e-mail foundation@alaska.edu, or web http://www.alaska.edu/foundation/donor_relations/scholarships/

Graduate Fellowships

Fellowships are available through the Graduate School. There are a limited number of these awards granted each year and the amount of the awards varies (and depends on funding availability). For information, contact the Graduate School, (907) 474-7464, or web <http://www.uaf.edu/gradsch/grants-and-fellowships/>

ROBERT BYRD GPMSL GRADUATE SUPPORT FUND

To support Marine Biology and Oceanography student thesis-oriented travel, supplies for thesis work, and/or contractual services as they pertain to research. Awards are given each spring as long as funds are available. Calls for proposals are made in February. For more information contact Christina Neumann at cneumann@alaska.edu.

DR. H. RICHARD CARLSON SCHOLARSHIP

Awarded each year to an outstanding graduate student. Shirley Carlson established this scholarship in honor of her late husband, Dr. H. Richard Carlson. Dr. Carlson made substantial and important contributions to fisheries science in Alaska as a scientist at NOAA Fisheries Auke Bay Laboratory. In addition, he gave support and encouragement to UA fisheries students.

Award Amount: \$3,654.00– University expenses only.

Due Date: End of February

Eligibility: Applicants must be full-time UAF Fisheries graduate students, in good standing, conducting fisheries biology research at the Fisheries Division in Juneau. Applicants must be Alaska residents and demonstrate motivation and academic and leadership potential. Preference will be given to students who demonstrate financial need. Contact: www.sfos.uaf.edu/fishdiv/

C.L. ANDERSON FUND

To support graduate research in fisheries at the University of Alaska, Juneau by assisting with expenses incurred in the completion of thesis research, to include travel, supplies, equipment, or other forms of support.

Contact: UA Foundation,

http://www.alaska.edu/foundation/donor_relations/scholarships/

AFSC POPULATION DYNAMICS FELLOWSHIP

To support the training of M.S. and PhD. students in quantitative fisheries science, including population dynamics, management, and stock assessment. Provided by the Alaska Fisheries Science Center (AFSC) of the National Marine Fisheries Service.

Award Amount: \$72,000 available each year. Provides for full funding for about three (3) students/year, including salary and tuition.

Eligibility: Open to students and applicants with solid quantitative ability and achievement. A committee of AFSC and SFOS quantitative scientists evaluates applications. Funding dependent on fund availability.

Contact: www.sfos.uaf.edu/fishdiv/

DIETER FAMILY MARINE SCIENCE RESEARCH SCHOLARSHIP

To support research by a marine sciences graduate student, with preference for students working at the Seward Marine Center or the Alaska SeaLife Center. E.R. “Dolly” Dieter worked for the UAF Institute of Marine Science from 1962 until 1997. She established this scholarship to help with the growth and development of oceanography at UAF.

Award amount: \$500 to \$1,000 per year.

How to apply: http://www.alaska.edu/foundation/donor_relations/scholarships/

FRANCIS “BUD” FAY MEMORIAL SCHOLARSHIP

To support graduate students in marine biology, who are conducting research on marine mammals. Bud Fay was known to all whose lives he touched as a warm, caring,

generous individual, a man of great integrity who was intensely interested and passionately involved in his scientific pursuits. He was recognized internationally as the world's leading expert on the walrus.

Award amount: \$1000 per year.

How to apply: UAF Privately Funded Scholarships Application

<http://www.uaf.edu/finaid/types/scholarships/apply/>

HOWARD FEDER AND DAVID SHAW GRADUATE STUDENT SUPPORT FUND

To support graduate students in oceanography or marine biology. Alyeska Pipeline Service Company established this support fund to honor the contributions that Drs. Howard Feder and David Shaw have made to environmental monitoring in Port Valdez. Both Drs. Feder and Shaw are professor's emeriti of the Institute of Marine Science at UAF. Calls for proposals are made in September. Based on funding availability.

Award amount: \$1,500/year.

KEN TURNER MEMORIAL FELLOWSHIP

To support graduate students in the marine sciences. Ken Turner was a captain of the R/V Acona, the first research vessel of the Institute of Marine Science. This fund was established in his memory by the faculty and staff of IMS.

Award amount: \$1,000-\$2,000/year.

How to apply: UAF Privately Funded Scholarships Application

<http://www.uaf.edu/finaid/types/scholarships/apply/>

NFI/SEA GRANT FELLOWSHIP

Provides stipend and tuition for a graduate student working on marine fisheries research. Provided by the National Fishing Institute and the Alaska Sea Grant College Program.

Contact: Alaska Sea Grant College Program, <http://www.uaf.edu/seagrant/>

RASMUSON FISHERIES RESEARCH CENTER

To support graduate students in Fisheries, Marine Biology, or Oceanography who are conducting research related to Alaska's fisheries. The late Elmer E Rasmuson founded the Center in 1994 with a million dollar endowment, and has grown through his subsequent contributions and a \$100,000 gift from Ward's Cove Packing Company.

Approximately eight fellowships are awarded annually including renewals.

Award amount: ranges from \$27,818.00(beginning Masters) to \$36,109.20(senior Ph.D.) plus tuition.

To apply: Contact Christina Neumann, cneumann@alaska.edu

TEACHING ASSISTANTSHIPS

GPMSL awards 3-4 teaching assistantships per semester, and the Fisheries Program has four teaching assistantships available. Student advisors need to request a TA from the program head of the department. Typically, these TA's are reserved for incoming students.

Teaching assistantships are also sometimes available in other UAF departments, primarily the Biology department. Contact Christina Neumann at clneumann@alaska.edu for further information.

UAF Graduate School / Other University Programs

Contact: <http://www.uaf.edu/gradsch/grants-and-fellowships/>

GRADUATE SCHOOL FELLOWSHIPS

To support Ph.D. students in Marine Biology, Oceanography, or Fisheries. Preference is given to new or first-year students.

Award amount: \$13,500 plus tuition waiver.

To apply: Applications must be submitted by a faculty member and are due in February or early March each year.

Contact Laura Bender, lebender@alaska.edu

**Pending availability of funds.

UAF GRADUATE SCHOOL TRAVEL GRANT Available to students traveling to conferences and giving presentations.

Deadlines: twice a year, mid-January, mid-May

**Pending availability of funds.

UAF GRADUATE SCHOOL THESIS COMPLETION FELLOWSHIP

Available to PhD students in the last year of completing their dissertations.

Due mid-February

**Pending availability of funds.

ROBERT L. AND VIRGINIA R. RAUSCH SCHOLARSHIP

Amount: \$2,500

Deadline: 3/28/03

Eligibility: UAF graduate student, research on indigenous peoples of Alaska

<http://www.uaf.edu/gradsch/rausch.html>

UNIVERSITY OF ALASKA (UA) FOUNDATION

Scholarships & fellowships

[http://www.alaska.edu/foundation/donor_relations/scholarships/External Organizations](http://www.alaska.edu/foundation/donor_relations/scholarships/External%20Organizations)

TERRITORIAL SPORTSMEN SCHOLARSHIP FOUNDATION INC.

Usually due in April

Contact: Territorial Sportsmen, Inc.

PO Box 20761

Juneau, AK 99802

Phone: (907) 463-3830

ALASKA FLY FISHERS, NATURAL SCIENCES SCHOLARSHIP

Usually due in June

Contact: William Hauser @ ADF&G

Email: bill_hauser@fishgame.state.ak.us

NOAA DR. NANCY FOSTER SCHOLARSHIP PROGRAM FOR GRAD STUDENTS

Provides support for outstanding scholarship and encourages independent graduate-level research in oceanography, marine biology, or maritime archaeology, particularly by women and members of minority groups. For fall 2003, Dr. Nancy Foster Scholarships carry a 12-month stipend for each student of \$20,000 and an annual cost-of-education allowance of up to \$12,000. Masters students may be supported for up to two years, and doctoral students for up to four years. For fiscal year 2002, four Dr. Nancy Foster Scholarships were awarded.

Eligibility: Those eligible to apply are United States citizens currently pursuing or intending to pursue a masters or doctoral level degree in oceanography, marine biology, or maritime archaeology, including the curation, preservation, and display of maritime artifacts.

Due: Usually in March

Contact: <http://fosterscholars.noaa.gov>

SIGMA XI GRANTS-IN-AID FUND

Provides small amounts of money (\$1000) for research expenses

Contact: <http://www.sigmaxi.org/programs/giar/index.shtml>

LIBBIE H. HYMAN MEMORIAL SCHOLARSHIP

Provides funds for first-year graduate students to attend a marine lab:

Contact: <http://sicb.org/grants/hyman/>

Individual faculty fellowships:

POLLOCK HYDROACOUSTICS

Analyze hydroacoustic data collected from commercial fishing vessels for walleye pollock in the Bering Sea: are there changes in pollock density related to commercial fishing activity?

Qualifications: 3.0 grade point average including a 3.0 average in undergraduate major, at least 55 percentile or better in two of three areas of GRE.

Preferred: strong quantitative ability and skills.

Contact: Dr. Terry Quinn (Terry.Quinn@uaf.edu; 907-465-5389)

Misc. Information

OFFICE SPACE

SFOS will make every effort to provide you with an office space that will include a desk and, if possible, a file cabinet. However, space is not guaranteed. Depending on numbers of students and availability of space, you may have exclusive or shared use of shelves, file cabinets, etc.

You can expect to retain your office space as long as you are a full-time student actively pursuing your degree and are using it to conduct your work. We expect you to vacate your space and to remove all of your personal items upon graduation or when you are no longer considered an active student. If you wish to continue to use your office space beyond your date of graduation to prepare chapters for submittal for publication, you must ask and receive permission from Academic Programs to continue use of that space for a specified period. **Please note that we have very limited space and that the department will need your office space for an incoming student by the time you are finishing your degree.**

PERMITS

All students working with vertebrate animals must complete the Blackboard module “Institutional Animal Care and Use Committees” (IACUC) before conducting any research. In addition, the student, in conjunction with his/her advisor, will need to develop a research protocol that will need to be reviewed by the IACUC prior to initiation of field or laboratory research. Note that the development of an IACUC research protocol and the review/revision process often take several months, so be sure to plan accordingly. In addition, students may have to secure the appropriate state and/or federal permits for the collection of living organisms as part of the research project. For more information on the procedures and paperwork to complete, contact the UAF IACUC office at fyiacuc@uaf.edu or visit their website at <http://www.uaf.edu/iacuc>.

TRAVEL

There are regulations and procedures that must be adhered to when traveling on university business. If you do not follow these instructions, there is a strong possibility that you will not be able to complete your travel plans or you may not get reimbursed for any expenses you incurred. Please read and understand these procedures. If you have any questions, please see Serena Likar or Robbie Hamilton, our travel and purchasing coordinators in Fairbanks or Lousia Hayes in Juneau.

Travel Authorization (TA) forms must be turned in at least three (3) days prior to travel. It is the traveler's responsibilities to make sure TA forms are submitted with the

appropriate signatures completed. Incomplete TA forms will be returned via Department mail (fax for outlying areas).

A supervisor or appropriate project Principal Investigator must sign student and staff TA forms. The supervisor who signed the originating TA form or an appropriate representative must sign expense reports exceeding TA form estimates.

TA forms turned in less than three (3) days prior to the travel must be accompanied by an explanatory memo, through the Dean, to the UAF Travel Coordinator. The memo should request travel authorization and give explanation for the late TA. Late TA forms and associated expense reports will be processed once per month. Expect 4-6 weeks additional wait for these reimbursements. Expense reports should be turned in within days of returning from travel. Incomplete expense reports will be returned via department mail or held until all receipts are received.

The travel expense report (in Excel) is now available at: <http://www.sfos.uaf.edu/admin/forms>. Original receipts must accompany expense reports and, although we are in the age of electronic ticketing, boarding passes are required for all air ticket reimbursements. Expense reports need to be submitted to your administrative unit after they have been signed by the students supervisor.

EMPLOYMENT/PAYROLL

If you receive a research or teaching assistantship you will receive a timesheet in your mailbox on a bi-weekly basis. You must fill out the timesheet, have your supervisor sign it and turn it in by the specified date. If you do not turn in a timesheet, your paycheck will be pulled and you will not get paid!

If you know that you will be out-of-town when a time sheet is due (either for research, personal travel, etc), you must turn in your timesheet ahead of time or you will not get paid. If you do not have a preprinted timesheet, you can fill out blank timesheets and turn them into our grant technicians or Christina Neumann. They will hold them until each are due and turn them in for you. Remember NO TIME SHEET, NO PAYCHECK!

AUTO DEPOSIT

Auto deposit (direct deposit) of your pay is a benefit offered to all University of Alaska employees and ensures that your biweekly net pay is automatically deposited to an ACH participant bank, credit union, and/or savings and loan of your choice anywhere in the U.S. You have the option of depositing your pay to one bank account or splitting your pay between two accounts at the same or separate financial institutions.

TIME OFF

If you are receiving a Graduate Assistantship, the School of Fisheries and Ocean Sciences and the Graduate School does not have an official policy for time off. This is something that you and your adviser will need to negotiate if you would like to take time off. Some advisers allow students to take a week vacation paid. Some do not. **They are not obligated to do so.** Be sure to discuss any time off with your adviser BEFORE you make travel plans. Many students forget that they are under contract and that they are being paid to perform a service. Graduate Assistantships are designated as at-will positions and the University, as well as your adviser, can terminate the appointment at any time for any reason or no reason at all. Best advice; always communicate with your adviser any and all time off plans (this also includes sick days).

UAF VEHICLE POLICY

UAF Transportation Services vehicles are to be used for official University business only. All UAF Departments and student groups approved by the office of the Director of Student Activities are allowed to use UAF Vehicles. All authorized drivers must have a valid Drivers License and Driver Safety Card (obtained through Environmental Health, Safety, and Risk Management). Authorized drivers include student employees with valid UAF identification in the scope of their student employment.

The School of Fisheries and Ocean Sciences leases vehicles from Transportation Services. If you need access to one of these vehicles, contact Greg Simpson at . Transportation Services also rents vehicles for University use.

It is important that you verify that you are an authorized user. If you don't and you drive a UAF vehicle unauthorized, you will invalidate the University's insurance coverage and will be responsible for damages.

International Students - Just for You

If you are an international student you will be faced with unique regulations/situations that American students don't usually encounter. You must comply with immigration regulations and adapt to a new and often strange culture. The international student advisor serves as a liaison between you and the U.S. Immigration Service, authorizes documents for student visas, helps you adjust to the U.S., Alaska and UAF, and provides counseling for personal and academic problems. The international student advisor can be contacted by telephone (907) 474-7677 or (907) 474-5327.

What is a DSO? Who is the DSO at the University of Alaska Fairbanks?

The DSO is the Designated School Official. The University submits the names and qualifications of one to five individuals to Immigration for consideration of authorization for DSO. At the University of Alaska Fairbanks, those positions are in the Office of International Programs, specifically with the International Student Advisor (ISA).

How will the University of Alaska Fairbanks help students comply with the immigration laws?

The University is committed to assist students in ways that prevent status violations from ever occurring.

1. F-1 and J-1 students new to the UAF must physically check in with the International Student Advisor prior to registering for classes. The ISA will review the student's visa documents, and confirm to the Student and Exchange Visitor Information System (SEVIS) that the student has arrived on campus.

2. International students will not be able to drop below a full course of study after the last day of late registration without prior authorization from the ISA.

"Full-time" means 12 credits per semester for undergraduates, and 9 credits for graduate students. Acceptable reasons for reduced credit load include:

- Students who experience academic difficulties in the first semester. (i.e. unfamiliarity with American teaching methods, incorrect grade placement.)
- Graduate students who have completed required coursework may register for thesis or research credit only.
- Students in their final term of study need only the credits required to complete the degree.
- Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months and the request must be accompanied by a doctor's statement.)

What is "status"?

The Immigration and Naturalization Service, Department of Justice, regulation 8 CFR 214.2(f)(5) Duration of status states:

i. General. Except for border commuter students covered by the provisions of paragraph (f)(18) of the above regulation, an F-1 student is admitted for duration of status.

Duration of status is defined as the time during which an F-1 student is pursuing

a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies. An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. **The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.**

ii. Change in educational levels. An F-1 student who continues from one educational level to another is considered to be maintaining status, provided that the transition to the new educational level is accomplished according to transfer procedures outlined in paragraph (f)(8) of this section.

iii. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term. A student attending a school on a quarter or trimester calendar who takes only one vacation a year during any one of the quarters or trimesters instead of during the summer is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.

iv. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the United States. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

What does "fail to maintain status" mean?

Failure to maintain status means that the F-1 student has violated a requirement of the regulation governing the F-1 visa category. Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a student is authorized to attend, failure to apply for a timely transfer or I-20 extension, or change in level of study, unauthorized employment and failure to report a change of address.

What are the consequences if a student fails to maintain status?

The student's record will be updated with SEVIS every semester. Students who fail to maintain status lose the privileges of their student visa and become subject to deportation. Specific consequences may include denial of re-entry to the U.S., inability to move from undergraduate to graduate status, denial of requests for practical training,

denial of request to change visa status, and possible denial of all future visa applications.

Can a student who is "out of status" regain legal status?

If a student drops below a full course of study without prior approval from the DSO, that "event" would be reported to INS, via SEVIS, and he or she would be out of status. The student may apply to Immigration for reinstatement if the violation resulted from circumstances beyond his or her control. A reinstatement is intended to be a rare benefit for exceptional cases. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If immigration does not reinstate the student, he or she may not appeal that decision.

What is my program completion date if I am an International graduate student?

The program completion date is deemed to be the date of defense for immigration purposes. If you are a graduate student preparing to defend and graduate or a department with graduate student employees (Teaching Assistantships or Research Assistantships) please understand that employment authorization ENDS on the defense date. The program completion date on the I-20 becomes irrelevant if the student completes the program earlier than originally anticipated. International students wishing to apply for Optional Practical Training employment authorization must have their applications received by the immigration service center BEFORE the defense date.

Graduate Forms



Example

University of Alaska Fairbanks - Graduate School

Appointment of Graduate Advisory Committee

(also to be used for Change of Committee)

Date: May 1, 2005

Please Check one: Appointment of Committee Change of Committee

Name: Sue Perstudent Student ID#: 3000000

Phone number: 474-0000 Email address: superstudent@sfos.uaf.edu

Degree Program (M.S., Ph.D., etc): M.S. Major: Marine Biology

| Current Committee Members: (Please Print Name) | Signature: |
|---|--------------------|
| Chair (or Co-Chair): Loren Gobo PhD, SFOS Faculty | <i>Loren Gobo</i> |
| Member (or Co-Chair): | |
| Member: Dean Webley, PhD, SFOS Faculty | <i>Dean Webley</i> |
| Member: Alan Mokey, PhD, UAF Faculty | <i>Alan Mokey</i> |
| Member: | |

| Resigning Committee Members (Please Print) | Signature: |
|--|------------|
| | |
| | |

Comments: _____

Approved:

Department Chair's Signature

Date

Dean's Signature

Date

Dean of the Graduate School's Signature

Date

Return Original to the Office of the Graduate School.

06/12/06

****Review page seven (7) of Graduate Manual for committee guidelines*

Example

UNIVERSITY OF ALASKA FAIRBANKS - GRADUATE SCHOOL
Report of Graduate Student Advisory Committee

A report must be filed at least once per year by May 15th. More frequent reports are encouraged if needed.
Committee Members: It is important to provide a substantive evaluation of student progress, even if it meets the basic requirements for "Satisfactory."

Date of Committee meeting: May 1, 2005 _____
Name: Sue Persudent Student ID# 300000
Degree (M.S., M.A., Ph.D.) MS Program Marine Biology
Student phone number: 474-0000 Student email: superstudent@sfos.uaf.edu
First semester in program: (circle one) Fall Spring Summer (year) 2004

Committee comments on progress in coursework (including grades):

THIS MUST BE TYPED BY YOUR ADVISOR!!!!

The following must be answered:

- 1.) What did the student achieve this past year?
- 2.) Evaluation of progress by committee
- 3.) Future recommendations

Committee comments on progress in research: For M.S. and M.A. (thesis or project), and Ph.D. students, an annual research progress report must be attached, except for first-year students. For students within two years of the time limit for their degree, a schedule showing when the remaining requirements will be met is also required.

Again, the following must be answered:

- 1.) What did the student achieve this past year?
- 2.) Evaluation of progress by committee
- 3.) Future recommendations

Annual Progress Report for Perstudent Sue
Student's Last name First name

Student's overall progress:

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> Satisfactory | <input type="checkbox"/> Conditional ** | <input type="checkbox"/> Unsatisfactory ** |
|---|--|---|

****Committee recommendation on course of action for improvement and consequences if improvement does not occur:**

Student signature does not imply agreement with committee assesment, only that the form was completed.

| | |
|---|--------------|
| Student Signature: <i>Sue Perstudent</i> | Date: 5/1/09 |
|---|--------------|

I have attached the following information:

1. Annual Progress Report of Research for M.S. or M.A. with thesis and Ph.D. students, written by student.
2. Schedule showing when remaining requirements will be met (for students within two years of the time limit for their degree), prepared by student and approved by committee

Don't Forget This Part!!

| Advisor Signature | Please Print Name: | Date |
|-------------------|--------------------|---------------|
| <i>Loren Gobo</i> | <u>Loren Gobo</u> | <u>5/1/09</u> |

| Committee Membership Signatures | Please Print Name: | Date |
|---------------------------------|--------------------|---------------|
| <i>Dean Webley</i> | <u>Dean Webley</u> | <u>5/1/09</u> |
| <i>Alan Mokey</i> | <u>Alan Mokey</u> | <u>5/1/09</u> |
| | | |
| | | |

SIGNATURES:

| | |
|------------------------------|-------|
| Department Chair: | Date: |
| Dean: | Date: |
| Graduate School Dean: | Date: |

RETURN ORIGINAL TO THE OFFICE OF THE GRADUATE SCHOOL
 202 Eielson Building, Box 757560, Fairbanks, AK 99775-7560 •www.uaf.edu/gradsch/• Updated 03/09

Example

UNIVERSITY OF ALASKA FAIRBANKS GRADUATE STUDY PLAN (GSP)

Date: May 1, 2005

This is a working document subject to revision as work on your degree progresses. A copy of this completed form should be submitted before the end of the second semester at UAF to your program/department and the Office of the Graduate School.

Name: Sue Perstudent SID#(student ID#) 3000000

Phone #: 474-0000 E-mail: superstudent@sfos.uaf.edu

Mailing Address 1234 Cabin Lover Lane
Fairbanks, Alaska 99709

Degree sought: MS Major: Marine Biology

Semester admitted to graduate program: Fall 2005

I. **UAF CREDITS TO BE INCLUDED IN DEGREE PROGRAM:** 600 level courses including thesis, project and research credits.

****** NOTE: SUBSTITUTIONS FOR REQUIRED CATALOG COURSES MUST BE SUBMITTED FOR APPROVAL USING THE GRADUATE STUDENT PETITION FORM. ******

| <u>Semester</u> | <u>Course Dept. & No.</u> | <u>Title</u> | <u>Credits</u> | <u>Grade</u> |
|-----------------|-------------------------------|--------------------------------|----------------|--------------|
| Fall 05 | MSL 650 | Biological Oceanography | 3 | A |
| Fall 05 | MSL 692 | Seminar: Elocution of Science | 1 | P |
| Fall 05 | BIOL 641 | Advance Animal Behavior | 3 | A |
| Spring 06 | MSL 610 | Marine Biology | 3 | A |
| Spring 06 | MSL 615 | Physiology of Marine Organisms | 3 | A |
| Spring 06 | MSL 692 | Seminar: IMS | 1 | P |
| Summer 06 | MSL 651 | Marine Biology and Ecology | 4 | A |
| Fall 06 | MSL 693 | Metabolic Physiology | 3 | A |
| Fall 06 | MSI 692 | Seminar: Marine Biology | 1 | P |
| Spring 07 | MSL 699 | Thesis | 6 | DF |

| | | | | |
|-----------|---------|--------|---|----|
| Fall 07 | MSL 699 | Thesis | 6 | DF |
| Spring 08 | MSL 699 | Thesis | 6 | DF |

400-level UAF Credits:

| | | | | |
|-----------|----------|---------------------------------|---|----|
| Spring 07 | STAT 401 | Regression/Analysis of Variance | 4 | DF |
|-----------|----------|---------------------------------|---|----|

Deficiency courses (Required courses that will not count toward your minimum credit requirement, i.e. 100, 200, 300 level courses):

TRANSFER COURSES: Graduate degree credit will be transferable within the UA system and from any other accredited institution for courses where the student has received a grade of B or better with the following stipulations: up to 1/2 of all graduate degree credits may be transferred with no more than 1/3 of all graduate degree credits transferred from any other accredited institution outside the UA system. All transfer credits must have been taken within the appropriate time limit for the degree.

Courses are to be transferred from _____

MINIMUM CREDITS REQUIRED FOR DEGREE PROGRAM (from catalog): 30

YOUR TOTAL PROGRAM CREDITS: Graduate: 40
 (400 level only) Undergraduate: 4
 Total: 44

II. Specific subject areas in which the student will be examined on comprehensive examination.

III. Preliminary title of thesis or project (**attach detailed outline of research proposal**).

IV. **Estimate** date of completion for the following:

- Qualifying examination (if required) n/a
- Comprehensive examination August 2006
- Advancement to candidacy August 2006
- Completing coursework Spring 2008
- Completion of first draft of thesis Fall 2008
- Thesis or Project defense Spring 2009

Don't forget to fill these two sections out.

What is the difference between the Advancement to Candidacy and a GSP (Graduate Study Plan) form?

The GSP:

- 1. A working plan between you and your committee.*
- 2. Deficiencies are listed on this form.*
- 3. Changes can be made without filing another GSP however, if the Advancement to Candidacy form will not be filed for at least a year, a new GSP is recommended.*

The Advancement to Candidacy:

- 1. The form that the Graduate School and Graduation office will use to complete your degree audit to see if you are eligible to graduate.*
- 2. You must list all classes that you want to show up on your transcript. (Deficiencies are not listed on this form).*
- 3. Changes to the Advancement to Candidacy form require a petition.*

Example

**APPLICATION FOR ADVANCEMENT
TO CANDIDACY FOR THE MASTER'S DEGREE**

Date: January 1, 2008
 Name: Sue Perstudent Student ID#: 300000
 Mailing Address: 1234 Cabin Lover Lane, Fairbanks AK 99709
 Phone: (Home) 474-0000 (Campus) UAF
 Email address: superstudent@alaska.edu
 Degree: MS Major: Marine Biology
 (M.S., M.A., M.Ed., etc.) (Botany, Physics, Geology, etc.)
 Concentration: _____
 (Solid-Earth Geophysics, Biological Oceanography, etc.)

| Important Dates: | Semester: | Year: | Catalog Year: * |
|---|-----------|-------|-----------------|
| Admission to Graduate Program: | Fall | 2005 | 2005 |
| Date or semester of comprehensive exam (completed or planned) | Fall | 2008 | N/A |
| Expected Date of Graduation: | Spring | 2008 | 2005 |

** You may elect to graduate under the degree requirements in effect the first semester of your enrollment in your graduate degree program or under the catalog in effect when you graduate. However, if you do not meet continuous registration requirements, you waive the right to use the catalog in effect when you first entered your graduate program; you will use either the catalog in effect during the semester of your re-entry or the catalog in effect when you graduate.*

Thesis project _____ other _____

Provisional title: The negative effects of students not reading their graduate manual

GPA in 600-level courses 4.0 GPA in all courses in degree program 4.0

NOTE: If you are using courses from a previous or concurrent master's degree in this program, what is the other master's degree? _____ List the courses that are being used in both programs:

I. CREDITS REQUIRED FOR DEGREE PROGRAM: Required program of coursework, research, and thesis credits based on your graduate study plan. In your graduation semester, your transcript will be reviewed to see that all these credits are included. Only list the coursework that will be counted towards your degree program. No more than 12 credits of special topics courses (693 or 695) or individual study (697) may be used toward a graduate degree. Audited courses, 100, 200, 300, 500 level courses are not allowed. If only 12 credits of thesis are required, then only list a maximum of 12 credits.

Any difference between the courses listed here and the course requirements in the catalog requires submission of a Graduate Student Petition Form.

University of Alaska courses (Indicate grades for those courses completed; use an asterisk for those not yet complete.)
600-level (including thesis, project, and research credits):

| Sem/Year | Course Dept. & No. | Title | Credits | Grade |
|-------------|--------------------|--------------------------------|---------|-------|
| Fall 2005 | MSL 650 | <i>Biological Oceanography</i> | 3 | A |
| Fall 2005 | MSL 692 | Sem: Elocution of Science | 1 | P |
| Fall 2005 | BIOL 640 | Advance Animal Behavior | 3 | A |
| Spring 2006 | MSL 610 | Marine Biology | 3 | A |
| Spring 2006 | MSL 615 | Physiology of Marine Organisms | 3 | A |
| Spring 2006 | MSL 692 | SEM: IMS | 1 | P |
| Summer 2006 | MSL 651 | Marine Biology and Ecology | 4 | A |

| | | | | |
|-------------|---------|-------------------------|---|----|
| Fall 2006 | MSL 693 | Metabolic Physiology | 3 | B |
| Fall 2006 | MSL 692 | Seminar: Marine Biology | 1 | P |
| Spring 2007 | MSL 699 | Thesis | 6 | DF |
| Spring 2008 | MSL 699 | Thesis | 6 | DF |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

400-level: You must earn an A or B grade (no P grades) in 400 level courses.

| | | | | |
|--|--|--|--|--|
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| | | | | |

Transfer courses. You may apply post-baccalaureate degree credits earned at UAF while a non-degree student toward a graduate degree only with approval of your graduate advisory committee, to a maximum of one-half of all credits used to meet your degree requirements. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum B grade in all graduate courses presented for transfer.

Courses are to be transferred from: _____

| | | |
|--|--|--|
| | | |
| | | |
| | | |

II. SUMMARY OF PROGRAM CREDITS: All coursework listed on this Advancement to Candidacy form and all other degree requirements must be satisfactorily completed within seven years for a master's degree.

Minimum Credits REQUIRED For Degree Program (from catalog) 30

Number of your 600-level credits (not including project/thesis/research) 22

Number of your thesis or project credits: Thesis Project 12

[NOTE: Maximum project & research cr = 6; and maximum thesis & research cr. = 12]
Do not list more than 6 credits (project) or 12 credits (thesis) in your total.

Number of your 400-level credits (not including deficiency courses) 0

YOUR TOTAL PROGRAM CREDITS 34

RECOMMENDED BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS:

| Signatures | Please Print Name: |
|------------------------|--------------------|
| Advisor: | |
| <i>Seymour Seabass</i> | Seymour Seabass |
| <i>Betty Bluegill</i> | Betty Bluegill |
| <i>Gail Guppy</i> | Gail Guppy |
| | |
| Dept. Chair: | |
| College/School Dean: | |
| Graduate School Dean: | |

Application for Advancement to Candidacy for Ph.D. Degree

University of Alaska Fairbanks - Graduate School

Date: June 5, 2011

Name: Jewel Tetra Student ID#: 5554432

Mailing Address: 2120 Chena River Run, Fairbanks AK 99775

Phone: (Home) (907)123-4567 (Campus) 9876

Email address: jtetra@alaska.edu

Degree: Ph.D. Major: Marine Biology
(Biological Sciences, Physics, Geology, etc.)

| Important Dates: | Semester: | Year: | Catalog Year: * |
|---|-----------|-------|-----------------|
| Admission to Graduate Program: | Fall | 2006 | 2006 |
| Date or semester of comprehensive exam: | Fall | 2008 | N/A |
| Expected Date of Graduation: | Spring | 2012 | 2006 |

*** You may elect to graduate under the degree requirements in effect the first semester of your enrollment in your graduate degree program or under the catalog in effect when you graduate. However, if you do not meet continuous registration requirements, you waive the right to use the catalog in effect when you first entered your graduate program; you will use either the catalog in effect during the semester of your re-entry or the catalog in effect when you graduate.**

Provisional dissertation title: The positive effects of reading the SFOS Student Manual

GPA in 600-level courses 4.0 GPA in all courses in degree program 4.0

List subject areas examined on comprehensive exam:

Student Name: _____

Credits Required for Degree Program:

Required program of coursework, research, and dissertation (thesis) credits based on your graduate study plan. In your graduation semester, your transcript will be reviewed to see that all these credits are included.

University of Alaska courses (Indicate grades for those courses completed; use an asterisk for those not yet complete.)

Any difference between the courses listed here and the course requirements in the catalog requires submission of a Graduate Student Petition Form.

600- level (including thesis, project, and research credits): Sem/Year Course Dept. & No. Title

Credits Grade

| <i>EX: Fall 04</i> | <i>ANTH 699</i> | <i>Dissertation (thesis) credits</i> | <i>3</i> | <i>DF</i> |
|--------------------|-----------------|---|----------|-----------|
| | | Put classes that you want to show up on | | |
| | | your transcript here! | | |
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Student Name: _____

Transfer courses. You may apply post-baccalaureate degree credits earned at UAF while a non-degree student toward a graduate degree only with approval of your graduate advisory committee, to a maximum of one-half of all credits used to meet your degree requirements. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum B grade in all graduate courses presented for transfer.

Courses are to be transferred from:

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APPROVAL BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS:

| Signatures | Please Print Name: |
|--|--------------------|
| Advisor or Co-Chair: <i>John Dory</i> | John Dory |
| <i>Manta Ray</i> | Manta Ray |
| <i>Molly Miller</i> | Molly Miller |
| <i>Wally Pollock</i> | Wally Pollock |
| Zander Yellowfin | Zander Yellowfin |
| | |
| Dept. Chair: | |
| College/School Dean: | |
| Graduate School Dean: | |

Example

Graduate School
P. O. Box 757560
Fairbanks, AK 99775-7560



Phone: (907) 474-7464
Fax: (907) 474-1984
www.uaf.edu/gradsch

Change of Graduate Major or Degree Program

Desired action:

| | | |
|---|--|---|
| <input type="checkbox"/> Change degree/program within department (i.e. M.S. Wildlife to M.S. Biology) | <input checked="" type="checkbox"/> Change from Ph.D. to Master's degree within same department (A statement of reasons for the change must be attached) | <input type="checkbox"/> Change from Master's to Ph.D. degree within same department (A statement of reasons for the change must be attached) |
|---|--|---|

NOTE: If the student has already been advanced to candidacy in the current degree program it will be necessary to apply for advancement to candidacy in the new program. All deadlines pertaining to this procedure apply to the new degree program.

Name: Morrishidol Gill
Last First M.I.

UA ID Number: 5000000 E-mail add: sharkbait@sfos.uaf.edu Daytime Phone: 474-0000

Current mailing address: 2000 Nemo Tank, Sydney Australia

City State Zip

Current Program: Ph.D. Oceanography
Degree Major

Proposed Program: MS Oceanography
Degree Major

SIGNATURES

| | |
|----------------------------------|---------------------|
| Student: <u>Gill Morrishidol</u> | Date: <u>9/5/08</u> |
|----------------------------------|---------------------|

| Name: | | Signature: |
|---------------------------------------|-----------------------|-----------------------|
| Chair of Proposed Committee: | <u>Marlin Brooks</u> | <u>Marlin Brooks</u> |
| Proposed Members: | <u>Dory DeGeneres</u> | <u>Dory DeGeneres</u> |
| <u>Nigel Rush</u> | | <u>Nigel Rush</u> |
| | | |
| | | |
| Department Chair of Proposed Program: | | Date: |
| Dean: | | Date: |
| Dean of the Graduate School: | | Date: |

Return **Original** to the Office of the Graduate School

Example

**University of Alaska Fairbanks Graduate School
GRADUATE STUDENT PETITION FORM**

Student's Name: Sue Perstudent Phone #: 474-0000
 Student ID#: 3000000 Email: superstudent@sfos.uaf.edu
 Degree: MS Program: Marine Biology
 Mailing address: 1234 Cabin Lover Lane
Fairbanks, Alaska 99709

[Your decision will be mailed to you at this address. A copy will be sent to your department.]

I. I hereby petition to:

Substitute required catalog courses, which are or will be listed on my GSP and/or Advancement to Candidacy Form: **List each course #, Title, Semester/Year/#credits/grade**

Substitute: MSL 693: Metabolic Physiology for MSL 692: Seminar
 Justification: _____ for _____
 Justification: _____ for _____
 Justification: _____ for _____
 Justification: _____ for _____

I am requesting that the Metabolic Physiology substitutes for one of my seminar requirements. This course fits my degree program more appropriately than the seminar courses offered thus far.

Delete the following course(s) from my Advancement to Candidacy Form:

| Sem/Year | Course Dept. & No. | Title | Credits | Grade |
|----------|--------------------|-------|---------|-------|
| | | | | |
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Justification:

Add the following course(s) to my Advancement to Candidacy Form:

| Sem/Year | Course Dept. & No. | Title | Credits | Grade |
|----------|--------------------|-------|---------|-------|
| | | | | |
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Justification:


Extension of time limit for completion of degree to _____ (Semester/Year)


List date(s) of any previous petitions for same purpose: _____

Approve the following courses, which are past the 7 10 year limit:

| Sem/Year | Course Dept. & No. | Title | Credits | Grade |
|----------|--------------------|-------|---------|-------|
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Justification:

 Change Research (698) credits TO Thesis (699) on my Advancement to Candidacy Form:
 Change 698 to 699 _____ (fall/spring/summer) _____ (year) _____ (# of credits)
 Change 698 to 699 _____ (fall/spring/summer) _____ (year) _____ (# of credits)
 Change 698 to 699 _____ (fall/spring/summer) _____ (year) _____ (# of credits)

 Change Thesis (699) credits TO Research (698) on my Advancement to Candidacy Form:
 Change 699 to 698 _____ (fall/spring/summer) _____ (year) _____ (# of credits)
 Change 699 to 698 _____ (fall/spring/summer) _____ (year) _____ (# of credits)
 Change 699 to 698 _____ (fall/spring/summer) _____ (year) _____ (# of credits)

NOTE: 699 to 698 requires a Change of Grade Form for EACH course submitted to the Registrar's Office.

II. I hereby petition for an exception to the following UAF catalog policy not listed above:

Justification:

III. Signatures

| Signatures | Please Print Name: |
|----------------------------|--------------------|
| Advisor: <i>Loren Goba</i> | |
| <i>Dean Webley</i> | |
| <i>Alan Mokey</i> | |
| | |
| Dept. Chair: | |
| Dean: | |

IV. Final action taken:  Approve  Disapprove
 Comments:

Dean of the Graduate School

Date

Example

University of Alaska Fairbanks - Graduate School

Application for Temporary Leave of Absence

Must be submitted to the Graduate School by the last day to pay fees in the requested semester of leave.

Name: Coral Reef Email: reef@sfos.uaf.edu

Student ID#: 9999999

Address where you can be reached while on leave: 1234 Barrier Reef Road, Fairbanks, AK 99709

Contact Phone number: 907-474-0001

Degree: MS Major: Oceanography

Last semester enrolled at UAF: Fall 2008

Note: All graduate students must be registered for at least 6 graduate credits per academic year (fall-spring-summer) to maintain enrolled status. Students must be registered for at least 3 graduate credits in the semester in which they graduate.

For the following reasons, I request a temporary leave of absence from my graduate studies:

Personal Reasons

| | | | |
|---|---------------------|------------------------|--------------|
| I will not be registered during the semester(s) indicated: | Fall 20 | Spring 20 08 | |
| I plan to return to my studies: | Fall 2009 | Spring 20 | Summer 20 |

If you fail to register in the semester indicated or extend your leave without submitting a new Leave of Absence Form, it will be necessary for you to request reinstatement into your graduate program.

Student's Signature: *Coral Reef*

Date: 9/5/08

Recommended by committee:

| | |
|--------|--|
| Chair: | |
| | |

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International Students should consult with the International Student Advisor prior to submitting the Leave of Absence Form to the Graduate School.

| | |
|--------------------------------|-------|
| International Student Advisor: | Date: |
| Department Chair: | Date: |
| Dean: | Date: |
| Dean of the Graduate School: | Date: |

Return Original to the Office of the Graduate School.

8/10/06

Graduate School
P. O. Box 757560
Fairbanks, AK 99775-7560



Phone: (907) 474-7464
Fax: (907) 474-1984
www.uaf.edu/gradsch

REINSTATEMENT TO GRADUATE DEGREE STATUS

You may use this form to request reinstatement and continue in your program if you were a graduate student in good standing (overall GPA & most recent semester GPA—3.0 minimum) and you have not exceeded the time limit for your degree (seven years for a master's program, ten years for a doctoral program). Submit your completed request to the Office of the Graduate School with your check payable to UAF for the \$50 nonrefundable-processing fee.

Name: **Reef** **Coral** _____
Last First M.I.

UA ID Number: **999999** _____ Date of Birth: **5/5/1980** _____

Current mailing address: **5150 Kona Lane** _____
Fairbanks Alaska 99775 _____
City State Zip

E-mail address: **creef@alaska.edu** _____ Daytime Phone: **(907)222-2222** _____

Major: **Oceanography** _____ Degree: **Ph.D.** _____
(i.e. Anthropology, Civil Engineering, etc.) (MS, MBA, PhD, etc.)

What semester do you plan to return? Fall 20 _____ Spring **2012** _____ Summer 20 _____

Do you claim Alaska residency? **yes** _____

Have you been present in the state during the last 24 months? **yes** _____

Student signature: **Coral Reef** _____ Date: _____

Department Head: Recommendation: Reinstatement Do not reinstate

Please explain your decision for the above student's request for reinstatement:

This student presented me with a viable timeline to completion. I believe that she is ready to complete her Ph.D. Oceanography Degree under the advisement of Dr. Killer Shark.

Department Head Signature: _____ Date: _____

Advisor Signature: _____ E-mail: _____ Date: _____

Graduate School:

Approved: _____ Date: _____



Master and Ph.D. Graduation Checklist

Almost to the finish line...

- File Advancement to candidacy.
- Apply for graduation.
- Schedule a defense date and room (contact Academic Programs).
- Ph.D. students need to request an outside examiner (contact Academic Programs).
- Check format of signature pages with Graduate School.
- Print signature pages on thesis paper.
- Defend your thesis. Date: _____ Time: _____ Location: _____
- Make the needed faculty corrections on thesis/get original signatures on signature pages.
- Turn in thesis/dissertation to program head (GPMSL students must turn in Research Competence form with thesis/dissertation). Due Date: _____
- Make needed corrections.
- Turn in thesis/dissertation to Dean (this must go through Academic Programs). Due Date: _____
- Make needed corrections.
- Fill out thesis submittal form/pay fees at Business Office (this is your responsibility).
- Turn in draft of thesis/dissertation to the Graduate School with the following:
 1. Thesis Submittal Form
 2. Receipt from Business Office
 3. Any Journal Voucher (if department is paying for copies)
 4. Original Signature Pages, signed by committee and on thesis paper
- Make needed corrections.
- Final copies (with all formatting corrections completed-this is where you will print your one copy on thesis paper.)

Ph.D. Candidates also need to submit:

 1. SLED Survey (available Graduate School Website)
 2. UMI Microfilm and copyright form
 3. 50 word abstract (for commencement booklet)

INDS candidates (Master and Ph.D.)

 1. INDS Survey
- GRADUATION (now you are at the finish line)!! Congratulations!!!**



Master's Thesis Submission Form

Note: Bound theses normally take 3 to 4 months to return after the end of the semester. If you have questions please contact Asha Lal or Natalie Forshaw, Rasmuson Library, at (907) 474-7403.

Student Information (print clearly or type)

| | | | |
|----------------------------|-------|---------------------|--------------------|
| Name | _____ | | _____ |
| | Last | First | MI |
| Telephone # | _____ | UAF ID # | _____ |
| Current e-mail address | _____ | Degree: | _____ Major: _____ |
| Permanent mailing address: | _____ | Department: | _____ |
| | _____ | Date of Graduation: | _____ |
| | _____ | Major advisor: | _____ |
| THESIS TITLE: | _____ | | |

THESIS BINDING AND FEES ****You can order only up to 10 copies total****

2 Required copies for the Library 2 @ \$20.00 per volume = \$ _____
 One copy must be on thesis paper. Theses over 250 pages long will need to be bound into two separate volumes (e.g, 350 pages = 2 volumes = \$40.00).

of copies for dept or program (if required): (only fisheries) 2 @ \$20.00 per volume = \$ _____

of copies for institute/college: 0 @ \$20.00 per volume = \$ _____

of copies for advisor: _____ @ \$20.00 per volume = \$ _____

of copies for self: _____ @ \$20.00 per volume = \$ _____

map/CD pockets (if needed) _____ @ \$ 6.00 each = \$ _____

Postage to one non-UAF address (US addresses only –
 All personal copies must be mailed to the same address and each copy included in the mailing costs \$10.00 in postage.)
 _____ @ \$10.00 each = \$ _____

Publishing and copyright fees (optional)

| | | |
|---|----------|------------|
| Traditional publishing without copyrighting | \$ 55.00 | |
| Traditional publishing with copyrighting | \$120.00 | |
| Open Access publishing without copyrighting | \$150.00 | |
| Open Access publishing with copyrighting | \$215.00 | = \$ _____ |

TOTAL DUE = \$ _____

Subtract Amount of Departmental Journal Vouchers (if applicable) = \$ _____
 (Departments will be JV'd when thesis copies are received from Bindery)

Amount to be paid at UAF Business Office = \$ _____

Fees paid at Business Office, Signers' Hall (please pay before submitting dissertation to the Graduate School)

Receipt# _____ Date _____ Amount _____

Send departmental copies to:

Send personal copies to (maximum 1 non-UAF address):

| | |
|-----|--|
| | Bibliographic Access Management Elmer E. Rasmuson Library University of Alaska Fairbanks PO Box 756810 Fairbanks AK 99775-6810 |
| | Bibliographic Access Management Elmer E. Rasmuson Library University of Alaska Fairbanks PO Box 756810 Fairbanks AK 99775-6810 |
| TO: | TO: |



APPLICATION FOR GRADUATION

Office of the Registrar, Graduation Dept.
 102 Signers' Hall PO Box 757495
 Fairbanks, AK 99775
 (907) 474-7523 Fax: (907) 474-6113
graduation@uaf.edu

PLEASE PRINT YOUR NAME EXACTLY AS IT WOULD APPEAR ON THE DIPLOMA.

NOTE: An official DEGREE AUDIT will be processed automatically with submission of this form; there is no need to submit an additional degree audit form.

| | |
|------|----------------|
| NAME | UA Student ID# |
|------|----------------|

| | |
|--------------------------------|--|
| CURRENT MAILING ADDRESS | DIPLOMA ADDRESS |
| Street & No. | Street & No. |
| City State Zip | City State Zip |
| Address available until: | Email: |
| Phone number: | <small>If you wish for your audit to be emailed, please provide your UAF email address. Non-UAF email addresses will be ignored.</small> |

| | | | | |
|-----------------------------|--|--|--|---------------|
| DEGREE INFORMATION | | | | |
| Expected year of graduation | <input type="checkbox"/> Fall 20 _____ | <input type="checkbox"/> Spring 20 _____ | <input type="checkbox"/> Summer 20 _____ | Catalog Year: |
| Degree Type: | Major: | Concentration: | Minor: | |
| Advisor's Name: | Your Home Campus: | | | |

| | |
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| PARTICIPATION IN THE GRADUATION CEREMONY | |
| <small>The annual graduation ceremony is held in the spring. All candidates who complete their requirements during the school year (including the previous summer) are invited to participate in the ceremony at their home campuses.</small> | |
| Please indicate whether or not you will attend the ceremony | <input type="checkbox"/> I WILL attend Campus: <input type="checkbox"/> I WILL NOT attend |

| | | |
|---|-----------------------------|--------------------|
| LIST INSTITUTIONS PREVIOUSLY ATTENDED, DEGREES EARNED, DATES OF GRADUATION | | |
| Institution Name | Degree Type Earned (if any) | Date of Graduation |
| | | |
| | | |

List below all correspondence courses you are currently enrolled in at UAF or from any other institution.
 *Be sure to indicate EXACTLY WHERE you are taking the courses.

| | | | |
|-------------|--------------|-----------------|------------------|
| Dept. & No. | Course Title | Where enrolled* | Date course ends |
| | | | |
| | | | |

A non-refundable processing fee must be submitted with this application. Students who apply for graduation and do not complete their degree/certificate requirements at the end of the semester must reapply and pay the appropriate fee.

Note: If you are applying for more than one degree (not a double major), you must complete a separate application for each degree.

Graduation filing deadlines (\$50): Fall-October 15th; Spring-February 15th; Summer-July 15th

Late deadlines (\$80): Fall-November 15th; Spring-March 15th; Summer-Applications will not be accepted after the July 15th deadline. If any of these dates fall on a weekend, deadlines will be the previous Friday.

| | | |
|------------------------|-------------------|--------------|
| STUDENT SIGNATURE | | DATE: |
| OFFICE USE ONLY | | |
| Application Fee \$ | Method of payment | Received by: |

| |
|--------------------------------|
| RECEIVED |
| <small>Office use only</small> |

