

# GRADUATE STUDENT GUIDE

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# A WELCOME FROM YOUR FELLOW STUDENTS

Welcome to UW Oceanography -- we're so glad to have you! This is a unique position and a unique time in your life. Graduate school can be an amazing experience: we get to study and learn about things that are interesting to us, work on problems that we are motivated to answer, engage with exceptional thinkers (including faculty members, research staff, post-docs, and fellow graduate students), and spend our time thinking creatively. We also pride ourselves in the strength of our graduate student community and endeavor to provide ample opportunity to interact with one another academically and socially. Don't hesitate to reach out to us beyond your cohort and lab group. We would be just as happy to help you navigate your research as we would be to meet up at the park or help you figure out housing. The first year of graduate school can be a lot to take in, with a lot of different things coming at you all at once, but we've all been there and are ready to help you through it!

We want to be up front that the path to your degree will at times be difficult. You are responsible for your own work, there is no single path to success, and everybody's experience is different. Use this time to explore, work hard, and have fun. Find time for inspiration, contemplation, and motivation. Below, we've compiled some collective wisdom that we've amassed during our time spent at UW. Some of it is hard earned, some has been passed down, and most is advice that we often forget to follow ourselves but can make life here quite a bit easier. So read on, and hopefully you find something here that is helpful.

## Some Assorted Bits of Wisdom

"Mental health needs to be as important to you as eating, sleeping, and exercise, all of which should be priorities over work." -- Ashley Maloney, Ph.D. 2017

Recognize that you will almost certainly experience Impostor Syndrome while you are here. Please know that we are excited to have you join us, and the grad student community is committed to supporting you in every way possible. While we are very sure that you belong here, be kind and patient with yourself as you figure out grad school. You will build up more knowledge and more experience communicating what you do to other people. After a while, you will realize that you do actually know what you are talking about! On the flip side, regardless of how much you do know, there is so much more that you don't know. Always keep in mind that everyone you work with and interact with can teach you something. Don't be afraid to admit you don't know something, because that is when you open yourself up to learning. Ask questions at seminars too, because if you are confused or want to know more, chances are someone else in the room feels the same way. Be aware that many students have the same doubts and treat them with care as well.

Imposter syndrome and questioning whether you belong in grad school (you do!) are different from experiencing hostility or abuse from community members. If you are having problems with your advisor, a committee member, or another member of the oceanography community, please reach out to a trusted person so that we can help you navigate this situation. The ARGO board, our ASUW union rep, and other members of the graduate student community can help you figure out how to handle things in a way that is comfortable and productive.

One of the hardest parts of graduate school is the sense of alienation that comes from working on a solo research project. Sharing a hobby (intramural sports, crafting, camping, pub trivia) or a cause (outreach, campus politics, planning events) can give you a work break and morale boost in the short term, but most importantly you will get a sense that you belong here because people will know who you are and care about your success. The community you build will help you hang in there when things get tough.

Take advantage of the whole UW and the whole city of Seattle. You are a student and thus you have some flexibility, and there are so many fun and cheap things you can do. Student discounted memberships and tickets (plays, concerts, museums, ski passes, etc) are excellent.

Look for opportunities at UW and beyond to build your skills beyond just those from the core curriculum and research that is part of your grad student work. Thinking broadly about the types of skills you'd like to leave grad school with and intentionally seeking out opportunities to build those skills will make you feel WAY better when it comes time to leave grad school.

Try to maintain a work-life balance. Believe it or not, you don't have to work around the clock in order to graduate. Try to set a schedule for yourself and get things done, but leave time for other activities so you don't burn out. If you have a big deadline coming up you may have to work nights and/or weekends, but definitely take time for yourself when you need it. Recognize that being a graduate student is only one part of your life and does not wholly define you. Events outside of your coursework and research can affect your progress. Take care of yourself, participate in things that are important to you, take a step away when needed, do not be a research robot.

Grad school has high highs and low lows. If at any point you feel like you are lost in a murky haze and don't know what to do next, you are not alone! We have all been there at one point or another. Thus, feel free at any point to vent or commiserate with an office mate, someone in your research group, your advisor, strangers on the Burke-Gilman, or anyone else who would be helpful for you to talk to. It can't be said enough: any of us will be happy to listen and lend advice. We all want you to succeed!

We highly recommend taking a few minutes every day to breathe and check in with yourself. Celebrate small victories, cry if you need to, and don't get drunk on Tuesday too often.

Other people's successes are not your failures. Everyone is working on different problems, and others' progress can only benefit and inspire your own research. Build your peers up and foster a supportive network. Share materials, proofread each other's papers, and study together. Your fellow graduate students are your colleagues and collaborators.

Everyone's journey in grad school (and in life) is different. It is very easy to compare yourself and your progress to others' and feel that you are coming up short or doing something wrong, but there is no single "right" way to be a grad student. Whether you come to grad school with a clear vision of your research goals and how to achieve them, or you are relying on your advisor to guide you at the start; whether you do your best work at home alone, or like to be surrounded by peers; whether you thrive on a regular 9 to 5 schedule, or prefer to work odd hours whenever motivation strikes - your path is valid and you will get where you need to go. No one is judging you.

Behind every successful proposal, paper, or presentation are rejections, false starts, and failed first attempts. Failure is a normal part of the scientific process. The key is to pick out the parts that worked, set aside those that didn't, and move on. This is hard to do and can feel discouraging, but with practice you'll get better at it. If for whatever reason you truly aren't making sufficient progress, or are moving in the wrong direction, your advisor and/or committee will let you know and help you reassess your plan - they want you to succeed!

### Some Practical Tips

Start building good habits and acquiring useful tools and skills now, at the beginning of your grad school career, rather than later. Consider the advice provided in this letter, or ask more senior grad students what made their lives easier in the long run.

When reading scientific papers: don't feel like you need to read them straight through. Begin with the abstract, then read the conclusions, then see if you can understand what the figures are saying. Then read through the whole paper to get the whole argument.

Writing is hard for everyone. Productivity tricks are almost entirely superstitious. That said, here are some writing hacks and productivity tricks that may (or may not) work for you:

- Make writing a routine by writing every day at the same time for thirty minutes to an hour.
- Meet regularly with an in-person writing group to hold you accountable. It shouldn't include your closest friends, or you'll be tempted to talk instead of write.
- Listen to music designed to improve focus. White noise or nature sounds may also help.
- Get out of your office and go to a new cafe, random corner of the library, or other unfamiliar spot just to write. Once that place becomes familiar, find a new one.
- Write drunk, edit sober. (Among the more dubious writing hacks listed here, use with caution.)

- Try “brain dump” writing: just keep typing continuously for a set amount of time without stopping to re-read or edit anything. This can be especially useful when just starting something.

If you feel like you can't focus or are hitting a wall during the middle of the day, TAKE A BREAK! There is no point in spending 2 hours struggling through something you could probably do in 20 minutes if you were in a better mindset. Good breaks could include: Walking to get coffee (or just taking a short walk), saying hi to another grad student, going for a run/workout, or simply switching activities (e.g. if you have writer's block, analyze some data or work in the lab for a bit instead).

Keep ergonomics in mind when doing computer or lab work. Take breaks to stand up and stretch. See if your advisor has funding to get you a monitor and keyboard, or invest in them yourself. Your back/neck/shoulders/wrists/etc. will thank you.

Meet/check in with your advisor regularly (at least weekly) and keep open communication. The longer you go without meeting, the more anxiety you will (likely) feel. Remember that it is your advisor's job to give you advice and help guide you through this degree. So when you need advice, ask for it! That said, if you and your advisor are not compatible, it is possible to change advisors. Feel free to reach out to other graduate students for advice on this.

Being the TA for a 100- or 200-level Intro to Oceanography class can teach you the basics of oceanography better than taking the graduate student classes. Being responsible for other people's education is a great way to motivate yourself to learn something.

Attend First Fridays (and other department events) as often as you can! Why pass on an opportunity for free food, free beer, and free time to connect with fellow UW Oceanographers?

#### We Are Glad That You're Here!

This letter is not exhaustive - we have so much more advice to give. If you aren't sure who to talk to, you can reach out to our student group, ARGO, at [uwargo@uw.edu](mailto:uwargo@uw.edu). We want everyone to feel welcome, supported and comfortable in this community, so if you have questions or concerns, we are here for you.

Sincerely,  
Your Fellow Graduate Students

# A MESSAGE FROM THE DIRECTOR AND FACULTY

Welcome to the School of Oceanography at the University of Washington. We look forward to working with you during the coming years. Graduate school is a fascinating period in the educational process; you can think of our school as a bit of a communal cocoon. A student who has primarily gained knowledge through course work enters the community. The metamorphosis occurs through mentorship, attending lectures, discussing cutting-edge research and eventually through devising and participating in such research. The emergent scientist is an active, creative scholar who contributes to the body of scientific knowledge through original thought and independently-designed experiments and field work.

You've been accepted to the School of Oceanography's graduate program because we believe you have the potential to earn our field's highest degree. Although none of us performs research in the absence of contributions from others, holding a Ph.D. implies that one is capable of independently defining a significant scientific problem, designing a research program to solve it, and carrying out the work while dealing effectively with problems and new insights gained along the way.

Becoming an active researcher and scholar can be a tremendously exciting process, but the necessary skills often do not come easily or quickly. Dedication and persistence are needed to hone your creative and analytic abilities. It is also important to clarify personal goals. During graduate school, as students begin to experience the life of an academic, some decide such a career is not right for them. The first two years of our program are designed to help students determine whether they should pursue the Ph.D. degree. This includes completion of a rigorous regimen of courses and introduction to research through the completion of a research project leading to a M.S. degree. Semi-annual evaluations of your progress are carried out so that faculty expertise can be directed toward each student's academic program as necessary.

If you do decide to work toward a Ph.D., expect to encounter several components of academic training that are not always obvious at first. Personal intellectual development is clearly of utmost importance in earning a Ph.D. However, the ways in which we interact with fellow scientists also affects our ability to conduct valuable scientific research. As you progress through graduate school, we will be helping you learn to work effectively as part of a research team as well as individually. Public presentations, not only in School of Oceanography seminars but also at national conferences, will be essential components of this contribution. Perhaps the most important channel of communication outside the UW community will be your publications. Building a bibliography of significant publications is one of the most critical aspects of developing a career in research and/or university-level teaching, and we will be supporting you in taking increasing responsibility for publishing your work, both with others and independently.

No one will think less of you if you decide, for whatever reasons, not to pursue a Ph.D. There is no negative connotation to completing a Master's degree and moving on to the next phase of your life. People make unique contributions in all fields regardless of their educational level. We encourage you to discuss your career goals with us at any time.

Regardless of the career path you choose, both the requirements and the rewards of graduate school are substantial. We are committed to doing our part to make your experience at the School of Oceanography a valuable one, and look forward to our joint efforts with you, first as a student and then as our colleague.

Again, our warm welcome; and if you have questions, please ask. If you need advice, remember the faculty, staff and myself are all here to help you succeed.

Richard G. Keil  
September 2020

# SCHOOL OF OCEANOGRAPHY

## REQUIREMENTS, POLICIES, AND PROCEDURES

This guide outlines the University's requirements and the School of Oceanography's policies and procedures for graduate students. Note that policies may be updated during your time within the School, so students should always consult the on-line version of this document. Many of the requirements established by the Graduate School of the University are described in the University's General Catalog (<http://www.washington.edu/students/genocat/>). Students should become familiar with these requirements and consult the Catalog before applying for a degree.

Students normally spend the first two years of graduate study taking a sequence of courses in their specialized field within Oceanography and a few courses in the other options in Oceanography, in addition to recommended courses in other University departments. During this period, especially during summer quarters, students also begin to develop and carry out independent research. The ability to perform independent research is one of the principal criteria used in evaluating a student's progress in the Ph.D. program.

### 1. ACADEMIC ADVISING

During the student's academic career in the school, he/she will have a faculty adviser and two to three sequential academic committees that are designed to assist the student in planning a schedule of courses, designing a research program, and reviewing student progress through the academic and research program.

**The Faculty Adviser.** Prior to the student's arrival on campus, and based on student interest and faculty expertise and availability, the Director in consultation with the faculty assigns each entering graduate student a faculty adviser. The student meets with his/her adviser upon arrival. They discuss interests, especially research areas in which the adviser is currently working that can have immediate potential to provide a student with one or more focused research topics. They also should outline a sequence of courses for the first three quarters.

As discussed in the Introduction, a good working relationship between student and faculty adviser is important in the successful pursuit of a Master's, and crucial to the completion of a Ph.D. The adviser is the student's intellectual mentor, as well as his/her academic supervisor. Regular discussions should take place to ensure the student's intellectual capacity is challenged appropriately. Because the initial matching of student and adviser is based on very limited information, students should realize that **changing advisers because of redirected research interests or difficulties in the working relationship carries no stigma**. Any student who is dissatisfied with his/her adviser should consult with the Director or Graduate Program Coordinator as early as possible to find a more appropriate adviser.

**The Advisory Committee.** At the beginning of Autumn Quarter of your first year, an Advisory Committee consisting of the adviser and two other faculty members, the majority of which have their primary academic appointment in Oceanography, should be formed. The purpose of the committee is to broaden the base of advisory expertise available to the student; and to begin discussions on potential research areas. Once the committee has been formed, the information should be communicated by email to the Student Services Coordinator ([mtown@uw.edu](mailto:mtown@uw.edu)).

**The Supervisory Committee.** As the student's activities shift from a primary emphasis on formal course work (by the summer after their first year of classes) to an emphasis on research, it becomes necessary for the student to restructure the Advisory Committee into a Supervisory Committee which can better address the particular research issue undertaken by the student and also has representation from outside the student's option. The composition of and formation procedures for a Master's Degree Supervisory Committee are discussed on page 18; the Ph.D. Supervisory Committee on page 23.

### 2. COURSE WORK AND SEMINARS

**Courses in the School of Oceanography.** The requirement for breadth is a key intellectual component of both the Master's and the Ph.D. degree, as both degrees are awarded in Oceanography and not in a specific area of Oceanography. Every graduate student is required to take a minimum of one 3-credit, numerically-graded, 500-level course from each option outside their own for a total of three courses and 9 credits. We are transitioning to the expectation that the survey courses in each option fulfill the breadth requirement (i.e. Ocean 510, Ocean 520, Ocean 535, Ocean 540), although the student may petition to substitute for one of these courses. The student is expected to complete this breadth requirement prior to receiving a MS degree. The Graduate Student Affairs committee, chaired by the Graduate Program Coordinator, will address any requests for waivers. The extent to which a student should take courses in other oceanography options or related fields beyond this minimum will be decided by the student's advisory or supervisory committee and the student.

Each option has their own requirements consisting of courses in a core curriculum and advanced seminars on special topics. Students, in consultation with their advisers and Advisory Committee, should set the sequencing of course work. An official list of such courses is kept on file in the Student Services Office.

**Student Seminar.** In the Autumn Quarter of their second and third years, all students are expected to give a public, oral presentation to their option faculty and student colleagues on their recent research progress (in a format determined by their option). The School will also schedule a symposium of presentations by all second-year students during the Autumn Quarter.

**Required courses should be completed within the first two years of study.** A grade of less than 3.0 in any course will necessitate repeating the course or taking another course in that area as recommended by the student's committee. Appropriate courses at other institutions may satisfy these requirements; contact the Student Services Office for more information.

**Courses outside the School of Oceanography.** It may also be considered worthwhile for a student to take courses outside of Oceanography. These may include undergraduate level courses to improve a student's background in basic mathematics, physics, chemistry, etc. More senior graduate students are probably the best source of information on which particular courses outside of Oceanography have proven the most valuable to our students.

**Seminar Series.** There are many informal lunchtime seminar series within as well as outside of Oceanography, which students are encouraged to attend. In Oceanography, these include series on Biological, Chemical, Physical, and Marine Geology/Geophysics. Seminar series of interest are also held in many other departments, including Biology, Biostatistics, Atmospheric Science, Applied Physics Laboratory (APL), Physics, Applied Mathematics, Chemistry, Earth and Space Sciences, Quaternary Research Center, and Engineering and in related programs, including Astrobiology and Program on Climate Change. Information on these seminars can be found via the College of the Environment home page; those in Oceanography are listed in the School's online events calendar (<http://www.ocean.washington.edu/events>). First-, second-, and third-year students are expected to register for Ocean 509: Oceanography Seminar, when it is offered (often in Winter quarter). More senior graduate students are also strongly encouraged to participate in this seminar series.

**Quarterly Time Schedule.** Time schedules are available on the Web at <http://www.washington.edu/students/timeschd> (current and future quarters).

### 3. FOREIGN LANGUAGE PROFICIENCY

Foreign language proficiency is not required by the School of Oceanography unless it is deemed crucial to writing a scholarly thesis or dissertation.

### 4. COURSE LOAD LIMITS

In accordance with the following general policy of the Graduate School, Teaching and Research Assistants employed half-time must register for a minimum of 10 credit hours during the academic year except in very extraordinary cases. This request applies to 20-hour-per-week appointees with some departure for lesser or greater service and applies to the Autumn, Winter, and Spring quarters. Petitions for a waiver of the School's requests for RA/TA allocations should be sent to the Director. The reason for the request is to ensure the School receives the maximum amount of teaching credits; in this manner the School can justify the most resources (personnel, financial, and logistic) for graduate education. **If you have any questions about course load limits or registration procedures, contact the Student Services Office.**

### 5. REGISTRATION AND SCHEDULING

Registration at the University of Washington is accomplished by going to MY UW at <http://my.uw.edu/>.

A minimum of 10 credits and no more than 18 (without a petition) must be taken each quarter to maintain full-time status. Students should register for Oceanography 600, Independent Study/Research, offered for 1-10 credits, if they would otherwise fall short of ten total credits. (Note that Oceanography 700, Master's Thesis, is taken only if following the thesis option and Oceanography 800, Doctoral Dissertation, is taken only after passing the General Examination for Ph.D. Candidacy.) It is important for the student to discuss his/her schedule with the adviser prior to registration. Oceanography's Student Services Office can also be of great help when considering a schedule, for information on courses, and for assistance with any registration or billing problems. Entering graduate students also learn quickly that more senior students may have strong opinions about courses they have taken and can be a persuasive, although somewhat biased, source of advice.

**Registration Changes.** Registration changes (additions/withdrawals) may be made without charge on MY UW until the seventh evening of the first week of class. During the 8<sup>th</sup> through 30<sup>th</sup> days of the quarter, a \$20 change fee is assessed. No entry is made on the transcript for withdrawals made by the end of the second week. Thereafter any withdrawals will be listed on the transcript, except for one annually (September through August) permitted drop. Consult the Student Services Offices for information on Hardship Withdrawal.

**Non-MY UW Transactions.** In order to register for a course as an audit or register for classes with time conflicts, a Non-MY UW Transaction form is available at the Registrar's Office (2nd floor of Schmitz Hall). If you wish you wish to audit a class, you must first register for the class on MyUW and then go in person to the Registration Office at 225 Schmitz Hall ([campus map](#)) to change your registration to audit.

These transactions must be completed by the end of the second week of class.

**On-Leave Status.** There are a few valid reasons for students to apply for on-leave status (e.g. health problems, family issues, educational opportunities). UW Graduate School Memorandum #9 (<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>) describes the requirements and restrictions of on-leave status. A student needs to file the online Request for On-Leave Status form through MyGradProgram (<http://www.grad.washington.edu/mygrad/student.htm>). In addition, the student needs to complete a separate form for the School of Oceanography that must be approved by the student's adviser and by the Graduate Program Coordinator (or Director). This form is available at <https://www.ocean.washington.edu/files/form-onleave.pdf>. Although On-Leave status during Summer Quarter does not require approval from the Graduate School, a student is still expected to inform the Student Services Coordinator and the School's payroll coordinator of their change in status. (See page 15 for more details regarding on-leave status.)

## 6. GRADUATE STUDENT APPOINTMENTS

The School is committed to ensuring that a student has 12 months of support throughout the first six years of their graduate career, provided that the student continues to make satisfactory progress toward their degree. While some students have their own fellowship support or are supported by a UW-administered fellowship, support for graduate studies in Oceanography is most frequently provided by either a Research Assistantship (RA) or Teaching Assistantship (TA). The School will ensure that students with external fellowships have 12 months of support for a total of six years in residence upon completion of the fellowship support. All oceanography students are required to TA at least twice in their graduate career, and many accept additional TA appointments. During the first year, support is most likely to be in the form of an RA. Appointments of academic student employees (ASEs) at UW are covered by a contract with the UAW that controls wages and working conditions and provides a mechanism for resolving employment-related grievances. More information on this contract can be found at [UAW contract](#). A few salient points are covered here.

The UAW contract sets the workload for a half-time ASE at 220 hours per quarter. If assigned duties that cannot be completed within this limit, an ASE has the responsibility to notify the supervisor so that the problem can be resolved. With proper notice, an ASE is entitled to various forms of leave (sick, bereavement, jury duty). An ASE is also allowed vacation, but this time must be arranged in advance with the supervisor ([Article 32 of the contract](#)). Your supervisor will discuss your responsibilities as an ASE with you, and in accord with the UAW contract this information will be documented in writing.

At its best, RA support is an efficient tool for getting research done, and a graduate degree completed. Often there will be no specific work assigned and so the activities that a student undertakes for Ocean 600 or Ocean 800 credit will be of the same nature as the work performed by the same student in their role as an ASE. Students should understand that although there can be a clear separation between adviser and provider of funds, it is difficult in practice to work on one's own research with an adviser while being paid to carry out work for another faculty member.

**Teaching Assistantships.** One of the School's requirements prior to completing a Ph.D. is that the student must have completed two quarters of satisfactory service as a TA. The first of these TA assignments is required to occur before completing the M.S. degree and should be at the 100- or 200-level. These assignments are normally made in Spring Quarter for the following academic year. Students may choose to assist in classes for non-major undergraduates (100 and 200 level), Oceanography majors (300 and 400 level), or graduate students (500 level) for their second TA assignment. Lists of available positions are distributed to all graduate students and are also available in the Student Services Offices. The School requires students to complete its TA training course no later than Autumn Quarter of their second year.

At this time, graduate students with their own fellowship support are entitled to TA support for one quarter prior to their M.S. while remaining on their fellowship. This is the result of the current interpretation of the union contract by the Graduate School.

Students entering the program with prior teaching experience may petition to have the TA requirement(s) waived. Waivers for the first assignment must be requested (in writing to the Director and Graduate Program Coordinator) during the first year of the program after consultation with the student's advisory committee.

**Funding Beyond Year Six.** The School of Oceanography will ensure 12 months of support for up to six years in the form of an assistantship, most often a research assistantship, provided that the student

continues to make satisfactory and timely progress toward their doctoral degree. For students who have been awarded fellowship funding from external sources, School support will be ensured after completion of the fellowship for up to a total of six years in residence.

The School will not guarantee support in the form of Teaching Assistantships beyond the end of a graduate student's sixth year. The adviser and graduate student requesting TA support in any quarter beyond the end of the sixth year must submit, to the Director, a request for this support that includes a rationale for the needed support and a plan/timeline for completion of the Ph.D.

## 7. FUNDING FROM OUTSIDE SOURCES

Only limited scholarship monies are available within the School, and students are urged to pursue all funding sources. Many fellowships are available from federal agencies (NASA, NSF, NDSEG, DOE, etc.) and other sources. **Even if a student arrives with an RA or TA position, it is wise to check on the availability of alternate funding sources, because they may offer the student greater academic flexibility.** Students should remember that arriving with an RA does not guarantee that this funding will be available for their entire graduate career: the student may want to change advisers, his/her adviser's proposal may not be funded, etc., and it's good to keep options open. The Student Services Office is a good source of information about fellowships, as well as the Graduate School's Fellowship Office (G-1 Communication's Building). Or consult their web site at <http://grad.uw.edu/graduate-student-funding/for-students/fellowships/> If a student experiences problems with funding in any way, he/she should first discuss them with the adviser and then, if needed, with the Director.

## 8. SCHOLARSHIP

To maintain graduate standing within the School of Oceanography and to be eligible for a degree, the student must maintain a minimum grade-point average of 3.0 calculated on the basis of numerical grades in 400- and 500-level courses. If a student's grades fall below an average of 3.0, upon recommendation of the student's adviser or supervisory committee, he/she will be given a low scholarship warning or academic probation, or dropped from the University. To be removed from probation, the student must attain a 3.0 average for two quarters and raise the cumulative average to 3.0.

## 9. STUDENT GUIDANCE AND EVALUATION

Guidance and evaluation are carried out continually on several levels within the School. Evaluations are considered to be an important mechanism for guiding a student's academic program, providing feedback on research activities, evaluating degree status, and assuring timely completion of degree requirements.

The first level of guidance and evaluation is by the student's adviser. Each student-adviser pair develops its own pattern or style of discussing course work and research, which may involve regularly scheduled meetings, informal coffee or lunch breaks, joint participation in cruises or other field efforts and chance encounters in the lab, after seminars, etc. Discussion should be frequent and should include specific aspects of the student's developing skills, research accomplishments, resource needs, and intellectual/scientific maturation. Feedback is essential in communicating expectations and effectiveness in the working relationship. To this end, a list of suggested discussion questions is provided in the Appendices. This list does not address all the subjects that a student and adviser may wish to discuss, but it should serve as a guide. Student and adviser may tailor their own discussions as appropriate. The student should think about these questions throughout the degree program. In the end, it is the student's responsibility to take full advantage of meetings with the adviser (and members of the Supervisory Committee) to obtain satisfactory direction and feedback and to ensure thorough, mutual understanding of goals and expectations. A student's intellectual and scientific development during graduate school is a highly personal process of maturation; there are many challenges in graduate education that the student must independently identify and confront.

The second level of guidance comes from members of the Advisory or Supervisory Committee, separately and in aggregate. In addition to more frequent and informal meetings with the separate members for diverse purposes, students are expected to arrange meetings of their Advisory/Supervisory Committee at least twice per year (October-November and April-May) to update members on progress over the previous six months. Committee meetings can include discussions on any aspect of a student's academic situation (see "Suggested Discussion Questions" in the Appendices). Beginning with the December meeting of the first year, the student circulates a 1-2 page outline of research plans for the coming six months and gives a 10-minute presentation of research plans to the Advisory/Supervisory Committee followed by a discussion of the targeted research problem including objectives, opportunities for creativity, and potential for expansion into a continuing research project. After this meeting, and following all subsequent Committee meetings, the student writes a brief (less than 2 pages) summary describing progress made to date on previously agreed-upon goals, detailing goals for the next six months, and listing current committee recommendations. This summary is reviewed by the adviser and revised as needed prior to signature by the adviser and student. It is then placed in the student's file. (The student may instead send a copy of the committee meeting summary to the Student Services Coordinator via email provided the adviser is cc-ed on the message.

The graduate faculty within a student's option (the curricular group) provides a third level of student guidance and evaluation. The curricular group usually meets in the late Autumn and late Spring each year to review the progress of all students within the option. Curricular group meetings are not open to students. During the meeting the Advisory/Supervisory Committee for each student reports on a student's progress; transcripts are also available. In cases where further information could be helpful, the out-of-option instructors of core courses may be invited to attend curricular-group meetings to aid in detailed evaluation and formulation of explicit guidance. From all these inputs, at each semi-annual meeting the curricular group evaluates student progress and identifies achievements and areas that need attention with respect to existing goals. It is the responsibility of the adviser to provide a summary of the curricular group's advice and guidance, obtain curricular group approval of that summary, and place it in the student's file after discussion of its content with the student. *The student has access to his/her file at any time.* They may review the material in the file in the office of the Student Services Coordinator. If the student feels there are documents in error within the file, they should speak with the Graduate Program Coordinator or Director to have the record corrected. The student should feel free to discuss any issues raised with any curricular group member. A summary calendar for curricular group meetings is given in Table 1.

Purposes of these regular evaluations include:

1. to examine the student's grasp of his/her own sub-discipline within Oceanography,
2. to examine the student's ability to integrate and synthesize information presented in the various courses and to apply the skills learned to research problems,
3. to gauge the student's progress towards an advanced degree, and
4. in particular, to evaluate whether and when a student should proceed toward the General Examination in a Ph.D. program.

The normal course of progress is to demonstrate successful completion of a M.S. problem before proceeding into broader and/or deeper Ph.D. research. Not least among the reasons for this course is to let students experience all facets of a small research problem (students are encouraged to publish their results) to give them a rational basis for deciding whether to continue in a research career. Typically, the M.S. project becomes part of the Ph.D. package rather than being an independent effort; it thus represents a milestone rather than a hurdle. Occasionally, a M.S. project or parallel research at another institution produces surprising, dead or loose ends that dictate entirely new directions for the Ph.D. The iterative, semi-annual review and guidance is expected to succeed in producing a well-defined, feasible M.S. problem by the June review of the student's second year and completion of it by early in the third year of residence. The student's supervisory committee will meet within six weeks of the M.S. presentation, without the student, to decide whether the student should continue towards the General Examination. (The discussion may take place immediately after the M.S. presentation, but the recommendation should not be conveyed at that time to the student.) This recommendation should then be presented to the entire curricular group for further discussion and approval. This discussion can occur either through email or via a short meeting after a seminar. The General Examination should occur six to twelve months after the M.S. defense and no later than the end of Autumn Quarter of the fourth year in residence. In unusual cases, at the request of either the student or the adviser--but with the approval of both--the curricular group can recommend preparation for the General Examination and initiation of Ph.D. research without prior completion of an M.S. project. Although a request can be initiated at any time by the student, adviser or supervisory committee, it is the responsibility of the curricular group at its semi-annual meetings to determine whether and when each student is prepared to proceed toward the General Examination and the Ph.D.

***For students who have entered the School of Oceanography with a Master's degree in Oceanography (or closely related field) from another university, it becomes the responsibility of the student's Supervisory Committee to evaluate the student's research capabilities and determine whether the student should progress directly to the General Examination. With this in mind, an entering post-M.S. student needs to form this Supervisory committee as soon as possible after arrival. This decision should be made before the end of the student's sixth quarter at UW (end of Winter quarter of the second year.) The goal would be for these students to schedule their General Examination in the Autumn or Winter quarter of their third year.***

## **10. UNSATISFACTORY PROGRESS**

Students who do not make satisfactory and timely progress toward their degrees, and who fail to achieve goals and implement remedies recommended by the curricular groups may be warned or placed on probation. Determination of progress includes not only satisfactory completion of course work requirements and integration of oceanographic concepts, but also demonstration of the potential/ability to perform independent research and timely and sufficient progress on that research/dissertation. Students subsequently failing to show improvement will be asked to terminate their studies. Graduate School policies are detailed in Memorandum 16 (<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>).

## **11. GRIEVANCES AND DIFFICULTIES**

If you believe that you have been unjustly treated by the University system or by a member of the faculty, staff, or student body, you have several options. First, we encourage you to define the problem and attempt to

resolve it informally with the individual involved. If this is unsuccessful or not possible, we want to make an effort to resolve the issue within the School. Rick Keil, the Director; Mark Warner, the Graduate Program Coordinator; and Michelle Townsend in the Student Services Office are available to listen, advise, counsel, hopefully assist in resolution. If the issue cannot be solved informally within the School, depending on the nature of the problem, the University of Washington also has an Office of the Ombud (<https://www.washington.edu/ombud>) that can provide a collaborative and confidential environment to discuss your situation, consider options, and develop a plan.

More formal grievance procedures can be initiated through the Graduate School (3-5900). This office and the GPSS (3-8576) and UW Student Legal Services (3-6486) are also available to advise you and explain various avenues and procedures. Issues relating to the UW/UAW contract can be addressed via the office of Labor Relations (3-6236) within the UW Human Resources.

Information on grievance issues and procedures can be found in:

- Executive Order #28 on Graduate Student Service Appointments (available from the Student Services Office or via <http://www.washington.edu/admin/rules/policies/PO/EO28.html> )
- Graduate School Memorandum #33 (available at <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure/> ).
- UW/UAW Contract ( <http://hr.uw.edu/labor/unions/uaw/contract> )

**TABLE 1**

## SUMMARY CALENDAR FOR CURRICULAR GROUP MEETINGS

<b><u>ACTION</u></b>	<b><u>WHEN</u></b>
1. Review course work for first year. Plans for breadth requirement	Autumn, Year 1
2. Review performance in course work and ensure that the student has identified a good research topic for the summer. Identify potential TA positions for Year 2. Add out-of-option member to committee.	Spring, Year 1
3. Review course work, research progress, and Fall oral presentation. Consider requests for Ph.D.-only track	Autumn, Year 2
4. Final review of course work. Ensure student is on track to complete M.S. in a timely fashion	Spring, Year 2
5. Review M.S. work and Fall oral presentation. If M.S. is not completed, why and when?	Autumn, Year 3
6. Ensure student is on track to complete General Examination within the next year	Spring, Year 3
7. Is student progressing well towards Ph.D.? If General Examination is not complete, why? Is there a plan for completion of the PhD by the end of the sixth year? If not, is there a plan for funding?	Autumn/Spring, Year 4 and beyond

**\* It is the adviser’s responsibility to provide a summary of the curricular group’s recommendations for the student’s file.**

## **12. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director, who, in consultation with the School's Graduate Student Affairs Committee, shall recommend action for faculty consideration. Petitions to waive the initial TA requirement due to prior teaching experience will only be considered if submitted during the student's first year.

## **13. RA/TA HEALTH INSURANCE**

Graduate Appointee health insurance, which includes dental and vision coverage, is available to students serving as RA's or TA's. Full coverage for the student, and a portion of dependent coverage, is paid by the University. For information on the program and coverage consult the Benefits Office website, which is available at <https://hr.uw.edu/benefits/insurance/health/graduate-appointees-options/>

## **14. OFFICES**

All first- and second-year students are assigned shared office space in Marine Science Building or Ocean Sciences Building. These students may also have office space elsewhere depending on the location of the adviser (e.g., in Henderson Hall, at PMEL on Sand Point Way, or in the Benjamin Hall Interdisciplinary Research Building). Most course work is complete after two years and these remote offices then become the primary office space for graduate students. There is a drop-in office available in OSB 304, for this group of students to use as needed.

## **15. ANNUAL MEETING**

The Director and the Graduate Program Coordinator will schedule an open meeting with the graduate students in early May of each year. This meeting is a chance for the students to discuss any topics or concerns about the program. The Director and GPC will also use this meeting to provide updates on any changes to the curriculum or policies.

Individual students are welcome to meet with the GPC and Director throughout the year to discuss any concerns or issues. Students should contact them through email to request and schedule a meeting.

## UNIVERSITY REGULATIONS

The University information and requirement section for graduate students is found at <http://grad.uw.edu/policies-procedures/>. Certain specific regulations are listed here, as well as supplementary information.

### 1. GRADING SYSTEM FOR GRADUATE STUDENTS

Numerical grades and letter grade equivalencies.

<u>Numeric grade</u>	<u>Letter grade</u>	<u>Numeric grade</u>	<u>Letter grade</u>
4.0	A	2.8	B-
3.9		2.7	
3.8	A-	2.6	
3.7		2.5	
3.6		2.4	C+
3.5		2.3	
3.4	B+	2.2	
3.3		2.1	
3.2		2.0	C
3.1		1.9	
3.0	B	1.8	
2.9		1.7	
		1.6–0.0	E

In addition to numerical grades, the following letter grades also may be used:

**I — INCOMPLETE.** An incomplete may be given only when the student has been in attendance and has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement giving the reason for the incomplete and indicating the work required to remove it must be filed by the instructor with the head of the unit in which the course is offered.

To obtain credit for the course, a student must successfully complete the work and the instructor must submit a grade. In no case may an Incomplete be converted into a passing grade after a lapse of two years or more. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

**N — NO GRADE.** Used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 601 (Internship), 700 (Thesis), 750 (Internship), 800 (Dissertation), and 801 (Practice Doctorate Project/Capstone). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or Supervisory Committee Chairperson should change the N grade(s) to one reflecting the final evaluation.

**S/NS — SATISFACTORY/NOT SATISFACTORY.** A graduate student, with the approval of the Graduate Program Coordinator or Supervisory Committee Chairperson, may elect to be graded S/NS in any numerically-graded course for which he or she is eligible. If a student does not so elect, then he/she will be graded on a numerical basis. If approval is granted the student must elect the S/NS option either when registering or no later than the end of the seventh week of the quarter. The instructor shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS.

**CR/NC — CREDIT/NO CREDIT.** With the approval of the faculty in the academic unit, any course may be designated for grading on the credit/no credit basis by notice in the appropriate Time Schedule. For such courses, the instructor submits a grade of CR or NC to be recorded by the Registrar's Office for each student in the class at the end of the quarter. All courses numbered 600, 700, and 800 may be graded with a decimal grade, a CR/NC, or N at the instructor's option.

**W — WITHDRAWAL.** Refer to the University of Washington timeschedule or homepage at <http://www.washington.edu/students/reg/wdoffleave.html>.

**HW — HARDSHIP WITHDRAWAL.** Grade assigned when a graduate student is allowed a hardship withdrawal from a course after the seventh week of the Quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades *W* and *HW* count neither as completed credits nor in computation of the GPA.

Graduate students who withdraw from the University (dropping all courses for the quarter) during the first week of two consecutive quarters (Summer Quarter excepted) will not be eligible to register as a continuing graduate student for the third quarter. Such graduate students must reapply as former graduate students returning to the University. For example, if a graduate student withdraws during the first week of Spring Quarter and Autumn Quarter, he or she must reapply as a returning former graduate student for Winter Quarter.

A graduate student's grade-point average will be calculated entirely on the basis of number grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N will be excluded, as will all grades in courses numbered 600, 601, 700, 750, 800, 801, and in 100-, 200-, and 300- level courses.

The graduate student may petition the Dean of the Graduate School to modify the procedures described above. The petition should be accompanied by comments and recommendations from the Graduate Program Coordinator or Supervisory Committee Chairperson.

Additionally, the grade X may appear on a grade report when no grade was submitted to the Registrar's Office by the instructor.

**Auditing.** No grade is given and no entry will appear on the transcript. However, tuition is charged on audit credits, so credits need to be included in the 18-credits per quarter maximum.

It is the student's responsibility to insure that a grade is changed.

## 2. ENROLLMENT

"The enrollment requirement for the master's degree is 36 credits, 30 of which must be taken at the University of Washington.

For the doctoral degree, the enrollment requirement is 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from a regionally accredited institution may substitute for (30 credits) of enrollment. Doctoral Study requires an immersion in an academic field and its intellectual community. Degree-granting units may require a period of full-time and/or on-site study.

Only courses numbered 400, 500, 600, 700, and 800 can be applied to enrollment or course credit in the major field for advanced degrees (please see the [Graduate Courses policy](#) regarding courses numbered 499). Courses numbered 300 are not applicable to enrollment or course credit toward advanced degrees except when applied by permission of the graduate program coordinator or supervisory committee toward the graduate minor or supporting courses. Courses numbered below 300 are not applicable to enrollment or course credit for advanced degrees.

Full-time quarterly enrollment for graduate students is **10 credits.**"

## 3. FINAL QUARTER REGISTRATION

"A student must maintain registration as a full- or part-time graduate student at the University for the quarter the master's degree, the Candidate certificate, or doctoral degree is conferred.

A student who does not complete all degree requirements by the last day of the quarter must be registered for the following quarter."

## 4. GRADUATE ON-LEAVE STATUS

"Graduate students are required to maintain graduate status during their program of study. Failure to maintain this status requires reinstatement to the University of Washington. Students who desire to take a quarter or quarters off without going through the reinstatement process must apply for on-leave status for each quarter they do not register. For complete details regarding the on-leave policy, refer [Graduate School Memorandum 9](#).

### On-leave Eligibility

- Must be a graduate student in good standing.
- Must have been registered or on-leave the previous quarter.
- Must satisfy any graduate program policies pertaining to going/remaining on-leave.
- US citizen and permanent residents must have registered for at least one quarter of graduate study at UW and have approval from their graduate program.

- International students must have registered full time (10 or more credits) for three consecutive quarters and have approval from both their graduate program and the International Student Services office; review the [ISS](#) website for possible exceptions to this requirement.
- Pre-registered students must officially withdraw via MyUW or the Registration office prior to the first day of the quarter. Registered students are not eligible for on-leave status.

Students on-leave are entitled to:

- return as a graduate student to the graduate program
- use University libraries
- maintain access to the UW email account
- use Hall Health Primary Care Center on a pay-for-service basis
- use the IMA with additional fee

Students on-leave are not entitled to:

- faculty and staff counsel/resources (very limited counsel/resources are permitted)
- examinations of any type (except for language competency)
- thesis/dissertation filing
- University housing
- student insurance
- financial assistance

### Procedure for Requesting Leave

Beginning September 28, 2011, students requesting on-leave status must submit an online Request for On-Leave Status via MyGrad Program. Students do **not** request leave for Summer Quarter. (Summer quarter On-Leave enrollment is automatic for all graduate students who were either registered or officially On-Leave during the prior Spring Quarter.)

- Deadlines: Each quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee no later than 5:00 p.m. PST on the [last day of instruction](#) (students planning to request loan deferment, see section below).
- The following students may request up to three consecutive quarters of leave at one time: Peace Corps Master's International (PCMI) students, military personnel with deployment orders, UW Fulbright grantees, and Bonderman Travel grantees.
- Payment: all students pay for on-leave, with the exception of military personnel on deployment orders, who are automatically exempted from paying for leave.

A detailed list of steps to request on-leave status from the UW Graduate School can be found at <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/> Note that there is an additional form to be filed with the School of Oceanography.

## 5. REINSTATEMENT

Students previously registered in the Graduate School who have failed to maintain graduate student status (on-leave status was not secured or registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. Requests will first be reviewed and approved by the department. Once the department has approved the request and the Graduate School has confirmed students' eligibility for reinstatement, students will be notified to pay a non—refundable reinstatement fee before registering for the requested quarter of reinstatement. For complete details regarding the on-leave, continuous enrollment and reinstatement policies, refer to [Graduate School Memorandum 9](#).

For questions regarding on-leave status, please contact the Graduate Program Advisor within your graduate program and/or Graduate Enrollment Management Services at [uwgrad@u.washington.edu](mailto:uwgrad@u.washington.edu) or 206.685.2630.

### [Request for Reinstatement](#)

#### Reinstatement Eligibility

- Must be an inactive matriculated graduate student wishing to return to their previous degree program. Non-matriculated, undergraduate, or active graduate students are not eligible for reinstatement.
- Must have been registered for at least one quarter of graduate study at UW.
- Must have approval from the graduate program to reinstate.
- Must satisfy any additional graduate program policies pertaining to reinstatement.
- International students must have confirmation from the International Student Services office that an I-20 can be issued in time to meet registration deadlines.
- Original admission date was less than six years ago (for Master's students) or ten years ago (for PhD students). The Graduate School normally allows six years to complete requirements for a master's degree and ten years for a doctoral degree. Periods spent On-Leave or out of status are included.

Student who do not meet these requirements are not eligible for reinstatement without a petition from their graduate program. Ineligible students should instead submit a new application for admission after consulting with their graduate program. Please note that students who meet reinstatement requirements but instead submit a new application for admission will have their application fee refunded and be assessed the \$250 Reinstatement Fee.

The procedure for requesting reinstatement is described at the Grad School website (<http://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/> )

## 6. UNIVERSITY GRADUATE DEGREE REQUIREMENTS

These requirements are listed in the Master's Degree and Doctoral Degree sections of this document. The University General Catalog also details the degree requirements of the Graduate School.

## 7. THE GRADUATE PROGRAM COORDINATOR

The graduate student's initial work at the University is guided by the graduate program coordinator in his or her field. The graduate program coordinator maintains familiarity with policies and procedures of the Graduate School and provides overall coordination of graduate activities within the unit.

Graduate School Memorandum No. 4 defines the role of the Graduate Program Coordinator:

"The Graduate Program Coordinator is an official representative of an academic unit which offers a graduate degree program. The Graduate Program Coordinator must be a senior tenured member of the Graduate Faculty. An Alternate Graduate Program Coordinator serves as deputy.

The responsibilities of the Graduate Program Coordinator are:

- A. To advise, counsel, and assist graduate students, or to arrange and verify that this service is rendered by another member of the Graduate Faculty. To ensure that special attention is given to newly admitted students and others with particular needs.
- B. To act for the unit in admitting students into Graduate School; i.e.:
  - (1) to receive documentation for graduate student admission application;
  - (2) to review applications with the faculty in the unit; and
  - (3) to submit to the Dean of the Graduate School the recommendations of the unit respecting admissions of new students.
- C. As soon as practicable to transmit to the Dean of the Graduate School the names of those to serve as Chairperson and Members of the Supervisory Committee for the student.
- D. To acquire and maintain familiarity with policies and procedures of the Graduate School.
- E. To maintain Department-Graduate School liaison in other appropriate ways.

Each year the Dean of the Graduate School requests from the Chairperson or the Director of each unit the names of graduate faculty members recommended for service in the post of Graduate Program Coordinator and Alternate Graduate Program Coordinator. Appointment to these positions is made by the Dean."

# MASTER'S DEGREE PROGRAM

The School of Oceanography offers a non-thesis and thesis Master's degree. The Master's degree program consists of course work and a non-thesis (or thesis) Master's research project and presentation. In the past years over 95% of our students who have followed the Master's program have selected the non-thesis option. In the School of Oceanography a Master's degree should usually be completed within 24-30 months (eight to ten quarters in residence). **School funding requirements limit financial support to ten quarters for a Master's degree.**

Section 1 contains a summary of the University's requirements, as listed in the University General Catalog, and Sections 2 through 9 describe University and School policies. It may be useful to scan Tables 2 and 3 (summary calendars for non-thesis and thesis Master's programs) before reading Section 1 in detail.

## 1. UNIVERSITY REQUIREMENTS

Students are responsible for being aware of the Graduate School requirements for the Master's degree. They are printed here to insure students' familiarity with these important requirements.

"A student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded.

- A. Total credits required for the degree must be completed
  - a. All courses numbered 400-799 that are numerically graded 2.7 and above, or have a grade of Satisfactory or Credit ('S' or 'CR') count toward the credit total. 499 courses are not counted in the total credits.
  - b. Courses graded less than 2.7 do not count towards the total credits.
  - c. At least 18 credits must be in courses numbered 500 and above.
  - d. 18 credits must be numerically graded in department approved 400-level courses accepted as part of the major and in 500-level courses. This excludes 499 and transfer credits.
  - e. No more than 6 graduate level quarter credits can be transferred from other academic institutions to count toward the total credits.
  - f. No more than 12 UW Graduate Non-matriculated credits can be applied to the credit total.
  - g. No more than 12 credits derived from any combination of UW Graduate Non-matriculated credits and transfer credits can be applied to the total credits.
  - h. If a student repeats a non-repeatable class, only one set of credits counts toward the credit total.
- B. A minimum cumulative GPA (grade point average) of 3.00 is required for a graduate degree at the University
- C. The Master's Degree Request must be filed according to posted quarterly [dates and deadlines](#).
- D. Must complete all degree requirements within six years
  - a. The timeframe/clock begins on the first day of the quarter that the Graduate Student uses a course to satisfy degree requirements when he/she is coded as either a Graduate Non-Matriculated student (Department Code with class 6) or as a Graduate Student (Department code with class 8) in the department to which he/she is admitted.
  - b. UW Graduate Non-matriculated credits used towards the credit total are counted in the six years.
  - c. Quarters spent On-Leave and out of status are counted in the six years.
- E. Must maintain registration through the end of the quarter in which the degree is conferred or, if eligible, pay the Graduate Registration Waiver Fee within 14 days following the last day of the quarter in which all degree requirements were met.
- F. Thesis track students are required to take a minimum of 9 thesis credits in their total credits.
- G. Thesis Track students are required to submit their thesis to the Graduate School. See [Final Submission of Your Electronic Thesis or Dissertation \(ETD\)](#).

## 2. MASTER'S DEGREE SUPERVISORY COMMITTEE

The supervisory committee for the Master's degree consists of three or four members, one of who must be an Oceanography faculty member from outside the student's option. A majority of the committee must be academic faculty members whose primary University appointment is in the School of Oceanography. The committee must be approved by the Graduate Program Coordinator. It is the student's responsibility to see that a supervisory committee is formed no later than the start of the second year. An email notification to the Student Services Coordinator and the Graduate Program Coordinator listing your proposed committee members is expected.

## 3. TRANSFER CREDIT

"A student working toward a Master's degree may petition the Dean of the Graduate School for permission to transfer to the UW the equivalent of a maximum of six quarter credits of graduate level course work (earned as a graduate student in another recognized graduate school) to satisfy course requirements. Such credits do not reduce the residence requirement at the University of Washington, the 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work. The petition must be accompanied by a recommendation from the School's Graduate Program Coordinator and an official transcript. The School of Oceanography may accept or reject individual courses.

## 4. COURSE WORK

Course work requirements are described on pages 6-7 of this guide.

## 5. STUDENT GUIDANCE AND EVALUATION

Evaluation procedures are described on pages 9-10 of this guide.

## 6. APPLICATION FOR MASTER'S DEGREE

To receive a Master's degree, you must complete a Master's Degree Request available on the Web (<https://www.grad.washington.edu/student/mastapp.aspx>). If you cannot complete the Master's Degree Request on the Web, please contact [Graduate Education Services](#). If you do not receive your degree in the requested quarter, you must complete another Master's Degree Request for the quarter in which you expect to complete requirements.

Students must complete the request before midnight (Pacific time), Sunday of the ninth week of Autumn, Winter and Spring Quarters or Sunday of the seventh week of Summer Quarter. (If the student is late in completing this request, go to <http://www.grad.washington.edu/policies/general/regwaiver.shtml> for more information.) The student's record and current registration will be reviewed by the Graduate School, and the student and the Graduate Program Coordinator will be notified promptly whether the degree requirements will be satisfied by the end of the quarter. The student has the responsibility to ensure that the necessary requirements and formalities connected with the presentation of the thesis or nonthesis research report are completed at the proper time to receive the degree in a given quarter.

## 7A. MASTER'S DEGREE: NON-THESIS OPTION

The non-thesis option requires course work and an approved research project (Ocean 600) of smaller scope than a thesis. But over 95% of our students choose this option, as it leads more smoothly to a Ph.D., if that is your career goal. A non-thesis program is signified on transcripts by the absence of a thesis title. The non-thesis report is often a small project suggested by the adviser: the student is then responsible for data analysis or theoretical development, and for writing a summary and discussion of the results. A manuscript in a form suitable for publication in an academic journal may be required by the student's committee. The supervisory committee will approve the research program. An oral report will be required for the final examination.

The final examination is by the supervisory committee and is usually concerned with the research project. The oral report, or a discussion of the written report, must be publicized two weeks in advance of the event on the School event calendar (<http://www.ocean.washington.edu/events>) and is open to members of the faculty and students. All Supervisory Committee members must be present at the examination, except if the committee consists of five or more members, one may be absent. Under all circumstances the Chairperson and the out-of-option member must be physically present. Video conferencing for other committee members may be allowed following instructions set forth by the Graduate School (<http://grad.uw.edu/policies-procedures/doctoral-degree-policies/instructions-for-video-conferencing-in-doctoral-examinations/>). Changes to committee membership may be made in emergency situations. Consult the Graduate Program Coordinator or the Director.

The results of the examination must be reported to the Graduate School by the end of the quarter (the last day of examinations) in which the degree is to be conferred. The chairperson of the student's committee should inform the Student Services Coordinator and/or the Graduate Program Coordinator of the result of the examination. If the examination is unsatisfactory, the Committee may recommend to the Graduate School that the student fail, or that he/she be allowed to take another examination after further study. The post-defense procedure for the supervisory committee is described in item 9 on p. 10 of this guide.

## 7B. MASTER'S DEGREE: THESIS OPTION

When the student considers that she/he has completed the Master's research, the student meets with his/her supervisory committee. The Committee members may make suggestions pertinent to the preparation of the thesis, or they may request additional work. Instruction in the preparation of the thesis may be obtained from the Graduate School or the Student Services Office. The first draft of the thesis is usually discussed only with the adviser. The supervisory committee should be provided with a draft of the thesis early in the quarter in which the student expects to receive his/her degree. Copies of the final draft of the thesis, approved by the Chairperson of the supervisory committee, should be given to the members of the supervisory committee seven days before the final examination.

The final examination is an oral presentation and defense of the thesis. The meeting must be publicized two weeks in advance of the event on the School event calendar (<http://www.ocean.washington.edu/events>) and is open to faculty and students. The student is responsible for arranging notice for the examination. The results of the examination must be reported to the Graduate School by the end of the quarter (the last day of examinations) in which the degree is to be conferred. The chairperson of the student's committee should inform the Student Services Coordinator and/or the Graduate Program Coordinator of the result of the examination. If the examination is not satisfactory, the committee may recommend to the Graduate School that the student be allowed to take another examination after further study.

Note that there are deadlines and procedures for electronic submission of your thesis. The latest information is available through the UW Graduate School at <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>

## **8. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director, who, in consultation with the School's Graduate Student Affairs Committee, shall recommend action for faculty consideration.

**TABLE 2**

**SUMMARY CALENDAR FOR  
NON-THESIS MASTER'S PROGRAM**

<b><u>ACTION</u></b>	<b><u>WHEN</u></b>
1. Meet with faculty adviser to outline first-year curriculum	Upon arrival on campus
2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*	At the beginning of Autumn Quarter of the first year
3. Restructure Advisory Committee into a Supervisory Committee. Inform the Student Service Coordinator of the committee members.	By June, after one year of graduate study
4. Oral presentations of research progress to student and faculty colleagues. Students entering with M.S. should determine if proceeding to General Exam and, if so, add GSR.	Autumn Quarter of the second year of graduate study in this School
5. Meet with Supervisory Committee to decide on future research plans, date for Master's defense, and any request to be admitted to the doctoral program	In Spring Quarter of second year
6. Complete required course work	By end of second year
7. Complete one quarter of TA requirement	Before M.S. defense
8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)	Autumn Quarter of third year (waived if M.S. defense occurs sooner)
9. Apply for the degree at <a href="http://www.grad.washington.edu/student/mastapp.aspx">http://www.grad.washington.edu/student/mastapp.aspx</a>	By the end of the ninth week of the quarter of expected completion (7 <sup>th</sup> week in Summer)
10. Be registered as a full-time or part-time student at UW	For the quarter in which the degree is to be conferred
11. Put notice of Final Examination in School Events calendar	Two weeks prior to date of Final Examination
12. Present results of research (Final Examination)	By the last day of the quarter in which the degree is to be conferred

**\* It is the student's responsibility to provide a summary for their student file.**

**TABLE 3**

# **SUMMARY CALENDAR FOR THESIS MASTER'S PROGRAM**

<b><u>ACTION</u></b>	<b><u>WHEN</u></b>
1. Meet with faculty adviser to outline first-year curriculum	On arrival on campus
2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*	At the beginning of Autumn Quarter of the first year
3. Restructure Advisory Committee into a Supervisory Committee. Forms to establish the committee are available in the Student Services Office	By June, after one year of graduate study
4. Oral presentations of research progress to student and faculty colleagues	Autumn Quarter of the second year of graduate study in this School
5. Meet with Supervisory Committee to decide on future research plans, date for Master's defense, and any request to be admitted to the doctoral program	In Spring Quarter of second year
6. Complete required course work	By end of second year
7. Fulfill one quarter of TA requirement	Before M.S. defense
8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)	Autumn Quarter of third year (waived if M.S. defense occurs sooner)
9. Apply for the degree at <a href="http://www.grad.washington.edu/student/mastapp.aspx">http://www.grad.washington.edu/student/mastapp.aspx</a>	By the end of the ninth week of the quarter of expected completion
10. Be registered as a full-time or part-time student at UW	For the quarter in which the degree is to be conferred
11. Discuss these preparations with Supervisory Committee	After completion of research
12. Have thesis approved	Before arranging Final Examination
13. Put notice of Final Examination in School Events Calendar	Two weeks prior to date of Final Examination
14. Present thesis in seminar (Final Examination)	By the last day of the quarter in which the degree is to be conferred
15. Submit your thesis on-line through UW's Electronic Thesis or Dissertation webpage	By the last day of the quarter in which the degree is to be conferred

**\* It is the student's responsibility to provide a summary for their student file.**

# DOCTORAL DEGREE PROGRAM

"The Doctoral degree is by nature and tradition the highest certificate of membership in the academic community. As such, it is meant to indicate the presence of superior qualities of mind and intellectual interests and of high attainments in a chosen field. It is not conferred merely as a certificate to a prescribed course of study and research, no matter how long or how faithfully pursued. All requirements and regulations leading to the Doctoral degree are devices whereby the student may demonstrate present capacities and future promise for scholarly work." University General Catalog.

The Ph.D. program in Oceanography consists of individually prescribed course work, presentation of a dissertation proposal, General Examination, and completion and public defense of scholarly research. As the primary focus of School is scientific research within the field of oceanography, the great majority of the dissertation is expected to be the result of oceanographic scientific research. Other material (e.g. educational research, policy development) may be included as part of the dissertation at the discretion of the supervisory committee.

Table 4 (page 24) presents a summary calendar for completion of the doctoral degree; it may be useful to scan this table before reading section 1 below in detail.

## 1. UNIVERSITY REQUIREMENTS

Students are responsible for being aware of the Graduate School requirements for the doctoral degree. They are printed here to ensure familiarity with these important requirements.

"In order to qualify for the doctoral degree, it is the responsibility of the student to meet the following Graduate School *minimum* requirements:

1. Completion of a program of study and research as planned by the graduate program coordinator in the student's major department or college and the Supervisory Committee. At least 18 credits of course work at the 500 level and above must be completed prior to scheduling the General Examination.
2. Presentation of 90 credits, 60 of which must be taken at the University of Washington. With the approval of the degree-granting unit, an appropriate master's degree from an accredited institution may substitute for 30 credits of enrollment.
3. Numerical grades must be received in at least 18 quarter credits of course work taken at the UW prior to scheduling the General Examination. The Graduate School accepts numerical grades in approved 400-level courses accepted as part of the major, and in all 500-level courses. A minimum cumulative GPA of 3.00 is required for a graduate degree at the University.
4. Creditable passage of the General Examination. Registration as a graduate student is required the quarter the exam is taken and candidacy is conferred.
5. Preparation of and acceptance by the Dean of the Graduate School of a dissertation that is a significant contribution to knowledge and clearly indicates training in research. Credit for the dissertation ordinarily should be at least one-third of the total credit. The Candidate must register for a minimum of 27 credits of dissertation over a period of at least three quarters. At least one quarter must come after the student passes the General Examination. With the exception of summer quarter, students are limited to a maximum of 10 credits per quarter of dissertation (800).
6. Creditable passage of a Final Examination, which is usually devoted to the defense of the dissertation and the field with which it is concerned. The General and Final Examinations cannot be scheduled during the same quarter. Registration as a graduate student is required the quarter the exam is taken and the degree is conferred.
7. Completion of all work for the doctoral degree within ten years. This includes quarters spent On-Leave or out of status as well as applicable work from the master's degree from the UW or a master's degree from another institution, if applied toward one year of resident study.
8. Registration maintained as a full- or part-time graduate student at the University for the quarter in which the degree is conferred (see detailed information under Final Quarter Registration).
9. *A student must satisfy the requirements that are in force at the time the degree is to be awarded."*

## 2. DOCTORAL SUPERVISORY COMMITTEE

No student is considered to be admitted to a Ph.D. program until a faculty supervisor has been identified who agrees to work with that student. It is the student's responsibility to form the Ph.D. Supervisory Committee. This committee should be formed as early as possible in the student's program, **but not later than four months before the Request for General Examination** is presented for approval to the Dean of the Graduate School.

The Supervisory Committee may have from four to seven members including the Graduate School Representative (GSR). The student in consultation with his/her adviser nominates the members of this committee; including the GSR. The Supervisory Committee for the Ph.D. often includes the members of the

Master's Supervisory Committee. The committee must include at least one Oceanography faculty member in an option other than that of the student. All but one member of the committee must be members of the Graduate Faculty. A majority of the committee present at examinations must be academic faculty members whose primary University appointment is in the School of Oceanography. However, with the approval of the Graduate Program Coordinator, a supervisory committee may be formed with only two academic faculty members whose primary University appointment is in the School of Oceanography. In this case, both of these committee members must be present at all examinations.

Upon formation of the committee, the student needs to inform the Graduate Program Coordinator of the committee members for approval. The Graduate Program Coordinator will then officially request the Dean of the Graduate School to appoint the Supervisory Committee for the Ph.D. degree.

Members may later be changed or additional members added to the Supervisory Committee. Contact the Student Services Office. If, for whatever reason, a student is without an official supervisory committee, the Graduate Student Affairs committee will serve as a temporary supervisory committee.

### **3. COURSE WORK**

Course work requirements are described on pages 6-7 of this guide.

### **4. STUDENT GUIDANCE AND EVALUATION**

Evaluation procedures are described on pages 9-10 of this guide.

### **5. DISSERTATION RESEARCH PROPOSAL**

The student must present a dissertation research proposal to his/her supervisory committee prior to the General Examination. The proposal is usually presented within two to six quarters of approval to proceed towards the Ph.D. in the case of students who have completed a Master's degree in the School. For students entering with a Master's from another university the proposal is usually submitted during the second or third year of residence.

The dissertation research proposal is commonly about five pages long and should provide enough information to determine the merit and feasibility of the project. The student should develop the proposal in consultation with the adviser, and should discuss the proposal with his/her supervisory committee as well. It often is useful to discuss the form and/or content of the proposal with more senior graduate students who have already passed their General Examination.

### **6. GENERAL EXAMINATION AND ADMISSION TO CANDIDACY**

A General Examination may be scheduled if: (a) the student has completed 60 credits (some of these credits may be taken the same quarter of the exam); (b) all required program examinations that do not need Graduate School approval have been completed and; (c) all members of the supervisory committee agree that the student's background of study and preparation is sufficient and have approved the student to schedule a General Examination.

Graduate students in Oceanography will normally take their General Examination no later than the end of Autumn Quarter of the fourth year of residence. *If a student has not taken the General Examination by the end of four years, that student shall not be eligible for any financial support administered through the School.*

The General Examination is scheduled by the student, with the approval of all of the supervisory committee members, through MyGradProgram (<http://www.grad.washington.edu/mygrad/student.htm>) at least three weeks before the proposed date for the examination. The Doctoral Supervisory Committee should have been formed no later than four months before the examination. Approval of the request for the General Examination is confirmation that the Graduate School requirements have been met. The Graduate School will send confirmation to the supervisory committee members of the time and location of the General Examination. It is the student's responsibility to put the announcement on the School Events calendar (<http://www.ocean.washington.edu/events>) two weeks in advance.

The student will have circulated to the committee a thesis proposal at least two weeks prior to the examination. It is strongly recommended that the student meet with the committee members in the weeks prior to the examination to clarify the examination's focus. **The student should be certain to discuss the examination with his/her adviser ahead of time, to decide on the specific format and to make clear the adviser's expectations of the student.**

All Supervisory Committee members must be present at the examination, except if the committee consists of five or more members, one may be absent. Under all circumstances the Chairperson, Graduate School Representative, and the out-of-option member must be physically present. Video conferencing for other committee members may be allowed following instructions set forth by the Graduate School (<http://grad.uw.edu/policies-procedures/doctoral-degree-policies/instructions-for-video-conferencing-in->

[doctoral-examinations/](#)). Changes to committee membership may be made in emergency situations. Consult the Student Services Office or the Director. More information from the Graduate School can be found at <http://grad.uw.edu/policies-procedures/doctoral-degree-policies/if-a-committee-member-is-missing/>.

The General Examination (a closed examination given by the student's Doctoral Supervisory Committee and any interested graduate faculty) will normally be a searching oral examination of the student's ability to deal with the proposed dissertation research. The examination usually begins with a short presentation by the student, covering the material in the proposal, and continues with questions and discussion. While the examination tests mainly the student's preparation to carry out the proposed research, it shall also examine the student's background knowledge in his/her option, especially that relevant to the proposed research, and knowledge of the broad implications and application of their research. Again, more senior graduate students who have already taken their General Examination can provide useful perspectives from their experiences in preparing for and taking the examination.

Following the procedures adopted by other departments on campus, the General Examination is concluded by asking the student and the adviser to leave the room. The committee, led by the out-of-option faculty member, then discusses the adequacy of the thesis proposed and the student's performance in the examination. They will then present their summary to the student's adviser. The whole committee will then continue the discussion and vote on the examination. A written summary of the committee's recommendations will be placed in the student's file within one week of the examination.

A student is admitted to candidacy for the degree after the warrant certifying the successful completion of the General Examination has been filed in the Graduate School. The Chairperson of the Supervisory Committee should inform the Student Services Office and Graduate Program Coordinator of the outcome of the examination.

Upon completion of the General Examination, students should register for OCEAN 800 Doctoral Dissertation rather than OCEAN 600.

If the student does not pass, the committee may recommend that the student undertake additional course work and/or require the student to reformulate the thesis proposal prior to retaking the examination, or it may recommend that the student withdraw from the University. If the student believes he/she has been dealt with unfairly, the decision may be appealed to the Director, who in consultation with the Graduate Student Affairs committee, will evaluate the case and make a recommendation to the faculty, who shall decide the case.

## **7. THE CANDIDATE'S CERTIFICATE**

"A candidate certificate gives formal recognition to a successful completion of a very significant step towards a doctoral degree. Students who have passed a General Examination and have completed all requirements for a doctoral degree, except a Final Examination and Graduate School acceptance of a dissertation, are awarded a candidate certificate. Candidacy is conferred on the last day of a quarter and certificates are issued by the Graduation and Academic Records office approximately 4 months after this date."

## **8. DISSERTATION**

The candidate must present a dissertation demonstrating original and independent investigation and achievement. A dissertation should reflect not only a mastery of research techniques, but also ability to select an important problem for investigation, and to deal with it competently.

The Candidate should provide the members of the supervisory committee with drafts of the dissertation early in the quarter for which the degree is planned. A specific schedule for dissertation submission should be worked out with the supervisory committee during the preceding quarter.

The student must be acquainted with the University requirements and formalities connected with the preparation of the dissertation at the proper time to receive the degree in a given quarter. Instructions for the Preparation and electronic submission of the dissertation may be found at <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>

## **9. DOCTORAL READING COMMITTEE**

When the supervisory committee believes the Candidate is prepared to take the Final Examination, they must meet, discuss and approve the composition of the Reading Committee. The Graduate Program Coordinator uses MyGradProgram to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to

read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination and; (c) approve a candidate's dissertation.

**Since the Reading Committee gives the final approval for scheduling a Final Examination, it is recommended that they have sufficient time (4-6 weeks before the planned defense) to read and approve the dissertation.**

## **10. FINAL EXAMINATION**

The Final Examination is an oral presentation and defense of the thesis. Three weeks before the proposed Final Examination date, the Candidate should schedule the Final Examination (with the approval of all members of the Doctoral Supervisory Committee) through MyGradProgram (<http://www.grad.washington.edu/mygrad/student.htm>). If the Candidate has met all requirements, a warrant authorizing the Final Examination is issued by the Graduate School. The Graduate School will notify the supervisory committee members of the scheduled Final Examination. It is the student's responsibility to have the announcement announced on the School Events calendar (<http://www.ocean.washington.edu/events>) two weeks in advance. A student must be registered at least one quarter after passing the General Examination before a warrant is authorized. The student must be registered during the quarter the degree is to be conferred.

All Supervisory Committee members must be present at the examination, except if the committee consists of five or more members, one may be absent. Under all circumstances the Chairperson, Graduate School Representative, and the out-of-option member must be physically present. Video conferencing for other committee members may be allowed following instructions set forth by the Graduate School (<http://grad.uw.edu/policies-procedures/doctoral-degree-policies/instructions-for-video-conferencing-in-doctoral-examinations/>). Changes may be made in emergency situations. Consult the Student Services Office or the Director.

If the Final Examination is satisfactory, the supervisory committee members who participate at the examination sign the warrant and return it to the student's graduate program by the last day of the quarter (last day of finals week). Any members of a supervisory committee who participate at an examination but do not agree with the majority opinion are encouraged to submit a minority report to the Dean of the Graduate School. If an examination is unsatisfactory, a supervisory committee may recommend that the Dean of the Graduate School permit a second examination after a period of additional study.

## **11. SUBMISSION OF DOCTORAL DISSERTATION**

o graduate with a master's (thesis program) or doctoral (dissertation program) degree, students are required to submit an Electronic Thesis/Dissertation (ETD) and a Committee Approval Form to the Graduate School through the [UW ETD Administrator Site](#). ETDs are distributed by ProQuest/UMI Dissertation Publishing and made available on an open access basis through UW Libraries [ResearchWorks Service](#).

For the most recent policies and procedures regarding submission of your dissertation, see <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>.

The dissertation must be submitted within 60 days of the Final Examination.

## **12. PUBLIC SEMINAR**

The Candidate is expected to acquaint the members of the School with the results of his/her research in a public seminar. This may be conducted as part of the Final Examination, but must not interfere with the deliberations of the supervisory committee and other members of the Graduate Faculty who may be present at the Examination.

## **13. WAIVERS**

A petition to waive any specific School of Oceanography requirement may be presented by the student to the Director who, in consultation with the School's Graduate Student Affairs Committee, shall recommend action for faculty consideration.

**TABLE 4**

# **SUMMARY CALENDAR FOR DOCTORAL DEGREE PROGRAM**

<b><u>ACTION</u></b>	<b><u>WHEN</u></b>
1. Meet with faculty adviser to outline first-year curriculum	On arrival on campus
2. Establish an Advisory Committee of three faculty and meet at least on a semi-annual basis*	At the beginning of Autumn Quarter of the first year
3. Restructure Advisory Committee into a Supervisory Committee. Inform the Student Services Coordinator and/or Graduate Program Coordinator.	By June, after one year of graduate study
4. Oral presentations of research progress to student and faculty colleagues	Autumn Quarter of the second year of graduate study in this School
5. Meet with Supervisory Committee to decide on future research plans and date for dissertation defense	In Spring Quarter of second year
6. Complete required course work	By end of second year
7. Fulfill first TA requirement	Before M.S. defense (or before Ph.D. defense if committee approves prior M.S.)
8. Oral presentation of research progress to student and faculty colleagues (may be fulfilled by M.S. defense)	Autumn Quarter of third year (waived if M.S. defense occurs sooner)
9. Fulfill second TA assignment	Prior to dissertation defense
10. Request appointment of Doctoral Supervisory Committee. Add GSR to committee.	No later than four months prior to application for admission to General Examination
11. Submit application for warrant for General Examination	At least three weeks prior to proposed examination date
12. Submit dissertation research proposal to committee	At least two weeks prior to proposed examination date
13. Take General Examination	Normally no later than end of fourth year of study (16 quarters in residence)
14. Awarding of candidate certificate	After successfully passing the General Examination
15. Outline research tasks necessary to complete Ph.D. with Supervisory Committee	After completion of General Examination. Meet semi-annually with committee
16. Work out schedule for dissertation submission with Supervisory Committee	Before end of quarter prior to that of expected graduation

- |  |   |
|--|---|
| 17. Request appointment of dissertation Reading Committee (approval of all members required). Inform Student Services Coordinator and/or Graduate Program Coordinator. | At least six weeks prior to date of Final Examination. (Be sure to provide them 4-6 weeks to evaluate the dissertation) |
| 18. Doctoral Supervisory Committee requests Final Examination (approval of all members required).  | Three weeks before proposed date of Final Examination   |
| 19. Put notice in School Events calendar.  | Two weeks before proposed date of Final Examination   |
| 20. Register as a full-time or part-time student at UW   | During the quarter in which the Final Examination is taken and degree requirements are completed                        |
| 21. Take Final Examination and present public seminar  | No earlier than one quarter after passing General Examination   |
| 22. Submit an electronic dissertation through the Graduate School  | By the last day of the quarter in which the degree is to be conferred, and within 60 days of the Final Examination      |

**\* It is the student's responsibility to provide a summary for their student file.**

## ADDITIONAL INFORMATION

### 1. GRADUATE AND PROFESSIONAL STUDENT SENATE

Representatives elected annually by the graduate students in every graduate degree granting department on campus constitute the Graduate and Professional Student Senate (GPSS). This organization is designed to improve communications between students, faculty, and the administration; to identify problems that concern graduate students and to work for their solution; to serve as a clearinghouse for information; and to serve as an effective voice for the graduate and professional students.

The two Senators from the School of Oceanography are usually elected (or volunteer) at the beginning of Autumn Quarter. Any interested graduate student is eligible to hold this position, although some familiarity with the School, its students, and faculty is desirable. See <http://depts.washington.edu/gpss/> for more details.

### 2. LABORATORY SAFETY SEMINAR

Graduate students are expected to attend the Laboratory Safety Seminar sponsored by the Department of Environmental Health and Safety. Students should attend this orientation before their first appointment as a Teaching or Research Assistant. The orientation is offered only in the Autumn.

### 3. UNIVERSITY LIBRARY RESOURCES

The University of Washington library system ( <http://www.lib.washington.edu/> ) provides web access to many resources including their catalogue of holdings and access to a large number of on-line journals. Items (e.g., books, reports, journals) that are "available" in the library catalogue can be put on hold or delivered to the nearest library (Health Sciences Library) for pick-up.

### 4. TEACHING ASSISTANTS

As all students are required to act as Teaching Assistants at some time, it is requested that they read *Mentor, A Handbook for New Teaching Assistants*, available from GPSS. Other material to aid graduate students in their teaching responsibilities is available from the Student Services Office. In addition, all Oceanography students must complete the college's pedagogy course, which includes sessions in the University's campus-wide TA training sessions.

### 5. CAREER GUIDANCE

Information on careers of interest to both students and graduates is available in the Oceanography Student Services Office and on the Mailroom bulletin board. Employment opportunities, postdoctoral fellowships and announcements are listed at <http://environment.uw.edu/students/career-resources/career-opportunities/>. A study outlining the impressive careers of our alumni (17 years for Ph.D., 13 years for Master's) from first placement to current positions is available for perusal. Several insightful books discussing success in graduate school, job-search tips and strategies, and subsequent careers are available. They include Fiske's *Put Your Science to Work*, Peter's *Getting What You Came For*, and Feibelman's *A Ph.D. is Not Enough*.

## APPENDICES

### SUGGESTED DISCUSSION QUESTIONS

Student and advisory committee are strongly encouraged to consider the following questions for discussion. The purpose of this discussion is to provide feedback to both student and committee regarding their roles, expectations, and performance in their relationship with each other; to clarify practical matters of the student's program, skills development, and research needs; and to consider long-range plans. This list does not address all the subjects a student, adviser, and advisory committee may wish to discuss, but it should serve as a guide.

#### Questions to be considered by the student:

- Have you worked with your adviser to establish realistic and attainable goals in your course work and research?
- Do you understand your adviser's expectations? Have you agreed upon expectations regarding RA/TA responsibilities, hours worked, vacation time, classes to be taken?
- Are you being given too little/too much guidance or direction?
- Do you receive sufficient feedback to accurately assess your progress in the program? Is this feedback given in a constructive manner?
- Do you meet with your adviser to discuss your progress in courses and research as often as you feel necessary? Is your adviser available for consultation?
- Are the members of your advisory (or supervisory) committee actively involved in your program?
- Does your adviser value your work? Do you want your adviser to promote your work more outside the School? Does he/she inform you of opportunities for workshops, meetings, conferences and fellowships? Do you have enough communication with researchers outside the School?
- Are you aware of the funding constraints in your lab that might affect your research (i.e., equipment money, summer salary, availability of travel money, etc.)?
- What additional resources would enhance your studies and research (lab equipment, computer time, ship time, travel funds, etc.)? Have you discussed the possibility of obtaining these resources with your adviser?
- Are you satisfied with your research topic in terms of intellectual stimulation and potential for continued work?
- Are you developing the skills you need to work as an independent scientist (paper writing, giving presentations, collaborating, using computers, writing proposals, reviewing manuscripts, logistical planning, etc.)?
- Are there specific skills you would like to develop to further your immediate or long-term goals such as teaching, speaking, writing, computer programming, etc.? How do you want to go about obtaining these skills? Are there additional courses you should take or experiences you should obtain now to prepare for your career as you envision it 5 or 10 years from now?
- What additional suggestions or comments would you like to offer your adviser that may improve your performance in the program?

#### Questions to be considered by the adviser:

- Have you worked with this student to establish realistic academic and research goals for the upcoming year? Are the goals you have discussed well-matched to the student's program?
- Does this student keep you sufficiently informed about his or her academic and research activities?
- How well does this student work independently and in collaboration with others? Is she/he able to define research problems and develop courses of action?
- How does this student respond to your advice/criticism?
- Do you understand this student's expectations regarding your involvement in her or his work?
- Does this student contribute constructively to your research program?
- Do you feel this student's work is making a contribution to the scientific community?
- Have you informed the student of funding constraints that could affect research opportunities?
- Does the student exhibit competence in oral and written communication skills, sufficient for giving presentations, writing papers, etc.? How should she/he further develop those skills?
- Does the student have adequate knowledge of prior and on-going research related to his/her project? If necessary, what should the student do to remedy this?
- Does the student have adequate technical skills for the research she/he is pursuing (i.e., computer programming, lab skills, etc.)? What skills should the student develop further, and how?
- What additional suggestions or comments would you like to offer that may improve this student's performance in the program?

# **SCHOOL OF OCEANOGRAPHY ADMINISTRATION AND STAFF: ABBREVIATED DIRECTORY FOR STUDENT SUPPORT**

(Refer to the School's directories for office locations, phones, and email addresses)

Director	Rick Keil
Graduate Program Coordinator	Evelyn Lessard
Administrator	Kittie Tucker
Student Services Coordinator	Michelle Townsend
Payroll	Lien Lai
Oceanography Purchasing/Keys	Chanthavy Manikham, Romeo Balagot
Oceanography Grants and Contracts	Shannon Gilmore, Mike Bartley
Technical/Engineering Services	Loren Tuttle (Manager)
Computer Services	Eric Lundquist
Instructional Services Coordinator	Kathy Newell, Bill Nitsche

## SCHOOL OF OCEANOGRAPHY WHERE TO OBTAIN INFORMATION/SERVICES

**STUDENT-RELATED QUESTIONS:** Please contact Michelle, 108 OTB, 3-5039, [mtown@uw.edu](mailto:mtown@uw.edu)

**COMPUTER SERVICES:** Eric Lundquist, 102B & C OTB, 3-0594, [help@ocean.washington.edu](mailto:help@ocean.washington.edu)

**DIRECTORIES—FACULTY/STAFF/STUDENTS:**

**School of Oceanography**

Faculty email addresses:

<https://www.ocean.washington.edu/person/faculty?name=People&sort=lastName&order=asc&max=25&ofset=0&update=list&view=list>

Faculty codes: [https://www.ocean.washington.edu/story/Faculty\\_Codes](https://www.ocean.washington.edu/story/Faculty_Codes)

Graduate Student Roster: [https://www.ocean.washington.edu/person/Graduate Student](https://www.ocean.washington.edu/person/Graduate_Student)  
or for a printed list, see Su

**University of Washington**

Faculty/Staff Directory: <http://www.washington.edu/home/peopledir/>

Student Directory: <https://www.washington.edu/home/peopledir/secure/>

**HEALTH INSURANCE (RA/TA):**

<https://hr.uw.edu/benefits/insurance/health/graduate-appointees-options/>

**KEYS:** Chanthavy Manikham, 104 OTB, 3-4357, [manikham@uw.edu](mailto:manikham@uw.edu)

**LOST & FOUND:** Kathy Newell, 21 OTB, 3-6119, [kknewell@uw.edu](mailto:kknewell@uw.edu)

**PAYROLL:** Lien Lai, 123 OTB, 3-5063, [lienlai@uw.edu](mailto:lienlai@uw.edu)

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**PURCHASING:** Chanthavy Manikham & Romeo Balagot, 104 OTB, 3-4357, [manikham@uw.edu](mailto:manikham@uw.edu)

**RECEIVING OF MAIL, PACKAGES:** Romeo Balagot & Chanthavy Manikham, 104 OTB, 3-5089, [rb45@u.washington.edu](mailto:rb45@u.washington.edu)

**SENDING EXPRESS PACKAGES:** Romeo Balagot & Chanthavy Manikham, 104 OTB, 3-5089, [rb45@u.washington.edu](mailto:rb45@u.washington.edu)

**TELEPHONES, LONG DISTANCE, etc.:** Su Tipple, 105 OTB, 3-5061, [tipple@uw.edu](mailto:tipple@uw.edu)

**TIME SCHEDULE/ACADEMIC CALENDAR/FINALS SCHEDULE/GENERAL CATALOG, etc.:**  
<https://www.washington.edu/students/reg/1920cal.html>

**XEROX ACCESS CODES:** Chanthavy Manikham, 104 OTB, 3-4357, [manikham@uw.edu](mailto:manikham@uw.edu)

**OTHER NON-STUDENT RELATED QUESTIONS:** Administrative Offices (behind Michelle's office), 3-5060