



**2023–  
2024**

# **COLLEGE OF FISHERIES AND OCEAN SCIENCES**

Graduate Manual



**[www.uaf.edu/cfos](http://www.uaf.edu/cfos)**  
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## INTRODUCTION

Dear College of Fisheries and Ocean Sciences (CFOS) Student:

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

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

Sincerely,

Christina Sutton, Academic Programs Manager

Phone: 474-5840

Email: [clsutton3@alaska.edu](mailto:clsutton3@alaska.edu) or [academics@cfos.uaf.edu](mailto:academics@cfos.uaf.edu)

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

## LAND ACKNOWLEDGEMENTS

We acknowledge the Alaska Native nations upon whose ancestral lands our campuses reside. In Fairbanks, our Troth Yeddha' Campus is located on the ancestral lands of the Dena people of the lower Tanana River. In Juneau, our campus resides on the unceded territory of the Áak'w K̄wáan on Lingít Aaní, also known as Juneau and Douglas, Alaska, which also houses neighboring Xaadas and Ts'msyen peoples. We also recognize and value the diversity of our unique locations in Southcentral Alaska, the ancestral lands of the Dena'ina, Ahtna, Alutiiq/Sugpiaq and Eyak/dAXunhyuu Peoples.

# OVERVIEW OF THE COLLEGE

## **University of Alaska Fairbanks College of Fisheries and Ocean Sciences**

Departments of Marine Biology, Oceanography, and Fisheries

The School of Fisheries and Ocean Sciences (SFOS) was created in 1987 to combine the fisheries and marine sciences programs of the University of Alaska system. In 2017, the School of Fisheries and Ocean Sciences changed to the College of Fisheries and Ocean Sciences (CFOS), which is one of the most diverse colleges of the University of Alaska in both geographic distribution and academic mission. The College achieves excellence through research, education, and public outreach. There are approximately 30 faculty members within CFOS, and the students enjoy a low student-to-faculty ratio.

The College of Fisheries and Ocean Sciences offers undergraduate and graduate degrees, as well as two undergraduate minors. Undergraduate students can receive a BA in Fisheries (concentrations in Rural and Community Development or Fisheries Business and Social Science), or a BS in Fisheries and Marine Sciences (concentrations in Fisheries, Marine Biology, Oceanography, and no concentration; the no concentration option is available as a fully synchronous, asynchronous, or hybrid concentration). Students from other majors may complete a minor in Fisheries or Marine Sciences.

The UAF College of Fisheries and Ocean Sciences offers five Master's degree programs (Fisheries, Marine Biology, Oceanography, Marine Studies, and Marine Policy) and cooperates with the UAF College of Business and Security Management to offer a STEM Blue MBA. All six of these programs have minimum requirements of 30 credits. CFOS also offers PhD programs in Fisheries, Marine Biology, and Oceanography. These nine graduate programs offer substantial flexibility in required and elective courses. Thus students can draw on a rich array of courses to satisfy degree requirements.

The MS in Fisheries, MS in Marine Biology, and MS in Oceanography degrees are traditional Master of Science programs that require specific coursework and original thesis research under the direction of a graduate committee and a thesis defense. Time to completion for full-time students in those programs is typically 2-3 years depending on their research project. The MS in Oceanography program includes concentrations in Biological, Chemical, Fisheries, Geological, and Physical Oceanography. The Master of Marine Studies (MMS) is currently going through a restructuring with the revised program open to take on students in the fall of 2024.

The Master of Marine Policy (MMP) and the STEM Blue MBA are professional Master's degree programs. These course-only degrees do not require a thesis or project and can be completed in as few as 12 months. The Stem Blue MBA requires a capstone course. The MMP requires an internship and a capstone course or comprehensive exam.

Most graduates of the STEM Blue MBA are preparing for professional opportunities in business or non-profit organizations. In contrast, MMP graduates are more likely to pursue opportunities in agencies, local or tribal government, or stakeholder organizations that focus on the development, evaluation, and assessment of policies affecting uses of the marine environment. Like MMP graduates, MMS graduates often pursue opportunities within state, federal, and tribal organizations, but with a focus on science advising instead of policy analysis. While traditional

MS graduates also pursue opportunities in government and nongovernmental organizations, most do so in a research capacity. The MS degrees also commonly serve as stepping stones to advanced graduate studies.

The STEM Blue MBA can be completed through asynchronous (online) coursework or with a combination of asynchronous, in-person, and videoconferenced courses. The MMP and MS in Fisheries can be completed with videoconferenced courses or a combination of distance synchronous, in-person, and asynchronous courses. The MS in Marine Biology, MS in Oceanography, and MMS can be completed with a combination of distance synchronous and in-person courses.

The College of Fisheries and Ocean Sciences also offers a PhD in Fisheries, Oceanography, and Marine Biology. All three disciplines are traditional Ph.D. programs that require a minimum of 18 thesis credits and coursework tailored towards the student's research. In addition, original dissertation research under the direction of a graduate committee and a dissertation defense is required. Time to completion for full-time students in those programs is typically 4-6 years depending on their research project. All three Ph.D. programs require a 4-5 day written comprehensive exam and a 1 day oral exam (some fisheries advisors may decide to opt out of the 1 day oral exam for their students. Fisheries Ph.D. students discuss this with their advisor to see if they will require an oral PhD exam).

CFOS has three academic departments:

- 1) The Marine Biology department houses MS and PhD degrees in Marine Biology and the MMS. The undergraduate minor in Marine Science is shared between Oceanography and Marine Biology. The Marine Biology department is overseen by a Department Chair, who is currently Dr. Lara Horstmann ([lahorstmann@alaska.edu](mailto:lahorstmann@alaska.edu)).
- 2) The Oceanography department houses the MS (with options in biological, chemical, fisheries, geological and physical oceanography) and PhD degrees in Oceanography. The undergraduate minor in Marine Science is shared between Oceanography and Marine Biology. The Oceanography Department is overseen by a Department Chair, who is currently Dr. Russ Hopcroft ([rrhopcroft@alaska.edu](mailto:rrhopcroft@alaska.edu)).
- 3) The Fisheries department houses BA, MS, and PhD degrees in Fisheries, a BS in Fisheries and Marine Sciences (faculty from the Marine Biology and Oceanography departments work closely with the fisheries faculty to administer the Fisheries and Marine Science BS degree), and the MMP. The undergraduate and graduate programs are administered both in Fairbanks and at our CFOS Juneau Center. The fisheries department is overseen by a Department Chair, who is currently Dr. Franz Mueter ([fmueter@alaska.edu](mailto:fmueter@alaska.edu)).

The CFOS Academic Programs Office is managed by the Academic Programs Manager, Christina Sutton ([clsutton3@alaska.edu](mailto:clsutton3@alaska.edu)), under the direction of the CFOS Dean, Dr. Brad Moran, and the Associate Dean of Academic Programs, Dr. Ana Aguilar-Islas ([amaguilarislas@alaska.edu](mailto:amaguilarislas@alaska.edu)). If you have questions about the different degrees, UAF Graduate School policies, and procedures, or anything in general, please do not hesitate in contacting the CFOS Academic Programs Office staff ([academics@cfos.uaf.edu](mailto:academics@cfos.uaf.edu)). In addition, Gabrielle Hazelton ([ghazelton@alaska.edu](mailto:ghazelton@alaska.edu)) is available to assist students in Juneau.



## ***Student Responsibilities***

As a graduate student, you are fully responsible for knowing and complying with all of the regulations and requirements for graduates and the completion of the graduate degree requirements. For this reason, you must become familiar with the policies and regulations outlined in this manual and on the [Graduate School website](#)).

## ***Graduate Degree Requirements***

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

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

## ***Time Limits for Completion of Degrees***

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

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

## ***Grade Point Average and Grade Requirements***

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

*Students who have GPAs slightly below 3.0 and who have reasonable prospects for achieving a 3.0 GPA will be placed on Academic Probation, but are allowed to continue in the program. However, students with a cumulative GPA of less than 2.7 after their first year (or 12-18 credits*

*for full-time students) of graduate study are advised that their chances of completing the graduate program are poor and that withdrawing is likely their best option (A GPA of 2.67 for 18 credits would be the result of 2 C's and 4 B's for 6, 3-credit courses). Students with a GPA less than 3.0 after their second year of graduate study, or after one year of academic probation, whichever is later, will be academically disqualified from the CFOS academic program in which they are enrolled.*

## **Registration Requirement**

As a graduate student, you must be registered for at least six graduate credits per academic year (fall, spring, summer) when actively working toward a degree. Graduate students failing to either register for at least six graduate credits or obtain a leave of absence will be dropped from graduate study and will have to apply for reinstatement before resuming graduate study. Be advised that CFOS is credited for graduate enrollment based on fall semester enrollment. So, please register for the fall semester (rather than or in addition to spring or summer) if possible. You must be registered for a minimum of three graduate credits within your discipline and maintain enrollment in the semester that you successfully defend your thesis, and you must be registered for a minimum of one graduate credit within your discipline and maintain enrollment during the semester you graduate. You must apply for graduation and pay a non-refundable graduation fee with the Registrar's Office. We encourage you to apply for graduation the semester before the semester you plan to graduate. Applications for graduation filed after the published deadline will be processed for graduation the following semester. You need not have all requirements met before you apply for graduation. The application is an indication that you are planning to finish all degree requirements during the intended graduation semester. Students who apply for graduation and who do not complete degree requirements by the end of the semester must reapply for graduation and pay the fee again.

Registration is done on the web using UAOnline (<https://www.alaska.edu/uaonline/>). If you are in the field or away from campus, and you cannot register or pay fees, contact either the CFOS Academic Programs office or the UAF Graduate School for assistance at least 10 days in advance of the deadline. If you received a tuition award through a fellowship or your advisor is paying for your tuition (via tuition memo), you must upload your memo or fellowship letter to the [UAF Graduate School tuition portal](#) (Payment memo submission). Research and Teaching Assistant contracts have been submitted on your behalf; however, it is still the student's responsibility that your student account balance is paid by the fee payment deadline. Any balance can be paid using UAOnline. Please note that a transaction fee will be applied to all credit and debit card transactions, there is no fee for electronic checks. ***NOTE: It is the student's responsibility to make sure that all tuition, insurance, and fees are paid by the fee payment deadline. If student balances are not paid by the deadline, the student will be responsible for late fees. Late fees cannot be waived. If you find that there is an error with your student account and you cannot get in contact with the UAF Graduate School or CFOS Academics Programs to assist with correcting the balance due, please pay the balance and we can work on correcting the error the following business day.***

## **Transfer Credits**

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

## ***Course Restrictions***

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

## ***Course Deficiencies***

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

## ***English Deficiencies***

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

## ***Leave of Absence***

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

## ***Graduate Forms***

All graduate forms are located on the UAF Graduate School website. The UAF Graduate School uses the NextGen/Dynamic Forms platform and collects all signatures digitally. It is important that you review the signature process and who signs each form (e.g., the Dean does NOT sign the majority of the forms, but the Associate Dean of Academic Programs does). Also, it is important that students do NOT use alias emails for UAF faculty and staff. The email will not reach the signatory if alias emails are used. All forms need to be sent to Christina Sutton ([clsutton3@uaf.edu](mailto:clsutton3@uaf.edu)) as department coordinator to review.

## Required Meetings and Required Forms (including deadlines) - Academic Year 2023-2024

Forms and Thesis/Dissertation Submittal		Deadline Dates
<b>Appointment of Advisory Committee</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a>	See Committee guidelines for your program; have all members sign this form. MMP students do not need to fill out this form.	End of the first semester
<b>Graduate Study Plan</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a>	Approved during committee meetings; all members and students must sign. Has to include a 3-5 page research proposal approved by the committee. MMP students will work with their advisor.	By the end of the first semester for MMP students. By the end of the first year of study for all other students.
<b>Annual Report</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a>	This form is due every year. All members and students must sign. The report has to include a self-evaluation report written by the student. MMP students will only fill out this form if their program of study is projected to continue past 12 months.	May 15 Students entering the spring semester must submit an annual report at the end of the first year of study (e.g., entering Spring must submit an Annual Report in December)
<b>Advancement to Candidacy</b>	Committee members must sign. MMP students will have an advancement form specific to the MMP program. Please contact your advisor or CFOS Academic programs for this form.	This form is due one semester before graduation. Fall Graduation: October 15 Spring Graduation: February 15 Summer Graduation: June 15 For MMP students who intend to complete the degree in two semesters, the Advancement to Candidacy form may be completed after Fall semester grades are posted and before Spring semester begins.
<b>Application for Graduation</b>		Fall Graduation: October 15 Spring Graduation: February 1 Summer Graduation: July 15
<b>Thesis/ Dissertation Submittal to Graduate School</b> <b>(for the MS and PhD Fisheries, Marine Biology, Oceanography programs)</b>	<b>Must be reviewed by Department Chair and Dean before submitting to graduate school.</b> Fall Department Chair Deadline: October 31 Fall Dean Deadline: November 14 Spring Department Chair Deadline: March 3 Spring Dean Deadline: March 17 Summer Department Chair Deadline: June 27 Summer Dean Deadline: July 11	Fall Graduation: November 28 Spring Graduation: April 7 Summer Graduation: August 1

Forms are located on the [UAF Graduate School website](http://www.uaf.edu/gradsch/).

IMPORTANT NOTE: Please review the [UAF Graduate School directory](#) to find out who signs which forms. Each form may be slightly different. Christina Sutton is your UAF/CFOS Graduate Coordinator: [clsutton3@alaska.edu](mailto:clsutton3@alaska.edu). **DO NOT USE ALIAS EMAILS FOR UA FACULTY (the forms will not go to them to sign).**

**Committee and Advisors:**

- Appointment/Change Committee Form
  - Due by the end of your FIRST year
  - AND anytime your committee members change.
  - NOTE: Resigning members must also sign this form. If the department chair is signing on the resigning member's behalf or is exercising their right to remove a member, a justification for doing so must be noted somewhere on the form.
  - This form is not a requirement for those students in the MMP program.
- Annual Report Advisory Committee
  - Due every year by May 15 for people who were admitted in a summer or fall term.
  - Due every year by December 15 for those who were admitted in a spring semester (if necessary, [extensions can be requested](#)).
  - The Report of Advisory Committee form will route to the student twice for signature: 1) to upload the student narrative and disclose publications and presentations; 2) to initial acknowledgment of the committee comments.
  - This is a required form for all MS and PhD students. It is a requirement of a MMS and MMP student whose program extends past the 12-month period.

**Petitions, advancements, study plans, registration forms:**

- Graduate Study Plan
  - Due by the end of your SECOND semester. The courses on this form should match your degree requirements in your entry catalog. If substitutions are planned, please indicate as much by adding "subbed for core requirement," "subbed for the x-and-such course," etc.
  - For MMP students, this form is due by the end of your first semester. You will work directly with your advisor to develop a study plan.
- Advancement to Candidacy
  - Due at least ONE semester before the semester you intend to graduate.
  - Per the [catalog](#), Ph.D. students cannot advance to candidacy until they have completed a written comprehensive exam.
  - ***Ph.D. students on Research or Teaching assistantships MUST notify the CFOS Academic Programs Office via email that they submitted this form in NextGen in order to receive an increase in their bi-weekly pay. The increase will take effect the next full payperiod after notification.***
  - MMP students will have an Advancement to Candidacy form specific to the Marine Policy program. For MMP students who intend to complete the degree in two semesters, the Advancement to Candidacy form must be completed after Fall semester grades are posted and before Spring semester begins.
- Graduate Student Petition form
  - Required if you deviate from your program requirements or catalog requirements.

**Research and Compliance:**

- [Human Subjects/Animal Care/Biosafety](#)

**Program Status:**

- Graduate Reinstatement
  - Required for those who wish to resume their studies but who have fallen out of status with regard to the registration requirements in the "How to Earn a Graduate Degree" section of the UAF catalog
  - NOTE: Reinstatement requires that it has been less than 2 years since your last enrollment in a 400- or 600-level course at UAF. If it has been more than 2 years since your last enrollment, you will have to reapply for admission.
- Leave of Absence
  - Required if you need to temporarily suspend studies while earning a graduate degree. If you do not meet [registration requirements](#) and fail to obtain a leave of absence, you will be dropped from graduate study and will have to be reinstated before resuming your program. Taking a leave of absence from the graduate program does not pause the time to completion requirement.
- Change/Add Degree, Major, or Certificate Form
  - NOTE: Changing to a major or degree outside of your department requires a new application for admission.
- [Application for Residency Status](#)

### Competency Documents

- Report of Comprehensive Exam
  - For MS and PhD (and sometimes MMP) students - Filed after the comprehensive exam or proposal defense is taken.
  - Form can be initiated by the advisor or student (if the advisor initiates the form, the form will route twice to the advisor (as initiator and then as chair/advisor).
- Report on Thesis/Dissertation Defense
  - Required for all students who are completing a project, thesis, or dissertation.
- Request an Outside Examiner (PhD)
  - Mandatory for all Ph.D. oral comprehensive exams (Except qualifying exams) and Ph.D. dissertations defenses.
  - Requests must be submitted to the Graduate School at least 10 working days prior to the exam (15 days if scheduled during the summer break).

### Degree Completion Forms: <https://www.uaf.edu/gradschool/current-students/forms.php>

- Thesis/Dissertation Approval Form
  - Required for all project, thesis, and dissertation students:
    - This form is used to signify approval of the final draft of your project, thesis, or dissertation AFTER you've passed your defense.
    - Dissertations and theses will require the approval of the full committee, department chair, CFOS dean (not Associate Dean), and graduate school.
    - Projects will require the approval of the full committee, department chair, and graduate school.
    - This form certifies that the post-defense copy (a.k.a. final copy) of your dissertation/thesis/project is of reasonably publishable quality and is ready for archiving with the library and/or publication.
    - This document is required and is in lieu of (or in addition to) "signature pages".
- [Graduation Application](#)
  - Due Oct 15 for fall, Feb 1 for spring, and July 15 for summer.

- A \$50 non-refundable fee applies (subject to change). Late deadlines are Nov 15 and March 1 respectively and an \$80 fee applies (subject to change). There is no late application date for summer.



## ***Graduate Advisory Committees (MS and PhD students)***

Each graduate student is guided by a major advisor/professor (also referred to as the advisory committee chair) and a graduate advisory committee. Students are expected to have a major advisor when they are accepted into Graduate School. All students should have an approved advisory committee by the end of their first year. Students should select members based on the guidelines given below and with the advice and approval of their committee chair, as well as the agreement of all proposed members to serve. You should fill out the "[Appointment or Change of Graduate Committee](#)" form). Forms will be routed for signatures using the NextGen platform. If the proposed committee includes any members who do not qualify under the CFOS committee guidelines, please make a note on the NextGen form (in the "Notes for approval" box). Be sure to explain why the departure from guidelines would be beneficial to you as the student.

The proposed committee is reviewed by the Department Chair and the department faculty (if deemed necessary). Changes might be requested if the guidelines on membership are not followed and if there is insufficient justification for any deviations. These changes must occur before the paperwork is forwarded to the CFOS Associate Dean of Academic Programs for approval and signature.

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

In cases when the student wants or needs to change the advisory committee composition, he or she must first get approval from the existing members and their chair. A change of committee form will need to be vetted through the appropriate approval process for each department. You can find the "[Appointment or Change of Graduate Committee](#)" form on the UAF Graduate School website. (The "Change of Graduate Committee form" is a NextGen form so signatures will be collected digitally). Many faculty members who leave UAF or retire are willing to continue to serve on advisory committees and can continue as members or chairs. They do not have to be removed from the committee. However, some departed and retired faculty members do not want to continue to serve on advisory committees and should be replaced. In the rare cases where the committee and/or chair do not approve the committee change, the student should contact the Department Chair, who will ascertain the reasons and try to negotiate a mutually agreeable compromise. If that is not possible, the proposed change is submitted to a vote by the faculty, and if approved, for the signatures of the Department Chair, CFOS Associate Dean of Academic Programs, and Graduate School Director. If a member is deceased, the Committee Chair can sign on behalf of the deceased member.

## Committee Composition

### Graduate Advisory Committees in Fisheries

#### M.S. Degree:

- Thesis advisory committees for M.S. students in Fisheries must include at least three members, one of whom is the chair.
- The committee chair must be tenured or tenure track, hold a joint appointment, be emeritus in the Fisheries Department, must be an approved Alaska Cooperative Fish and Wildlife Research Unit (AKCFWRU) faculty with a focus in fisheries, an approved tenured or tenure-track faculty in Marine Biology or Oceanography, or be approved Collaborating Faculty.
- Research approved affiliate<sup>1</sup> and other associated<sup>2</sup> faculty members in the Fisheries Department may co-chair but may not chair Master's advisory committees. At least two committee members must be approved faculty in one of the groups listed and at least one must have their primary academic appointment in the Fisheries Department
- Other members of advisory committees may be faculty from other CFOS departments, other UAF departments, other universities, or they may be suitably qualified professional scientists from outside academia.
- Additional members beyond the three required may include suitably qualified individuals who do not hold a graduate degree but are approved by a majority vote of the Fisheries Department faculty.

#### PhD Degree:

- Dissertation advisory committees for PhD students in Fisheries must include at least four members who hold doctoral degrees, one of which is the chair.
  - The committee chair must be tenured or tenure track, hold a joint appointment, be emeritus in the Fisheries Department, must be an approved Alaska Cooperative Fish and Wildlife Research Unit (AKCFWRU) faculty with a focus in fisheries, an approved tenured or tenure-track faculty in Marine Biology and Oceanography, or be approved Collaborating Faculty.
  - Research, approved affiliate<sup>1</sup>, or associated<sup>2</sup> faculty members in the Fisheries Department may co-chair but may not chair doctoral advisory committees.
  - At least two committee members must be approved faculty in one of the groups listed and at least one must have their primary academic appointment in the Fisheries Department.
  - Other members of advisory committees may be faculty from other CFOS departments, other UAF departments, and other universities, or they may be suitably qualified professional scientists from outside academia.
- Additional members beyond the four required may include suitably qualified professionals who do not hold a doctoral degree but are approved by a majority vote of the Fisheries Department faculty, the CFOS Dean, and the Graduate School.

#### Committee approval:

The composition of graduate advisory committees in Fisheries must be approved by a majority vote of the Fisheries Department faculty, unless they have at least two members who are: (a) tenure track, emeritus, or approved research faculty in the Fisheries Department, (b) hold a joint or collaborating faculty appointment, or are approved associated faculty in the Fisheries

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<sup>1</sup> Not employed by the University of Alaska.

<sup>2</sup> Employed by the University of Alaska but not a tenure track or research faculty member in the Fisheries Department, not holding a joint appointment in the Fisheries Department, not emeritus in the Fisheries Department, and not an Alaska Cooperative Fish and Wildlife Unit faculty with a focus in fisheries

Department, (c) are members of the AKCFWRU with a focus in fisheries, or (d) are approved tenure-track faculty in Marine Biology or Oceanography.

A list of tenured or tenure-track, research, joint, collaborating, AKCFWRU, and emeritus faculty in the Fisheries Department; tenured or tenure-track faculty in GPMSL; and affiliate and associated faculty that have been approved to serve on Fisheries Department graduate advisory committees is provided below. The addition of faculty in these categories must be approved by a majority vote of the Fisheries Department faculty.

### **Faculty with a primary academic appointment in the Fisheries Department**

#### Tenured or Tenure-Track Faculty, Fisheries Department

Shannon Atkinson	Andrés López
Courtney Carothers	Megan McPhee
Keith Criddle	Franz Mueter
Curry Cunningham	Andrew Seitz
Ginny Eckert	Trent Sutton
Jessica Glass	Peter Westley

#### Research Faculty, Fisheries Department

Alexei Pinchuk

#### Alaska Cooperative Fish and Wildlife Research Unit, Fisheries

Jeff Falke  
Jeff Muehlbauer

#### Emeritus Faculty, Fisheries Department

Milo Adkison	Brenda Norcross
Dick Gard	Joseph Margraf
Anthony Gharrett	James Reynolds
Lewis Halderson	Thomas Shirley
Gordon Kruse	William Smoker

### **Faculty with a primary appointment outside the Fisheries Department**

Joint Faculty, Fisheries Department (faculty members who are employed by more than one fiscal unit. Joint appointments can be between two academic and/or research units, as well as, between the three MAUs (UAF, UAA, and UAS))

#### Marine Biology or Oceanography Faculty

Lara Horstmann

Collaborating Faculty, Fisheries Department (individuals employed by UA but not a tenure track or research faculty member in the Department of Fisheries, not holding a joint appointment with the Department of Fisheries, not emeritus in the Department of Fisheries, and not an AKCFRWU faculty with a focus in fisheries)

#### Collaborating Faculty approved to chair MS and PhD committees

Carolyn Bergstrom	Sanjay Pyare
Quentin Fong	Julie Schram
Michael Navarro	Michael Stekoll
Heidi Pearson	Jan Straley
	David Tallmon



### Other Collaborating and Associated Faculty approved to co-chair MS and PhD committees

Jessica Black  
Jennifer Burns  
Doug Causey  
Donna Hauser

Erik Schoen  
Morag Clinton  
Schery Umanzor

### Affiliate Faculty, Fisheries Department (individuals not employed by UA)

Bill Bechtol  
Anne Beaudreau  
Brian Beckman  
Jeremy Collie  
Douglas DeMaster  
Rachel Donkersloot  
Douglas Eggers  
Lisa Eisner  
Jack Erickson  
Edward Farley  
Heather Finkle  
Harold Geiger  
W. Stew Grant  
Dana Hanselman  
Jeffrey Hard  
Amanda Rosenberger  
Alan Haynie  
William Heard  
Jonathan Heifetz  
Bill Hibler  
Nicola Hillgruber

Peter-John F. Hulson  
Masahide Kaeriyama  
David Kimmel  
Sandra Lindstrom  
Jamal Moss  
Phil Mundy  
Jerome Pella  
Dan Rinella  
S. Kalei Shotwell  
Chris Siddon  
Mike Sigler  
Robert Suryan  
Frank von Hippel  
Robin Waples  
Alex Wertheimer  
Vidar Wespestad  
Douglas Woodby  
Jie Zheng  
Lev Zhivotovsky  
Chris Zimmerman

### **Graduate Advisory Committee Masters of Marine Policy (M.M.P.)**

The graduate advisory committee in Marine Policy consists of the chair. The MMP program co-coordinators, Keith Criddle (UAF) or LJ Medenica (UAS), serve as the advisory committee chair unless another faculty member is designated at the time the student is admitted into the program.

### **Graduate Advisory Committees in Marine Biology**

The composition of graduate advisory committees in Marine Biology must be approved by a majority vote of the Marine Biology tenure-track and research faculty unless the MS or PhD committees have at least two members who are tenure-track or research faculty in the Marine Biology department (see details below).

#### **M.S. Committee Marine Biology:**

- The advisory committee must have at least three members, one of whom is the chair. All three required members must have a minimum of an MS degree.

- The chair must be a Marine Biology tenure-track or research faculty. Faculty from other departments or emeritus faculty can co-chair with a tenure-track or research faculty member from Marine Biology.
- At least two committee members must be tenure-track or research faculty in Marine Biology. If the chair (or co-chair) is research faculty, at least one other committee member must be tenure-track faculty in Marine Biology.
- The third member may be faculty in any UAF department, non-UAF faculty, or other professional researchers (e.g., agency personnel).
- The committee may have additional members beyond the three required. These members may be any UAF or non-UAF professional researchers with relevant expertise. Additional members with extensive, appropriate experience may serve without an MS degree.

#### **PhD Committee Marine Biology:**

- The advisory committee must have at least five members, one of whom is the chair. Four of the five required members must have a minimum of a PhD degree. The fifth member and any additional members with extensive, appropriate experience may serve without a PhD
- The chair must be a Marine Biology tenure-track or research faculty. Faculty from other departments or emeritus faculty can co-chair with a tenure-track or research faculty member from Marine Biology.
- At least two committee members must be tenure-track or research faculty in Marine Biology. If the chair (or co-chair) is research faculty, at least one other committee member must be tenure-track faculty in Marine Biology.
- The third member must be research or tenure-track faculty from any CFOS department.
- The fourth member may be any faculty member from CFOS, other UAF departments, non-UAF faculty, or other professional researchers (e.g., agency personnel).
- The fifth member **MUST** be from outside of CFOS, including any other UAF or non-UAF teaching or research faculty, or other professional researchers (e.g., agency personnel).
- The committee may have additional members beyond the five required.

In selecting their PhD committee, PhD students and their major advisors should recognize that one important function of the committee is to write and evaluate the qualifying examination. Hence, the committee needs to be able to administer an examination that is appropriate for the field of Marine Biology, in addition to providing expertise on the topic of the student's dissertation. This means that the committee should represent some of the breadth within the field of Marine Biology, as well as the depth in the specific research area.

### **Graduate Advisory Committees in Oceanography**

#### *MS Committee Oceanography:*

- The advisory committee must have at least three members, one of which is the chair.
- The chair (or chair) must be an Oceanography tenure-track faculty member
- Oceanography research, affiliate, and associated faculty cannot normally serve as a chair but can co-chair.
- Two members of the committee must be Oceanography research or tenure-track faculty.
- The third member may be any member of UAF.
- All three required members must have a minimum of an MS degree.

- The committee may have additional members beyond the three required from UAF, other universities, or non-faculty (e.g., agency scientists).
- Additional members with extensive, appropriate experience may serve without an MS degree.
- Emeritus faculty are considered the same as associated faculty as long as they remain active in their research.
- All committees are subject to approval by the Oceanography Department Chair.
- Exceptions to the above requirements may be granted by the Oceanography Department Chair in consultation with the faculty in their department.

#### *PhD Committee Oceanography:*

- The advisory committee must have at least five members, one of which is the chair.
- The chair must be an Oceanography tenure-track faculty member
- Oceanography research, affiliate, associated and adjunct faculty cannot normally serve as chair but can co-chair.
- Two members of the committee must be Oceanography tenure-track faculty.
- The third member must be from Oceanography and may be tenure-track, research, affiliate, or associated faculty.
- The fourth member may be CFOS (including IMS affiliate and associated faculty) or UAF faculty.
- The fifth member must be outside of CFOS, either from another UAF school, college, or research institution, from another outside institution/university, or an adjunct professor.
- Four of the five required members must have a minimum of a PhD degree. The additional fifth member and any additional members with extensive, appropriate experience may serve without a PhD
- The committee may have additional members beyond the five required from UAF, other universities, or non-faculty (e.g., agency scientists).
- Emeritus faculty are considered the same as associated faculty as long as they remain active in their research.
- All committees are subject to approval by the Oceanography Department Chair.
- Exceptions to the above requirements may be granted by the Oceanography Department Chair in consultation with the faculty in their department.

In selecting their PhD committee, PhD students and their major advisors should recognize that one important function of the committee is to write and evaluate the qualifying examination. Hence, the committee needs to be able to administer an examination that is appropriate for the field of Oceanography, in addition to providing expertise on the topic of the student's dissertation. This means that the committee should represent some of the breadth typical of Oceanography, as well as the depth in the specific research area.

### ***Additional Graduate Form Details***

#### **Annual Report Form**

You are **REQUIRED** to meet formally with your committee at least once per year and submit an "Annual Report" after each meeting. More frequent meetings (e.g., twice a year) are recommended. An annual report form has to be submitted from each committee meeting, which is an official record of your committee meeting. The annual report consists of two documents: 1) The Annual Report of the Advisory Committee form which includes comments from the

committee and 2) an annual progress report written by the student. The purpose of the Annual Report is to provide you with a written evaluation of your progress over the last year in your degree program in regards to courses and research by your committee. In case of a conditional evaluation, the annual report should also include recommendations of the committee outlining necessary steps regarding degree completion. **The report form has to contain substantial, detailed evaluations of your coursework and research progress from the major advisor.** The annual meeting would be a good time to review your Graduate Study Plan (GSP) to make sure you are on track. *Not submitting the annual report will place you in poor academic standing with CFOS and UAF Graduate School. In addition, you may no longer qualify to receive scholarships, fellowships, or research/teaching assistantships.* The Annual Report form is due to the UAF Graduate School by May 15<sup>th</sup> for students admitted in Summer or Fall semesters. A student starting their program in the spring must submit an annual report by December 15.

## Graduate Study Plan Form

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

The GSP not only contains the specific degree requirements but also indicates the mechanism for fulfilling these requirements (e.g., via coursework, examinations) and a projected timetable for completing various requirements. Depending on the length of your degree program, the first draft of the GSP may be your final one, although it is not unusual to find it necessary to revise your GSP. A possible reason for revising a GSP could be that initial results or funding changes dictate a change in research direction, etc. A revised GSP will go through the same signature process as the original GSP. You should recognize that the GSP is an important document and outlines a realistic approach to completing your degree program.

For programs that require a thesis, dissertation, a research proposal must be submitted/attached to the GSP. The proposal is written by the student and shared, discussed, and approved by the advisory committee. As with the GSP, the research proposal can be modified during later committee meetings as a research project develops.

Please follow the following guidelines when submitting the research proposal with your GSP:

- A research proposal should typically be less than 10 pages.
- Students are expected to include the following elements into the proposal:
  - Introduction
    - The introduction should give some background information on your research topic and your system (region and habitat)
    - The introduction should address
      1. Why are you doing this?
      2. Why should we care about this?
      3. What is known about this topic?
      4. What are you contributing to the existing knowledge?



- The introduction should demonstrate that you have researched this topic area
- You need some references in your introduction to demonstrate that you have researched your topic.
- Research question
  - Clearly state your hypothesis or questions and research objectives. It is okay to just have one hypothesis or question.
    - Good resources to refer too:
      - ESA guide: [Scientific Writing Made Easy: A Step-by-Step Guide to Undergraduate Writing in the Biological Sciences](#).
      - Purdue guide: [Writing is a Conversation - Purdue OWL](#)
- Methods
  - A methods section that shows you have thought about how you are going to address your question/hypothesis from sampling/experimental design to statistical analysis tools.
- Timeline
  - Add a preliminary timeline on what is happening where and when (could be a table or Gantt diagram).
- References
  - A reference section. Please ensure that the references are cited correctly. Please choose the style of an appropriate journal for your topic. We strongly recommend using a reference manager, such as [Mendeley](#), to make this task easier and less prone to errors.

## Advancement to Candidacy Form

Advancement to candidacy formally establishes your specific degree requirements with the Graduate School and the UAF Graduation Office. It is in the best interest of both you and your advisory committee that you apply for candidacy as soon as you qualify. **At the latest, the Application for Advancement to Candidacy form must be submitted at least one semester before applying for graduation.** For MMP students who intend to complete the degree in two semesters, the Advancement to Candidacy form may be completed after Fall semester grades are posted and before Spring semester begins.

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

Once the Advancement to Candidacy form is completed, a PhD student on a CFOS research or teaching assistantship will receive a pay increase. **It is the student's responsibility to notify the CFOS Academic Programs Office (Christina Sutton or Gabrielle Hazelton, depending on who set up your graduate contract) via email that the Advancement was filed and you**

**are requesting an increase in pay. The increase in pay will take effect the pay period after CFOS Academic Programs was notified.**

A petition form is used to request any changes to the Advancement to Candidacy once it has been filed. The petition must be signed by the committee, Department Chair, and Associate Dean of Academic Programs. The petition form can be found on the Graduate School website.

### **MS Degree:**

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

- 1) Satisfactorily completed program core courses;
- 2) For **Oceanography** students: complete core courses with a B- or better and successfully defend a thesis proposal.

For **Fisheries** students: successfully defend a thesis proposal.

For **Marine Biology** students: pass your required classes (Marine Biology, Biological Oceanography, Physiology of Marine Organisms) with a B- or better and successfully defend the thesis proposal in a public seminar setting.

For **Marine Policy** students: successfully complete at least 9 credit hours of required and elective coursework with grades of B- or better..

- 3) Have a 3.0 GPA

### **PhD Degree:**

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

- 1) Completed the full-time equivalent of two academic years of graduate study,
- 2) Received approval of the Graduate Study Plan;
- 4) Obtain committee approval of dissertation proposal;
- 5) Passed a written and/or oral qualifying examination (check with your committee chair to see which is required).
- 6) **Marine Biology and Oceanography** students must present their proposal in a public seminar.
- 7) For Marine Biology students; Have completed or can show an equivalent understanding of the course material covered in Marine Biology, Biological Oceanography, and Physiology of Marine Organisms. These courses can be petitioned IF similar courses were taken.

### ***Examinations***

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

## Fisheries - Comprehensive examination (MS and PhD)

**MS students in Fisheries comprehensive exam:** In place of a Comprehensive Examination, MS Fisheries students are required to present and defend a proposal of their graduate research before the advisory committee and file a "Report on Comprehensive Exam" form.

The format of the proposal should adhere to standard proposal guidelines, such as those established for the [NPRB Research Plan](#) or the NSF Project Description ([Chapter II - Proposal Preparation Instructions](#)). A 6-page minimum length is recommended. In an oral examination following the student's presentation, the committee will evaluate: (a) the scientific quality of the proposal, (b) the student's ability to explain and justify the research plan, (c) the student's understanding of the broader context and significance of the planned research in fishery science and management, and d) any additional topics identified on the student's graduate study plan (GSP) as specified by the committee. Additional topics should reflect areas of expertise that are essential to the student's thesis and should be based on completed coursework or mutually agreed-upon background materials. Questions about the broader context (c) and specific topics (d) should be appropriate to an M.S.-level student early in their graduate studies.

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

**Grading of the MS Fisheries comprehensive exam:** A student's performance is graded as Pass, Fail, or Conditional Pass. In the latter case, the Advisory Committee judges that the student lacks the knowledge or skills necessary for his or her thesis research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework).

**Retaking the MS Fisheries comprehensive exam:** The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency. When that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the proposal defense, or as soon as any required coursework can be completed, the grade becomes Fail. If the advisory committee finds that the student's performance demonstrates insufficient knowledge, the exam will be graded "Fail." Students failing the proposal defense are entitled to a second examination within a timeframe determined by the advisory committee, but no later than the subsequent semester. After two failures, a student can petition the Department Chair of Fisheries to sit in the proposal defense a third time if the Advisory Committee approves the petition. If the student is permitted a third attempt, the timeframe for the third proposal defense will be determined by the advisory committee, but no later than the subsequent semester. If a third attempt is unsuccessful, and the Committee has found the student's performance to be unsatisfactory, the student will be disqualified from the Fisheries program. If the student disagrees with the outcome of the exams and/or the committee's decision, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

**PhD students in Fisheries comprehensive exam:** must pass a written comprehensive examination (major advisor(s) and/or committees may request an oral exam) as a condition of

Advancement to Candidacy. The examination should be scheduled after the equivalent of two academic years of study, on completion of courses on the student's Graduate Study Plan, and before substantial dissertation research has begun. The subjects on which each student is examined are determined by her or his Advisory Committee and are identified in Section II of the student's Graduate Study Plan.

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

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

The major advisor will examine by

- Soliciting questions from each member of the Advisory Committee;
- Providing the questions to the student at the appropriate time;
- Proctoring the examination;
- Receiving the answers from the student;
- Transmitting the answers to the appropriate committee members;
- Receiving each member's evaluation of each answer;
- Collating the answers and their evaluations for distribution to the entire Advisory Committee;
- Polling the Committee on the question of whether the student has passed the examination or not;
- Filing the [Report of Examination form](#) via NextGen.

**Grading of the PhD Fisheries comprehensive exam:** A student's performance is graded as Pass, Fail, or Conditional Pass. In the latter case, the Advisory Committee judges that the student lacks the knowledge or skills necessary for his or her dissertation research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework).

**Retaking the PhD Fisheries comprehensive exam:** The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency; when that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the comprehensive examination, the grade becomes Fail.

If the Advisory Committee finds that the student's performance demonstrates insufficient knowledge, the exam will be graded "Fail." Students failing the comprehensive examination are entitled to a second examination. After two failures, a student can petition the Fisheries Department Chair to sit in the examination a third time if the Advisory Committee approves the

petition. If a third attempt is unsuccessful, and the Committee has found the student's performance to be unsatisfactory, the student will be disqualified.

If the student disagrees with the outcome of the exams and/or the committee's decision, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#)).

## **MMP students - Comprehensive examination or Capstone Course**

MMP students can complete the capstone course (FISH F691 Marine Policy Capstone) or complete an oral or written comprehensive exam that asks them to analyze a contemporary, historic, or hypothetical Marine Policy issue.

**Grading of the Marine Policy comprehensive exam:** The program coordinators will use a 1-4 scale to rate each student's capacity to interpret, synthesize, and analyze a contemporary, historic, or hypothetical Marine Policy issue at a Master's level. Where:

- 1 = strong compared to a typical professional
- 2 = competent compared to a typical professional
- 3 = needs improvement to meet professional standards
- 4 = seriously deficient

Student performance on the exam will be graded Pass (corresponding to a rating of 1 or 2), Fail (corresponding to a rating of 4), or Conditional Pass (corresponding to a rating of 3).

**Retaking the Marine Policy comprehensive exam:** Students who receive a conditional pass will be assigned readings designed by the MMP program coordinators to address deficiencies. When the deficiencies have been remedied, the MMP program coordinators will change the student's comprehensive exam grade to Pass. Students who fail the comprehensive exam are entitled to retake the exam no later than the subsequent semester. If the second attempt is also a Fail, the student will be disqualified from the MMP program. If the student disagrees with the outcome of the exams and/or the committee's decision, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

## **Marine Biology - Comprehensive examinations (MS and PhD)**

**M.S. students in Marine Biology comprehensive exam:** The exam consists of a public defense of the student's proposed thesis plan, followed by a closed-door oral examination administered by the student's advising committee plus one additional examiner from the Marine Biology department. This examiner can include any research or tenure-track faculty member in Marine Biology and will be randomly assigned (the student's committee chair will coordinate with the Marine Biology department chair). The exam is administered after the student has completed the three required core courses (Marine Biology, Biological Oceanography, and Physiology of Marine Organisms), and has produced, at minimum, a solid working draft of their thesis proposal (see proposal guidelines elsewhere in this handbook). When the advising committee agrees that the proposal is sufficiently developed, and the student is ready to take the comprehensive exam, the student should notify the CFOS Academic Programs Office to schedule a public presentation and closed-door oral examination of the proposal. This notification should be given at least one month before the planned exam date and should be

accompanied by a copy of the proposal to be transmitted to the additional Marine Biology faculty examiner. The student should meet individually, or as a group, with all members of the advising committee and the additional Marine Biology faculty examiner to discuss topics that may be covered on the oral exam. The public presentation (and defense) of the thesis proposal consists of an approximately 30- to 40-minute presentation of the planned research, including objectives/hypotheses, motivation for the research, and approach/methods, and may include preliminary results if applicable. Following the presentation, the audience will have the opportunity to ask questions about the student's area of research.

**Grading of MS Marine Biology Comprehensive Exam:** Faculty members present will complete a written evaluation form that will be considered in determining whether the student passes their exam. All members of the Marine Biology tenure-track (i.e., teaching) faculty are expected to be present at public proposal defenses, barring any unavoidable schedule conflicts. It is the committee chair's responsibility to formally add the scheduled proposal presentation to the calendar of the Marine Biology faculty. Following the public presentation, the advising committee and the additional Marine Biology faculty examiner will administer a closed-door oral examination. The student should meet individually, or as a group, with all members of the advising committee and the additional Marine Biology faculty examiner to discuss the topics that may be covered during the exam. The typical format for the closed-door session consists of two or more rounds of questioning during which each committee member will ask questions that may address aspects of the planned research, or broader topics in marine biology or other relevant fields. The student will be evaluated based on: a) ability to explain and justify the research plan, b) understanding of the broader context and/or significance of the planned research, and c) command of key concepts in the field of marine biology, as agreed on by the student and their committee. Questions should be appropriate for an M.S. student in the second year of their graduate career. A student's performance is graded as Pass, Fail, or Conditional Pass. Performance need not be perfect to warrant a pass, but the student should demonstrate mastery of the core knowledge of their discipline and an ability to apply that knowledge. As a guideline, exams will usually be graded "Pass" if the answers, overall, are ~80% correct.

**Retaking the MS Marine Biology Comprehensive Exam:** If the committee decides that the student lacks knowledge in some of the areas covered during the exam, they may award a "Conditional Pass". The committee will then dictate what conditions must be met. These conditions can include but are not limited to, remedial coursework, additional assigned readings, and/or satisfactory answers to written questions after an additional period of study. In some cases, the committee may require an additional examination or other evidence that the deficiency has been overcome. The conditions must be met before the exam will be graded "Pass". Except under unusual circumstances, which should be explained in writing to the Department Chair, the conditions must be met within one semester of the exam date. If, after one semester, the student is not making substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the Department Chair can change the exam grade to "Fail". If the student's answers are, overall, less than about 70% correct, the exam will be graded "Fail". A failed exam can be repeated once in the same format as the first exam. The CFOS Academic Programs Office should again be notified one month before the planned exam date, and a new faculty examiner from the Marine Biology department will be assigned. Students should work with their committee to address deficiencies before a second attempt. If the exam is failed a second time, the student can petition, within 30 days of the exam, to retake the exam for the third time. The petition (in letter form) should be signed by the student's advisory committee members and chair stating they approve the re-take, and be submitted to the Department Chair for approval. The letter should include a thorough and convincing explanation of the reasons why the first two attempts were unsuccessful, and the

detailed steps (including a timeline for completing these steps) the student will take to succeed. If a third attempt is unsuccessful, no other attempts will be allowed and the student will not be able to complete the M.S. degree requirements for Marine Biology. If the student disagrees with the outcome of the exam, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

**The comprehensive examination for PhD Marine Biology students:** requires a comprehensive examination (written and oral) for PhD students, normally taken near the end of the second year. The purpose of the examination is to demonstrate that the student is qualified to undertake the proposed dissertation research. Therefore, the exam must be successfully completed before the majority of the research is conducted. Students cannot advance to candidacy until the exam is successfully completed. Each student takes an exam specifically written for him or her by the members of the graduate advisory committee. The general topic areas to be covered in the examination should be discussed with the committee, and these areas should be noted in the Graduate Study Plan. Often, the student and committee will select graduate courses to help prepare for the examination. The student should consult committee members 3-6 months before the examination is planned, and agree on the topic areas to be covered. Students typically schedule individual meetings with committee members to discuss strategies for preparing for the exam and/or obtain relevant reading materials. The exam consists of a written portion and an oral portion. Each committee member will prepare a question or series of questions that generally require one day (8 hours) to complete (i.e., allow a minimum of five days to complete the written exam for a committee with five members). Sections of the written exam do not have to be completed on consecutive days but should ideally occur within a 2-week time frame. After the committee members have evaluated the written exam (normally within one to three weeks), a closed-door oral exam is scheduled. All oral exams MUST include an outside examiner appointed by the Graduate School. [An application for the outside examiner for a PhD oral examination MUST be made \(https://uaf.edu/gradschool/current-students/forms.php\), by the PhD student, to the Graduate School at least 14 days before the scheduled oral exam.](https://uaf.edu/gradschool/current-students/forms.php) Ideally, all committee members will be present for the oral exam either in person or via Zoom. It is the student's responsibility to schedule a room and/or a Zoom meeting. CFOS Academic Programs can provide the student with instructions on how to set up a Zoom account and can assist with scheduling rooms. Contact the CFOS Academic Programs Office at least two weeks before the start of the exam period. In unusual cases, when a committee member cannot participate in the oral exam, the student should ask the Department Chair for assistance. The usual remedy is to appoint another faculty member to represent the absent member.

**Grading of the PhD Marine Biology comprehensive exam:** The advising committee evaluates the student's performance on both the written and oral portions of the exam. In addition, the outside examiner must certify that the oral examination was both rigorous and fair. The committee will award a "Pass" if they determine that the student knows the necessary to successfully complete their dissertation research, and place their research findings in a broader context.

**Retaking the PhD Marine Biology comprehensive exam:** A "Conditional Pass" may be awarded if the student demonstrates mastery in most subject areas covered, but has one or more areas of deficiency. The committee will specify conditions designed to remedy the deficiencies, which can include (but are not limited to) satisfactory answers to written and/or oral follow-up questions to be attempted after an additional period of study, or additional coursework. The conditions must be met before the exam will be graded "Pass". Except under unusual circumstances, which should be explained in writing to the Department Chair and the advising



committee chair, the conditions must be met within one semester of the exam date. If, after one semester, the student has not made substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the committee can change the exam grade to "Fail". If the committee finds that the student has not demonstrated sufficient mastery of the topics covered, the exam will be graded "Fail". Students are entitled to retake the exam one time but are strongly encouraged to talk with committee members to get a detailed evaluation of the exam and suggestions for improvement. If the exam is failed a second time, the student can petition, within 30 days of being notified of their grade of Fail, to take the exam for the third time. The petition should be signed by the student's advisory committee members and chair and submitted to the Department Chair. It should include a thorough and convincing explanation of the reasons why the first two attempts were unsuccessful, and the detailed steps (including a timeline for completing these steps) the student will take to improve success. If a third attempt is unsuccessful, no other attempts will be allowed and the student will not be able to complete the PhD degree requirement for Marine Biology. If the student disagrees with the outcome of the exam, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

## **Oceanography - Comprehensive examinations (MS & PhD)**

**MS Oceanography students** - In place of a Comprehensive Examination, MS students in Oceanography are required to publicly present and defend a proposal of their graduate research, typically during their second semester. In addition, Oceanography MS students are expected to take the 1-credit course in Integrative Oceanography (OCN633) during their second year after completion of Oceanography's four core courses to foster cross-disciplinary thinking.

The **public presentation** of the MS (and PhD) thesis proposal consists of an approximately 30-minute outline of the planned research, including objectives/hypotheses, motivation for the research, and approach/methods, and may include preliminary results if applicable. Following the presentation, the audience will have the opportunity to ask questions about the student's area of research (~ 10 minutes). Faculty members present will complete a written evaluation form with any concerns about the proposed research (MS students), and whether the student's research is on track (PhD Oceanography students). There is no formal grading, but the advisory committee will convey any areas of weakness to the student in a constructive manner. All members of the Oceanography tenure-track (i.e., teaching) faculty are expected to be present at public proposal defenses, barring any unavoidable schedule conflicts.

### **Report on Examination Form for MS Oceanography students**

After the completion of any proposal defense and course, the student must submit a "Report on Examination" signed by your committee chair, committee members, the Department Chair, and the Dean (and if required, the outside examiner). The student and/or advisor is responsible for filing this form. The "Report on Examination" form can be found on the UAF Graduate School website under "forms". Students cannot advance to candidacy until the thesis proposal presentation is successfully completed and examination form is submitted.

### **Comprehensive examinations for Ph.D. Students**

The Oceanography Department requires a proposal presentation (see the format in the M.S. Oceanography students "public presentation" section of this handbook) given by the Ph.D.



student near the start of their second year, and a qualifying examination (written and oral), normally taken near the end of the second year. The purpose of the presentation and examination is to demonstrate that the student is ready and qualified to undertake the research for his or her dissertation. Therefore, **it is important that both are successfully completed before major portions of the research are completed.** Students cannot advance to candidacy until the exam is successfully completed. Each student takes an exam specifically written for them by the members of their graduate advisory committee. The general topic areas to be covered in the examination should be discussed with the committee, and these areas should be noted in the Graduate Study Plan. Often, the student and committee will select graduate courses to help prepare for the examination. The student should consult committee members again three to six months before the qualifying examination is planned, review (and revise, if needed) the topic areas to be covered, and obtain suggestions for preparation. Tentative exam dates should be set at this time. However, the student should contact the committee again about one month before the exam to set firm dates, especially for the oral portion. Ideally, all committee members will be present, in person or via video conference, for the oral exam.

**Timing and preparation:** Two weeks before the written exams, the student should contact the CFOS Academic Programs Office to arrange for a room reservation. The written exam format is that each committee member prepares questions that are designed to require one day (eight hours) to complete. Examination days do not have to be consecutive, but should not be spread over more than about two weeks. After the committee members evaluate the written exam (normally within one to three weeks, but occasionally longer if the committee or student travel interferes), a closed-door oral exam is scheduled. **All oral exams MUST have an outside examiner appointed by the Graduate School. An application for the outside examiner MUST be made to the Graduate School at least 14 days before the scheduled oral exam.** At the same time, the student should contact the CFOS Academic Programs Office to reserve a room for the exam.

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

### **Report on Examination Form for Ph.D. students**

After the completion of any examination (e.g., comprehensive exam, thesis defenses), the student must submit a "Report on Examination" signed by your committee chair, committee members, the Department Chair, and the Dean (and if required, the outside examiner). The

student and/or advisor is responsible for filing this form. The form can be found on the UAF Graduate School website under “forms”.

**Re-taking the Exam:** Students failing the comprehensive examination are entitled to one retake. Students in this situation are strongly encouraged to talk with exam committee members to get a detailed evaluation of the problems with the first exam and suggestions for improvement on the next attempt. In the case of two failures, the student can petition to take the exam for a third time within 30 days after being notified of the fail evaluation of the second examination. The petition should be signed by the student’s advisory committee members and chair, and submitted to the Department Chair. It should include a thorough and convincing explanation of the reasons why the first two attempts were unsuccessful, and the detailed steps (possibly including a timeline for completing these steps) the student will take to improve their chances for passing on the third try. If a third attempt is unsuccessful, no other attempts will be allowed and the student will not be able to complete the Ph.D. degree requirement in Oceanography.

If the student disagrees with the outcome of the exam, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

### **Outside Examiner (PhD students only)**

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

### **TWO WEEKS PRIOR TO THE ORAL EXAM OR DEFENSE:**

- It is the student’s responsibility to contact the CFOS Academic Programs Office so they can reserve a room.
- **It is the student’s responsibility to file a [request for an outside examiner](#).**

In the case of a dissertation defense, you must supply the outside examiner with a copy of your dissertation at least one week before the defense. The outside examiner should sign the Report on Examination form, but not the Approval of the Dissertation Form.

### **The Appeal of a Failure of the Defense**

Failure of the thesis or dissertation defense is uncommon but not unheard of. Because oral examinations are virtually impossible to evaluate in retrospect, appeals of decisions in defenses are unlikely to be successful. However, the student can appeal the decision of the committee through the established [UAF process for academic appeals](#).

### **Report on Examination Form**

After the completion of any examination (i.e., proposal presentation/comprehensive exam, thesis or dissertation defense), the student must submit a “Report on Examination” signed by your committee chair, committee members, the Department Chair, and the Associate Dean of Academic Programs (and if required, the outside examiner). Typically, the committee chair will

initiate the Report of Examination form; however, in some cases, the committee chair may ask the student to start the form. The form is located on the [UAF Graduate School forms website](#).

## ***MS General Requirements***

The minimum requirements for a master's degree at UAF are as follows (individual departments may have additional requirements):

- **Steps Required for All Master's Degrees (excludes MBA, M.S.D.M., OHM, and MMP degrees)**
  1. Formulate a unified degree program in cooperation with the student's graduate advisory committee. Degree programs must be composed of courses in the discipline or clearly related to and/or supportive of that discipline. All courses to be applied toward the degree must be approved by the advisory committee and follow the requirements set forth by the department that sponsors the degree.
  2. Master's degree students must:
    1. Meet all requirements set forth in the General University Requirements section.
    2. Submit an Appointment of Committee form by the end of the second semester of study.
    3. Submit a Graduate Study Plan by the end of the second semester of study.
    4. Submit a Report of Advisory Committee form by May 15 or October 15 (for students starting in the Fall or Spring semester respectively) of every year.
    5. Pass a written and/or oral comprehensive examination which may be combined with a project or thesis defense. Some programs (e.g., the M.Ed. degree program) may substitute a synthesizing paper for the comprehensive examination. This includes a demonstration of the ability to synthesize information in the field at a level appropriate for a master's degree.
    6. Submit an Advancement to Candidacy form to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
    7. Pass an oral defense of the thesis or project if a thesis or project is required.
    8. Register as necessary and apply to graduate per the requirements noted in the Graduation section.
    9. Complete all degree requirements within the seven-year time limit.
    10. Archive thesis or project in the UAF Rasmuson Library if a thesis or project is required.
- **Steps Required for MBA (Blue STEM concentration), MSDM, OHM, and MMP degrees**
  1. Formulate a unified degree program in cooperation with the student's graduate advisor. Degree programs must be composed of courses in the discipline or clearly related to and/or supportive of that discipline. All courses to be applied toward the degree must be approved by the advisor and follow the requirements set forth by the department that sponsors the degree.
  2. MBA, MSDM, OHM, and MMP degree students must:
    - a. Meet all requirements set forth in the General University Requirements section.

- b. Submit a Report of Advisory Committee form by May 15 or October 15 of every year (for students starting in the Summer/Fall or Spring semester respectively) every year.
- c. Submit an Advancement to Candidacy form to the Graduate School. Once submitted, this form formally establishes the specific degree requirements.
- d. Register as necessary and apply to graduate per the requirements noted in the Graduation section.
- e. Complete all degree requirements within the seven-year time limit.

- **Credit Requirements**

1. Successfully complete a minimum of 30 semester credits, of which 21 semester credits must be at the graduate level, including thesis and research. The remaining credits may be applied from courses at the F400-level.
2. No F100-, F200-, F300-, or F500-level credits or audited courses may be applied toward master's degree requirements.
3. For programs requiring a thesis, a maximum of 12 credits of thesis (699)/research (698) (with a minimum of 6 credits of thesis) may be applied toward degree requirements. For programs requiring a project, a maximum of 6 research (698) credits may be applied toward degree requirements. A student may enroll in as many thesis and/or research credits as needed to remain in good standing.
4. MMP students must complete a minimum of 30 semester credits. At least 24 semester credits must be at the 600-level.

- **Second Master's Degree Programs**

At the discretion of the student's advisory committee, admitting department, and dean, the student may transfer up to 20% of the minimum number of credits required for a UAF master's degree from a previously earned master's degree. Transferred credit may not be research, project or thesis credit. The transferred credit must be for completed graduate-level courses and not for portions of a course. For a 30-credit master's degree, for example, up to 6 graduate credits may be transferred; for a 45-credit master's degree, up to 9 graduate credits may be transferred. The following requirements apply to students who wish to pursue a second master's degree:

1. Submit a new application, including the application processing fee, updated transcripts, and three new reference letters.
2. Acceptable GRE scores submitted previously may be applied to a second master's degree.
3. Fulfill all general university requirements for the second master's degree, including taking a comprehensive exam (if required), completing a minimum of 30 semester credits (including thesis, research and transfer credits), and passing defense of thesis or project.
4. All work used to fulfill degree requirements for a second master's degree must be completed within seven years.

- **Exceptions to Degree Requirements**

Deviations from academic requirements and regulations for graduate students must be approved by academic petition using the form available on the Graduate School website. Petitions must be approved by the student's graduate advisory committee, the department chair of the student's program, the dean of the school or college, and the director of the Graduate School.

## MS Fisheries

### 1. Complete the following admission requirements:

- Prerequisites: calculus; elementary statistics; ichthyology, biology of fish or invertebrate zoology; and computer competency.
- An [application for admission](#) and application fee
- Official transcripts from all universities or colleges attended
  - Grades are an important part of the review process to assess academic success, particularly performance in relevant courses.
- Resume / curriculum vitae
- It is recommended that you provide evidence of communication (oral and writing) and analytical skills. This could be shown through technical writing samples, recorded presentations, poster presentations, examples of data analyses, relevant test results, etc. Please limit the evidence provided to two **examples** and explain how this evidence is relevant in your Statement of Purpose.
- Statement of Purpose
  - Your statement provides the application review committee within the department an opportunity to learn about your background and motivation:
    - Your professional goals, including longer-term career goals and your motivations for pursuing those goals
    - Your preparation and background, including evidence of any relevant qualifications not captured elsewhere in the application
    - Your particular reasons for applying to the Department of Fisheries at the University of Alaska Fairbanks
    - Your general research interests or special emphasis that you hope to pursue
    - Any special circumstances you wish the department to consider
  - Three letters of reference from individuals who understand the challenges of completing a graduate program and are able to write about your ability to successfully complete graduate courses in fisheries and conduct the research, analyses, and writing needed to complete a thesis or dissertation. Ideally, these letters of recommendation should come from faculty, research staff, professionals, or individuals who are familiar with your academic or work experience and can speak to your work ethic and potential for success in our program.
  - International students: Please reference UAF's [most recent requirements](#).

### 2. Complete the general university requirements (please refer to the UAF catalog).

### 3. Complete the master's degree requirements (please refer to the UAF catalog).

### 4. Complete the following:

FISH F699—Thesis\_\_\_\_\_ 6 – 12

STAT F401—Regression and Analysis of Variance_____	4
Graduate seminars_____	2
Students must complete at least 3 credits from each of the three focal areas_____9-11:	

#### Biology

FISH F626: Behavioral Ecology of Fishes	3
FISH F628: Physiological Ecology of Fishes	3
FISH F633: Pacific Salmon Life Histories	3
FISH F650: Fish Ecology	3
FISH F651: Aquatic Conservation and Management Genetics	4
FISH/MBI F676: Aquatic Food Web Ecology	3
MBI F615: Physiology of Marine Organisms	3
MBI F652: Marine Ecosystems	3
MBI F66: Ecology and Physiology of Marine Macroalgae	3

#### Quantitative approaches

FISH F604: Modern Applied Statistics for Fisheries	4
FISH F621: Estimation of Fish Abundance	3
FISH F622: Quantitative Fish Population Dynamics II	3
FISH F625: Population Dynamics of Vertebrates	3
FISH F645: Bioeconomic Modeling and Fisheries Management	3
FISH F670: Quantitative Analysis For Marine Policy Decisions	3

#### Management and human dimensions

FISH F411: Human Dimensions of Environmental Systems	3
FISH F487: Fisheries Management	3
FISH F611: Human Dimensions of Environmental Systems	3
FISH F616: Indigenous Fisheries of Alaska	3
FISH F641: Ecosystem-based Fisheries Management	2
FISH F671: Foundations of Marine Policy and Ocean Governance	3
FISH F672: Law and Fisheries	2
FISH F673: International Maritime Law and IUU Fishing	
FISH F674: Economic Development for Fish-dependent Communities	3
FISH F675: Political Ecology	3
FISH F681: The North Pacific Fisherei Management Council	2
FISH F683: The Alaska Board of Fisheries	2
FISH F687: Fisheries Management	3

5. Minimum credits required 30\*

*Note: Students working in subject areas involving significant non-English literature may be expected to read the appropriate foreign language.*

*\*Successfully complete a minimum of 30-semester credits, of which 21 semester credits must be at the graduate level, including thesis and research. The remaining credits may be applied from courses at the F400 level.*

## MS Marine Biology

1. Complete the general university requirements (please refer to the UAF catalog).
2. Complete the master's degree requirements (please refer to the UAF catalog).
4. Complete a thesis
5. Complete the following:

MBI F610: Marine Biology*	3 credits
MBI F615: Physiology of Marine Organisms*	3 credits
OCN F650: Biological Oceanography*	3 credits
Field Course with Aquatic Science Focus**	2 credits
Electives in Aquatic Sciences at 600-level***	5 credits

4. Minimum credits required 30 credits\*\*\*\*

\*Students must have a B- or better grade in the core courses of the degree program before being eligible to take the comprehensive exam.

\*\* Examples include MBI F457, MBI F623, MBI F650, MBI F656

\*\*\*Examples include, but are not limited to MBI F601, MBI F602, MBI F604, MBI F605, MBI F612, or MBI F692

\*\*\*\*Successfully complete a minimum of 30-semester credits, of which 21-semester credits must be at the graduate level, including thesis and research. The remaining credits may be applied from courses at the F400-level.

## MS Oceanography

1. Complete the general university requirements (please refer to the UAF catalog).
2. Complete the master's degree requirements (please refer to the UAF catalog).
4. Complete a thesis
5. Complete 1 of the following concentrations:

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

a) Complete the following:

OCN F620: Physical Oceanography*	4 credits
OCN F630: Geological Oceanography*	3 credits
OCN F650: Biological Oceanography*	3 credits
OCN F660 Chemical Oceanography*	3 credits
OCN F692 Seminar (or acceptable substitution)	1-6 credits
OCN 699 Thesis	6-12 credits



*Please note: Students can petition to have OCN F633: Integrative Oceanography to count towards OCN F692 credits until the course has been officially accepted as part of the new curriculum. Typically Oceanography students participate in numerous cruises, but in cases where none is required for their project, we expect participation in at least one sea-going experience (1 credit interdisciplinary study can be provided in such cases).*

*\*Students must have a B- or better grade in the core courses of the degree program before being eligible to take the comprehensive exam.*

6. Minimum credits required 30 credits\*\*\*\*

**FOR FISHERIES OCEANOGRAPHY CONCENTRATION**

a) Complete the following:

OCN F620: Physical Oceanography*	4 credits
OCN F630: Geological Oceanography*	3 credits
OCN F640: Fisheries Oceanography*	3 credits
OCN F650: Biological Oceanography*	3 credits
OCN F660: Chemical Oceanography*	3 credits
OCN F692: Seminar (or acceptable substitution)	3 credits
OCN F699: Thesis	6-12 credits
Electives (appropriate to area of concentration)	open

3. Minimum credits required 30 credits\*\*\*\*

*\*Students must have a B- or better grade in the core courses of the degree program before being eligible to take the comprehensive exam.*

**\*\*\*\*Successfully complete a minimum of 30-semester credits, of which 21-semester credits must be at the graduate level, including thesis and research. The remaining credits may be applied from courses at the F400-level.**

## ***Masters in Marine Policy (MMP) General Requirements***

*This program is jointly offered by UAS and UAF with UAF acting as the lead institution.*

1. Complete the following admission requirement:
  - a. Complete a Bachelor of Arts or Bachelor of Science degree with a minimum of 3.0 GPA
2. Complete the general university requirements.
3. Complete the master's degree requirements.
4. Complete the MMP program requirements.
 

(refer to the current UAF catalog for course requirements)
4. Minimum credits required - 30 total credits.

## **PhD General Requirements**

### **PhD Fisheries**

1. Complete the following admission requirement:
  - a. Complete a master's degree in a fisheries-related field or meet the requirement as outlined below to be accepted directly into a PhD program without a master's degree\*.
  - b. <https://catalog.uaf.edu/getting-started/admission-graduate/>
2. Complete the general university requirements (please refer to the current UAF catalog: <https://catalog.uaf.edu/graduate/#phdtext>).
3. Complete the PhD degree requirements (includes 18 credits of FISH F699 thesis).
4. Complete at least 18 credits of coursework.
5. Complete a dissertation.
6. Minimum credits required - 36 total credits.

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

1. *Endorsement by the proposed chair of the graduate advisory committee AND*
  2. *At least one first-authored manuscript published or accepted for publication in a peer-reviewed scientific journal OR receipt of an NSF, NIH, or similar prestigious pre-doctoral fellowship.*
- OR*
3. *Demonstrated research proficiency (e.g., undergraduate thesis, Research Experience for Undergraduates (REU), or other intensive research experience) documented in the application AND either (1) attained a GPA of at least 3.5 at the undergraduate level, or (2) scored at the 80% level in two of three categories in the GRE.*

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

### **PhD Marine Biology**

1. Complete the general university requirements (please refer to the current UAF catalog <https://catalog.uaf.edu/graduate/#phdtext>)
2. Complete coursework at least equivalent to that required for the MS Marine Biology degree\*.
3. Complete a dissertation.
4. Minimum credits required - 18 thesis (F699) UAF credits

*\* There are no fixed course requirements, nor is an MS degree required to earn the PhD degree. However, It is the policy of the Marine Biology Department to not admit graduate students into a PhD program unless an MS degree or*

*equivalent has been completed. Equivalency to the MS degree includes submission to or publication in a peer-reviewed journal with the student as the first author. Similarly, the Marine Biology Department will not advance students accepted into the MS program to a PhD unless the equivalent work of the MS degree has been completed. In general, this involves completion of required core classes in Marine Biology, passing the MS comprehensive exam, and submission to or publication in a peer-reviewed journal with the student as the first author. The department will consider exceptions and special cases with a majority vote of all Marine Biology faculty. To be considered for an exception to this policy, the student will first need the approval of her/his entire graduate committee. The committee chair may then bring the case and its justification to the Marine Biology department chair to be discussed and voted on by the Marine Biology faculty at their next meeting. Faculty not present at the meeting may vote via email.*

**\*\*Students must have a B- or better grade in the core courses of the degree program (equivalent to that required for the MS degree) to complete the qualifying exam required for this program.**

## **PhD Oceanography**

5. Complete the general university requirements (please refer to the current UAF catalog <https://catalog.uaf.edu/graduate/#phdtext>)
6. Complete coursework at least equivalent to that required for the MS Oceanography degree\*.
7. Complete a dissertation.
8. Minimum credits required - 18 thesis (F699) UAF credits

*\* There are no fixed course requirements, nor is an MS degree required to earn the PhD degree. However, It is a common policy in Oceanography to not admit graduate students into a PhD program unless an M.S. degree or equivalent has been completed., A candidate for the PhD degree in oceanography (biological, chemical, fisheries, geological, and physical oceanography options) and in marine biology will be expected to have completed coursework at least equivalent to that required for the corresponding MS degree. Transcripts showing this coursework may be requested.*

**\*\*Students must have a B- or better grade in the core courses of the degree program (equivalent to that required for the MS degree) to complete the qualifying exam required for this program.**

## ***Graduate student expectations***

### **Expectation Documents**

A document to communicate expectations for graduate students within the Marine Biology Department is located on the CFOS Academic website under [student resources](#). If you are in the Marine Biology graduate program, please review the document and discuss any questions or concerns with your faculty advisor. Please note that some advisors within the department may deviate slightly from this document. This document is a source of information and can be the basis of discussions between students and their advisors. Ask questions of your advisor if you have them.

Oceanography and Fisheries departments have advisor-specific expectation documents. If you have not been provided with one, please contact your advisor to discuss expectations. Advisors and students are expected to read the CFOS and UAF Graduate Student Handbook and know the contents.

## **Research and Teaching Assistantships (RA/TA)**

Students are awarded assistantships to help support them while they pursue their academic goals and earn their degree. While the assistantship is a job, the academic pursuit is a personal and professional development and enrichment. Research and Teaching Assistantships are paid bi-weekly/salary. Those who wish to take vacations while on a RA/TA must clear time off with their faculty advisor and/or instructor on record for the course they are assigned to. Research and Teaching assistantships are at-will positions and the funding agency/advisor has the right to pull funding at any time during the student's academic career.

## **Thesis credits**

Based on UAF Graduate School policy, the expectation for graduate students is that they complete a minimum of four hours a week towards working on their thesis/dissertation research per thesis credit that they enrolled for that semester. For example, if a graduate student registers for nine credits of FISH, OCN, or MBI 699, then they should be completing a minimum of 36 hours of work per week on their thesis research (e.g., field sampling, laboratory sample processing and/or experimentation, and/or modelling), data analysis, and writing. If a student is on a research or teaching assistantship, these thesis hours are in addition to the required 20 hours of work associated with that assistantship.

## **International Students - Thesis/Course credit expectation**

The Department of Homeland Security views international students as a guest in our country and requires students to complete their program expediently. International students are required to enroll full-time at 9 credits a semester. This ensures that they are engaged with their studies, and can make timely progress to their degrees. For more information about remaining in status please review the [F-1 Status](#) on International Student and Scholar Services webpage.

## **Degree Progress over Summer Months**

There is an assumption that a student is voluntarily engaged enough in their academic studies that they will work to make academic progress over the summer, even if they are not registered. The opportunity exists over the summer to make progress so that the degree is not dragged out and then possibly derailed by unexpected events. This is your academic program and success relies on what you invest in your program.

## ***Guidelines for Preparation of the Thesis***

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

**Be sure to attend the thesis preparation workshop offered by the UAF Graduate School every semester.**

### **Writing**

Students are urged to print out and carefully read the Thesis/Dissertation Format Workbook, available at the Graduate School website:

<https://www.uaf.edu/gradschool/current-students/ready-to-graduate/thesis-dissertation-formatting.php>

BEFORE beginning to write. Many aspects of the required format are easy to incorporate, as the document is written, but difficult and time-consuming to do after the thesis is already nearly done. The student should reach an agreement with their major advisor and committee on whether the thesis or dissertation will be written in monographic (book) form or as manuscripts ready for submission to a professional journal (or in some cases, already submitted or published). MARINE BIOLOGY AND OCEANOGRAPHY strongly encourage the latter, collected manuscript format, especially for PhD dissertations. If the thesis/dissertation contains more than 1 chapter, a general introduction, and a general conclusion are required, i.e., bookend chapters

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

Other suggested books on writing your thesis or dissertation:

**Sleeping Dogs Don't Lay\* Practical Advice for the Grammatically Challenged** by R. Lederer & R. Dowis (Amazon ISBN-10: 0312263945)

**Scientists Must Write** by Robert Barrass (Amazon ISBN-10: 0415269962)

**Successful Scientific Writing** by J. Matthews, et al. (Amazon ISBN-10: 1107691931)

**Writing the Winning Dissertation: A Step-by-Step Guide** -- by Allan A. Glatthorn (Amazon ISBN-10: 1544317204)

**Surviving Your Dissertation: A Comprehensive Guide to Content & Process** by Kjell Erik Rudestam, et al (Amazon ISBN-10: 1452260974)

**Secrets for a Successful Dissertation** by Jan Secrist (Author), et al (Amazon ISBN-10: 0761912517)

**Proposals That Work: A Guide for Planning Dissertations and Grant Proposals** by Lawrence F. Locke (Author), et al (Amazon ISBN 10: 9781452216850)

**The Elements of Style, Fourth Edition** by William Strunk Jr. and E.B. White (Amazon ISBN-10: 9780205309023)

**How To Write & Publish a Scientific Paper: 5th Edition** by Robert A. Day (Author) (Amazon ISBN-10: 1440842809)

Students who have difficulty writing, or for whom English is a second language, may find the [UAF Writing Center](#) helpful. However, the Writing Center focuses mainly on writing for undergraduates and does not have the resources to edit an entire thesis, nor do they have the scientific knowledge necessary for some aspects of editing. They can be helpful with certain specific problems, however, and are worth a try. Students who enter UAF with weak writing skills (or weak skills in English) should plan to take expository writing courses, English as Second Language courses, or pursue other strategies to improve both written and/or spoken English.

Some suggested courses that may be beneficial to your preparation for writing your thesis/dissertation:

OCN F303: Data Analysis and Writing for Aquatic Sciences - 3 credits

In this course, students will develop skills in basic data analysis, and scientific writing, and interpretation of published research. This course will utilize public data sets and peer-reviewed scientific writing samples drawn from the fields of fisheries, marine sciences, and limnology that address an important question in aquatic science. (*This course would be considered a deficiency course for CFOS graduate students*)

MBI F602: Proposal Writing - 1 credit

Familiarizes students with the proposal writing process. Writing proposals is a common requirement during graduate school and will be continuing during the career as a scientist and researcher. This class aims to cover some common rules about good proposal writing. Students will be required to write a proposal and to give feedback to 1-2 proposals of classmates. Course may be repeated for credit.

WLF F602: Research Design - 3 credits

An introduction to the philosophy, performance, and evaluation of hypothetical/deductive research in the biological sciences, with emphasis on hypothesis formulation and testing. Each student will develop a research proposal.

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

Major advisors and committee members expect to spend a reasonable amount of time editing student writing, and also accept that students whose first language is not English will require more editorial assistance. However, students should not submit thesis or dissertation drafts requiring several dozens of editorial corrections on every page. If such a draft is submitted, committee members may return it unread. Students who find that their writing skills are not up to producing an acceptable initial draft should consider hiring an editorial assistant. Sometimes, fellow graduate students who are reasonably familiar with your field can provide the best help, and are willing to work for modest compensation (suggested minimum of \$20/hour). However, not all students are able or willing to provide such assistance, and they are under no obligation to do so. Note that such editorial assistants can correct errors of grammar or syntax, but should not be expected to extensively rewrite the material. It is primarily the student's responsibility to

write the thesis or dissertation in acceptable English. If a student's writing skills are so poor as to make that impossible, the student must improve those skills before they can graduate.

## Review and revision

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

If the first draft is well done and requires only a moderate amount of revision, and with the agreement of the major advisor, the student should submit the second draft of the complete thesis to the entire committee for review. Unless all committee members agree to a shorter time, a complete copy of the defense draft of the thesis or dissertation must be given to all committee members at least **30 days before the defense**. Note that this requirement means that the thesis or dissertation must reach the committee member by this date, not just be emailed.

## Scheduling defense

Graduate thesis defense examinations are public events and open to the university and wider community. The student should submit their name and project, thesis, or dissertation title and the date, time, Zoom link, and location of their defense examination to the CFOS Academic Programs Office and the Graduate School at least two weeks prior to their defense examination date. The Graduate School, along with the home program, department, college, or school, will advertise the examination. The defending student or committee chair will be responsible for dispersing the Zoom password (this will alleviate any potential Zoom bombing opportunities). You may submit your Public Defense Announcement to the Graduate School using the submission form found on the [Forms webpage](#).

The defense examination includes a public presentation of the thesis moderated by the chair of the graduate advisory committee, followed by a private executive examination by the committee.

**PhD students, DO NOT FORGET to schedule your outside examiner at least two weeks prior to your defense. You must be prepared to provide a copy of the defense draft of the dissertation to the Outside Examiner at least two weeks before the defense.** Sometimes the approaching deadlines will force a student to schedule a defense before final approval of the committee is obtained. While this is permitted, you should note that this could result in the cancellation of the defense after it has already been advertised.



Generally, multiple drafts and editorial exchanges with your advisor are necessary (either chapter by chapter, or as a complete thesis or dissertation). Once you have completed several rounds of corrections, and your advisor/committee chair has signaled their approval, the document will be ready for submission and review by the committee. Depending on committee feedback further drafts may be required.

Rarely, a student will think that his or her thesis or dissertation is ready for defense when the committee chair and/or committee members think that it is not. You should recognize that the committee members' requirements for additional revisions before the defense are in your best interest. Keep in mind that the committee is trying to provide you with the best possible chance of a successful defense. Occasionally, a majority of committee members agree that a thesis or dissertation is ready for defense, but a single committee member disagrees. In that case, the student and his or her major advisor should ask the Department Chair for their department for advice.

After post-defense corrections are completed and the advisory committee has signed off on the thesis, the Department Chair must review the thesis/dissertation. If not traveling, the Department Chair requires a minimum of two weeks for the review. It is YOUR responsibility to ascertain the travel schedules of the Department Chair and find out when the thesis or dissertation must be delivered to them to ensure meeting Graduate School deadlines. A thesis/dissertation submittal form will need to be initiated when you submit the thesis/dissertation to your committee. You can locate the thesis/dissertation submittal form on the UAF Graduate School website under [forms](#). Once the thesis/dissertations submittal form is signed by the Dean (usually right after the Department Chair signs it), you can submit your thesis/dissertation to the UAF Graduate School. Be sure to provide a copy of your thesis /dissertation to CFOS Academic Programs. They will submit the final thesis/dissertation to the Dean for their file. Once you have turned in your thesis/dissertation, we request that you fill out an exit survey which we use for our outcomes assessment (University accreditation requirement). If you did not receive a link from CFOS Academic Programs to fill one out, please contact them at [academics@cfos.uaf.edu](mailto:academics@cfos.uaf.edu).

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

## Thesis Format for Fisheries Students

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

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

Please prepare your thesis according to the graduate school's instructions and in the style described in the [Guide for Authors](#) from the *Transactions of The American Fisheries Society*, particularly the section headed "[Preparation of Manuscripts](#)"

OR



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

## Thesis/Disseration Deadlines

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

### Fall DEADLINES

Application for Advancement to Candidacy Form due to Graduate School	October 15th
Application for Fall graduation due to Registrar (include \$50.00 fee)	October 15th
Post-defense thesis due to Department Chair	October 31st
Post-defense thesis due to CFOS Dean	November 19th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	November 28th
All other paperwork	December 20

### Spring DEADLINES

Application for Advancement to Candidacy Form due to Graduate School	February 15th
Application for Spring graduation Due to Registrar (\$50 application fee)	February 15th
Post-defense thesis due to Department Chairs	March 3rd
Post-defense thesis due to CFOS Dean	March 17th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	April 7th
All other paperwork	April 24

### Summer DEADLINES

Application for Advancement to Candidacy Form due to Graduate School	July 15th
Application for Summer graduation due to Registrar (include \$50.00)	June 15th
Post-defense thesis due to Department Chairs	June 27th
Post-defense thesis due to CFOS Dean	July 11th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	August 1st

These dates mean that for a typical MS thesis, the first draft should be submitted to the committee chair no less than eight weeks before the Graduate School submission deadline. For a typical PhD dissertation, the committee chair should receive the first chapter no less than 13 weeks and the last chapter no less than eight weeks before the Graduate School submission deadline. Usually, MS students spend two full semesters writing and revising their thesis, while PhD students spend at least four semesters writing and revising their dissertation. The final effort can be shortened if individual chapters are written up for publication earlier, and preliminary sections (e.g., introduction, literature review, methods) are completed well in advance.

## Application for Graduation

You must be registered for a minimum of three graduate-level credits within your discipline and maintain enrollment in the semester that you plan to defend your thesis, and you must be registered for a minimum of one graduate credit within your discipline and maintain enrollment during the semester you graduate. You must fill an application for graduation and pay a non-refundable fee with the UAF Registrar's Office. We encourage you to apply for graduation in the semester before the semester you plan to graduate. Application for graduation filed after the published deadline will be processed for graduation for the following semester. You do not need to have all requirements met before you apply for graduation. The application is an indication that you are planning to finish all degree requirements during the intended graduation semester. Students who apply for graduation and who do not complete degree requirements by the end of the semester must reapply for graduation and pay the fee again.

## General Thesis/Dissertation Submission Procedure

After you have successfully defended your thesis/dissertation, made any recommended corrections, and your thesis/dissertation approval form has been signed by your committee, Department Chair, and Dean, you can begin the Online Thesis Submission Process. It is a courtesy to provide/purchase a copy of your thesis for your advisor, and possibly your committee members. They provided the guidance and in most cases funding to get you to this point. Please do not forget them when considering how many copies to purchase.

## Online Thesis Submission Process

If you have any questions through the process, please contact the UAF Graduate School.

1. [www.etdadmin.com/uaf](http://www.etdadmin.com/uaf)
2. Sign up and create an account if you have not done so (orange tab in the lower center of the webpage)
3. If you have an account, in the top right corner, select Students: Submit.
4. Login with UA username and password
5. Before you begin, please be sure you have the following:
  - o *Full text of the dissertation/thesis in PDF format:* This must be one file. If your manuscript is in Word or RTF format, you can convert it to PDF using the PDF Conversion tool. You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#)

- Abstract
  - Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
  - Advisor and other Committee Members' Names
  - Subject Category. Please choose one to three subject categories from the Subject Category list, that best describe your dissertation/thesis subject area.
6. Select Publishing Options
  7. Select Institutional Repository (IR) Publishing Options
  8. Print & sign the UAF Thesis/Dissertation Publishing Agreement & submit it to the Graduate School
  9. If you are requesting a Delayed Access for your thesis/dissertation, fill out and submit the request
  10. Fill out Contact Information
  11. Complete About my dissertation/thesis section
    - Dissertation/Thesis details
    - Upload your PDF
    - Upload your Supplemental Files (optional)
    - Add any notes for the Graduate School
  12. Register for a U.S. Copyright (if necessary)
  13. Order copies of your Thesis/Dissertation
    - Any printed copies will be your choice (no requirement); please keep in mind a bound copy for your advisor would be appreciated.
    - Enter shipping address
  14. Submit and Pay
  15. After submittal, your dissertation/thesis goes into a holding file for the Graduate School to review
  16. The Graduate School will send you any corrections. Make edits and submit the final copy.

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

## ***Sample MS/PhD Degree Timeline/Checklist***

All CFOS students are required to meet the UAF and CFOS mandated safety training within the first month of their study. Special training requirements apply to NSF-funded undergraduate and graduate students which they need to discuss with their major advisor. Students also need to discuss additional safety training requirements based on their study needs with their major advisor. If your study involves observation, collection, or experimentation with vertebrate animals, you may need approval from the [Institutional Animal Care and Use Committee \(IACUC\)](#) and may require training. Similarly, if you are planning on working with human subjects, including surveys and interviews, you main need approval from the Institutional Review Board (IRB) and associated training (<https://www.uaf.edu/irb/training/>). Be sure that you check with the [Office of Research Integrity](#) if you have any questions about making sure that you are conducting responsible and ethical research.

### ***Full-time Master's students intending to complete their degree within two and a half years.***

#### **1. Before the beginning of your first semester:**

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

#### **2. During your first year:**

- Meet frequently (a short meeting at least biweekly is recommended) with your major advisor to discuss your progress in research and courses (especially if you are having difficulties). You should refine and revise your research goals and timeline as needed.
- If in the rare case, you have an interim advisor, these meetings should focus on your progress in locating a project and major advisor, as well as progress in or difficulties with courses.
- Apply for funding if you do not have funding to support your research. You can refer to the [CFOS student funding](#) page pertaining to internal funding. Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for [UAF Privately Funded Scholarship](#) every year. One application covers all the UA scholarships you may be eligible to be awarded.
- At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
- By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.

- **All students working with vertebrates, human subjects, or biosafety must comply with UAF policies and acquire the appropriate permits to do research. For more information, contact the [Office of Research Integrity](#)**

### **3. By the end of your first year:**

- Meet with your major advisor to ensure that your thesis project is fairly well outlined. What is the problem you are addressing? The hypotheses being tested? The approaches and methods you are using? Any significant results so far?
- Choose your committee members, plus one or two alternates in case a first choice cannot serve.
- Contact your choices and ask them if they are willing and able to serve on your advisory committee.
- Complete and submit the Appointment of Graduate Advisory Committee form.
- Schedule a meeting with your committee. Prepare a draft GSP and proposal in consultation with your major advisor before the meeting.
- At the meeting, discuss the GSP and your research plans. Complete an Annual Progress Report form.
- Revise GSP as needed based on committee input. Submit using the forms on the UAF School website.

**The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):**

- **GSP and proposal**
- **Appointment of Committee**
- **Annual Report**

**Forms not submitted in time could result in student status changing from “in good standing” to “out of status”. If you start in the spring semester, you have until the end of the fall semester to submit forms.**

### **4. During your second or third semester:**

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

### **5. By the end of your second year:**

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

The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):

- **Annual Report**
- **Report of Examination Form (if completed comprehensive exam/proposal defense).**
- **Advancement to Candidacy (if Report of Examination Form has been submitted).**

**6. Fifth semester:**

- Tie up any loose ends in your research and data analysis.
- Finish writing your thesis, conferring often with your major advisor and committee.
- Schedule your Defense
- Defend.
  - **File your report of defense form.**
  - **File your thesis approval form when your advisor gives you clearance that the thesis is ready for Department Chair review.**
  - **Fill out department exit survey.**

**Full-time PhD students intending to complete their degree within five years:**

**1. Before the beginning of your first semester:**

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

**2. During your first year:**

- Meet frequently (a short meeting at least biweekly is recommended) with your major advisor to discuss your progress in research and courses (especially if you are having difficulties). You should refine and revise your research goals and timeline as needed.
- If you have an interim advisor, these meetings should focus on your progress in locating a project and major advisor, as well as progress in or difficulties with courses.
- Apply for funding if you do not have funding to support your research. You can refer to the [CFOS student funding](#) page pertaining to internal funding. Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for [UAF Privately Funded](#)

[Scholarship](#) every year. One application covers all the UA scholarships you may be eligible to be awarded.

- At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
- By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
- Choose your committee members, plus one or two alternates, in case a first choice cannot serve.
- Contact your choices and ask them if they are willing and able to serve on your advisory committee.
- Complete and submit the Appointment of Graduate Advisory Committee form.
- Schedule a meeting with your committee. Prepare a draft GSP and proposal in consultation with your major advisor before the meeting.
- Also before the meeting, meet with your major advisor to ensure that your thesis project is fairly well outlined. What is the problem you are addressing? The hypotheses being tested? The approaches and methods you are using? Any significant results so far?
- At the meeting, discuss the GSP, proposal, and research plans. Complete an Annual Progress Report form.

**The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):**

- GSP and proposal
- Appointment of Committee
- Annual Report

**Forms not submitted in time could result in student status changing from “in good standing” to “out of status”. If you start in the spring semester, you have until the end of the fall semester to submit forms.**

- **All students working with vertebrates, human subjects, or biosafety must comply with UAF policies and acquire the appropriate permits to do research. For more information, contact the [Office of Research Integrity](#)**

**4. During your third and fourth semester:**

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

**5. By the end of your second year:**

- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research. Submit your Annual Committee Report and Statement on Research Progress.



- Oceanography and Marine Biology students are expected to present their research plan (=proposal presentations) to the faculty, students, and staff within their second year through a public seminar (e.g., CFOS seminar).

**The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):**

- **Annual Report**

#### 6. Third-year:

- Schedule and pass your qualifying examination. If an oral examination is required, do not forget to request an outside examiner.
- File Report of Comprehensive exam form.
- File the Advancement to candidacy form.  
*If you are on a RA or TA be sure to contact CFOS Academic Programs to remind them to file an increase of pay rate - it is the student's responsibility to notify CFOS Academic Programs.*
- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.
- Meet with committee members as needed for additional advice.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.

**The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):**

- **Annual Report**

#### 7. Fourth-year:

- Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
- Meet with committee members as needed for additional advice.
- Conduct field or laboratory research or data analysis and modeling relevant to your project.
- Begin writing if possible. Prepare a manuscript for publication if your research has progressed to that point. Write up methods, introduction, or background. Attend a national or international meeting to present some of your results.
- Apply for a thesis completion fellowship, if needed.
- Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.

**The following forms should be submitted no later than May 15th (if it looks as if you will be submitting the forms late, you will need to request an extension - [Extension to submit late forms Link](#)):**

- **Annual Report**

8. **Fifth-year:**

- Tie up any loose ends in your research and data analysis.
- Finish writing your dissertation, conferring often with your major advisor and committee. Submit manuscripts for publication as they are completed.
- Attend a national or international meeting (or several) to present your results.
- Apply for postdocs or other jobs appropriate for your skills and career goals.
- Apply for graduation
- Schedule Defense (do not forget to request outside examiner)
- Defend your dissertation.
  - **File a report of defense form**
  - **File an approval of dissertation form (when your advisor gives you the clearance your dissertation is ready to submit to the Department Chair)..**
  - **Fill out department exit survey.**
- **Graduate!**

## Graduation Checklist

- ☐ File Advancement to candidacy.
- ☐ Apply for graduation <http://www.uaf.edu/reg/grad/>
- ☐ Schedule a defense date and room (contact CFOS Academic Programs).
- ☐ PhD students will need to request an [outside examiner](#)
- ☐ Email the CFOS Academic Programs Office and UAF Graduate School:
  - Thesis/Dissertation title;
  - Abstract;
  - Zoom link and password;
  - Photograph for social media post;
  - Any additional information that you would like to include in the announcement
- ☐ Defend thesis/dissertation Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- ☐ Make the needed faculty corrections to thesis/dissertation.
- ☐ Fill out and send CFOS Academic Programs the Thesis/Dissertation Approval form
- ☐ Turn in thesis/dissertation to Department Chair Due Date: \_\_\_\_\_
- ☐ Make needed Department Chairs corrections.
- ☐ Turn in thesis/dissertation to Dean (this must go through CFOS Academic Programs). Due Date: \_\_\_\_\_
- ☐ Submit your thesis electronically to the Graduate School (follow thesis submittal instructions <https://uaf.edu/gradsch/current/ready-to-graduate/>).
- ☐ Make needed Graduate School corrections.
- ☐ Marine Biology and Oceanography: [Fill out Marine Biology/Oceanography accomplish form](#)
- ☐ Marine Biology, Oceanography, and Fisheries: Fill out Exit Interview Survey:
  - Marine Biology: <https://goo.gl/forms/LmhG5Sy9YHl1zNVp2>
  - Oceanography: <https://goo.gl/forms/sdiMVX8StByeczpV2>
  - Fisheries: <https://goo.gl/forms/RTRDyulBk6i1cV0F3>
- ☐ PhD Candidates also need to submit:
  1. SLED Survey (available Graduate School Website)
  2. UMI Microfilm and copyright form
  3. 50 word abstract (for commencement booklet)



**GRADUATION (now you are at the finish line)!! Congratulations!!!**

## ***Assistantships and Financial Aid***

### **Graduate Assistantships**

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

Graduate assistants can be paid for a maximum of 20 hours per week while classes are in session. Students with assistantships must be registered for at least six credits during the fall and spring semesters (audited credits cannot be counted toward workload). NOTE: International students MUST be enrolled in nine credits every semester.

Teaching assistantships include a tuition payment by the University for no more than 6 credits to cover two courses during each semester if the workload is 15 to 20 hours per week. Research assistantships can include a tuition payment by grants/contracts to cover six-nine credits per semester. No tuition will be included if the workload is less than 10 hours per week.

Tuition supplements may be used for tuition only. General fees are typically covered by both TAs and RAs. Special fees (e.g., for a field course) are often the responsibility of the student unless the department or grant makes other arrangements with the UAF Bursar's Office and the UAF Graduate School before registration.

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

### **Rate of Pay for CFOS Graduate Research and Teaching Assistantships 2023-2024 Academic Year**

<b><u>2023-2024 Rates</u></b>	<b><u>MS, MMS, MMP, (if funded) &amp; PhD Pre-Comps w/o MS</u></b>	<b>PhD w/MS</b>	<b>PhD Post-Comps</b>
<b>Hourly Rate</b>	<b>\$24.26</b>	<b>\$26.12</b>	<b>\$28.11</b>
<b>Bi-weekly 20 hours</b>	<b>\$970.40</b>	<b>\$1044.80</b>	<b>\$1124.40</b>
<b>Bi-weekly 40 hours</b>	<b>\$1940.80</b>	<b>\$2089.60</b>	<b>\$2248.80</b>

## **CFOS Funding Sources Available for Graduate Students**

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

### **Grants, Scholarships, and Fellowships**

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

### **UAF Privately Funded Scholarships**

The deadline for applying for UAF privately funded scholarships is February 15. Early applications are strongly encouraged. The Financial Aid Office coordinates scholarship applications with the various departments, which evaluate the applications for appropriate scholarships. Please refer to the [Financial Aid Office](#) website for more information.

### **University of Alaska Foundation Scholarships**

Scholarships are available for students attending any campus in the UA system. The deadline is February 15. Students can apply by logging into [UAOnline](#).

### **Robert Byrd Marine Biology and Oceanography Graduate Support Fund**

To support Marine Biology and Oceanography student thesis-oriented travel, supplies for thesis work, and/or contractual services as they pertain to research. Awards are given each spring as long as funds are available. Calls for proposals are made in February. For more information contact Katrin Iken at [kbiken@alaska.edu](mailto:kbiken@alaska.edu).

### **Dieter Family Marine Science Research Scholarship**

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

Award amount: \$500 to \$1,000 per year. Based on funding availability.

UAF privately funded scholarships is February 15. Students can apply by logging into [UAOnline](#).

### **Francis "Bud" Fay Memorial Scholarship**

To support graduate students in marine biology, who are researching marine mammals. Bud Fay was known to all whose lives he touched as a warm, caring, generous individual, a man of great integrity who was intensely interested and passionately involved in his scientific pursuits. He was recognized internationally as the world's leading expert on walrus.

Award amount: \$1000 per year. Based on funding availability.

UAF privately funded scholarships is February 15. Students can apply by logging into [UAOnline](#).

### **H. Feder and D. Shaw Graduate Student Support Fund**

To support graduate students in oceanography or marine biology. Alyeska Pipeline Service Company established this support fund to honor the contributions that Drs. Howard Feder and David Shaw made to monitor the environment in Port Valdez. Both Drs. Feder and Shaw are professors emeriti of the Institute of Marine Science at UAF. Award amount: \$1,500/year. Based on funding availability. UAF privately funded scholarships is February 15. Students can apply by logging into [UAOnline](#).

### **Ken Turner Memorial Fellowship**

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

Award amount: \$1,000-\$2,000/year. Based on funding availability. UAF privately funded scholarships is February 15. Students can apply by logging into [UAOnline](#).

### **NFI/Sea Grant Fellowships**

These fellowships provide stipend and tuition for a graduate student working on marine fisheries research. Provided by the National Fishing Institute and the Alaska Sea Grant College Program. Contact: Alaska Sea Grant College Program, <http://www.uaf.edu/seagrant/>

### **Rasmuson Fisheries Research Center**

Rasmuson Fellowships are annual awards (July through June of next year) that provide a student stipend and tuition to recipients. The fellowship amount is based on the degree sought. The fellowship awards up to \$47,000 for M.S. students and \$52,000 for Ph.D. students. Occasionally, a fellowship will be awarded for only one semester (prorated to reflect the time the fellowship is awarded). The award covers stipend, insurance, fees, and tuition for six credits each for fall and spring semesters, at the resident tuition rate. Nonresident students may apply, but their advisors must come up with the difference in tuition and fees for the nonresident rate (approximately \$8,000-10,000). Students cannot “self-fund” the nonresident portion of the tuition. The fellowship award credits tuition, fees, and insurance first, and the remaining balance is awarded as a monthly fellowship payment. Income taxes are not deducted from the fellowships; students receiving the fellowship must plan accordingly (we recommend saving 10–15% for taxes). The RFRC board has the discretion to change the amount of awards depending on endowment earnings. For more information visit the [RFRC website](#).

### **PCCRC (Pollock Conservation Cooperative Research Center)**

When funds are available, the PCCRC awards graduate student fellowships to current or prospective UAF graduate students whose research align with PCCRC research priorities (see annual Research RFP). The fellowship includes a standard graduate stipend, in-state tuition/fees, health insurance, and \$2,000 that can be applied to research/travel expenses. Awards are renewable pending successful annual progress: M.S. students may receive a maximum of 2 years of support; PhD students may receive a maximum of 3 years of support. PCCRC will send out a call for proposals if/when they decide to fund a new round of fellowships. Based on funding availability.

### **Ladd Macaulay Memorial Scholarship (DIPAC)**

The Ladd Macaulay Graduate Fellowship in Salmon Fisheries Research is funded through an endowment and donations provided to the University of Alaska by Douglas Island Pink and

Chum, Inc. (DIPAC), a private non-profit salmon enhancement organization based in Juneau, Alaska. The fellowship will support graduate studies in Fisheries at UAF. Funding is for an incoming (prospective) graduate student and will cover standard graduate stipend, tuition/fees, and health insurance for up to three years; second and third-year funding is conditional on successful annual progress. Selection is competitive. An announcement requesting proposals will be sent out in November/December if funding allows.

### **The Kathryn E. and John P. Doyle Scholarship**

Support Undergraduate and Graduate female students pursuing a degree in science and attending the University of Alaska Fairbanks. Up to four scholarships will be awarded. Two for Undergraduate students at up to \$5,000 each. Two for Graduate students at up to \$10,000 each. One Graduate level scholarship will be specifically for a Fisheries student. For more information please visit the [Doyle Scholarship informational](#) website.

### **North Gulf of Alaska Scholarship**

The purpose of this award is to provide support for the UAF College of Fisheries and Ocean Sciences (CFOS) graduate student research projects. The research should be directly related to or have implications for current issues of importance to state or federal fisheries management and can be in any of the areas of significance for fisheries management such as oceanography, biology, socioeconomics, etc. Graduate student recipients must be working on a project in consultation with research scientists at the Alaska Department of Fish and Game (ADF&G) or the National Marine Fisheries Service (NMFS), and the research must ultimately be connected to fisheries management and of interest to fisheries managers and regulatory bodies, such as the State of Alaska Board of Fisheries or the North Pacific Fisheries Management Council (NPFMC). An announcement requesting proposals will be sent out in December/January, if funding allows. Academic Programs: [academics@cfos.uaf.edu](mailto:academics@cfos.uaf.edu)

## **UAF Graduate School / Other University Programs funding opportunities**

### **UAF Graduate School Degree completion and scholarship awards**

When funding is available, the UAF Graduate School offers fellowships and scholarships to help you complete your graduate degree. These awards are made on a competitive basis based on a review of an applicant's Report of the Advisory Committee and their degree completion timeline. Students may apply for both the fellowship and scholarship award in any one semester but can receive only one award. Students can receive only one award (fellowship or scholarship) per degree. The awards are for use in the semester (fall, spring, or summer) immediately following the application. Contact the UAF Graduate School for more information

### **Graduate School Travel Grant**

Travel grants will be awarded as funding is available. This competitive grant provides partial coverage of expenses for travel that contributes directly to the student's graduate education, research, and/or networking with the broader professional community.

The travel grant opportunity is for UAF students enrolled in a Master's or Doctoral degree program for up to \$1,000. This grant will likely be less than the total expenses. The intent is to make it feasible for many students to travel, not to pay the entire cost for a few students. You are responsible for obtaining any additional funds needed, which can include personal funds. Contact the UAF Graduate School for more information

### **Robert L. and Virginia R. Rausch Scholarship**

The Robert L. and Virginia R. Rausch Scholarship attracts and support graduate students who have a commitment to the study of languages and the history of the indigenous peoples of Alaska. Requirements: be a graduate student; enrolled full-time at UAF; demonstrated motivation, and academic and leadership potential; be in good academic standing with a minimum GPA of 3.0; applicant's program, major, or research emphasis reflects a commitment to the study of languages and history of the indigenous peoples of Alaska. Preference will be given to members of the indigenous populations of Alaska. Students can apply by logging into [UAOnline](#).

### **Alaska Fly Fishers, Natural Sciences Scholarship**

The Alaska Fly Fishers awards a \$1,000 Fisheries Scholarship to undergraduate/graduate students enrolled in educational programs related to Alaska fisheries or fisheries management. The Scholarship Fund was established in 1992 to further education and research concerning the freshwater fisheries in Alaska, particularly Pacific salmon, rainbow trout, Dolly Varden, Arctic char, and Arctic grayling. The scholarship is open to undergraduate and graduate students who are Alaska residents.

Applicants must demonstrate an interest in the field of natural resources, fisheries, or related programs as well as be admitted with a declared major to a program (freshman, sophomore, junior, senior, or graduate student) in the field of natural resources, fisheries or related programs. The applicant must be a full-time student at an accredited college or university in Alaska during the term for which the scholarship is awarded. Applicant must be in good academic standing with an overall GPA of at least 3.0 during high school or 3.0 during college years. <http://www.alaskaflyfishers.net/AFFScholarship> The AFF scholarship application can be downloaded in .pdf or .doc format: [AFF-Scholarship-Application.doc](#) and [AFF-Scholarship-Application.pdf](#).

### **NOAA Scholarships**

Please visit [NOAA's Student opportunities website](#) to see additional scholarship opportunities.

### **SIGMA XI Grants-in-aid fund**

Provides small amounts of money (\$1000) for research expenses  
<https://www.sigmaxi.org/programs/grants-in-aid-of-research>

### **Libbie H. Hyman Memorial Scholarship For Courses & Research at a Field Station**

This scholarship, in memory of Libbie H. Hyman, one of America's foremost invertebrate zoologists, provides assistance to students to take courses or to pursue research on invertebrates at a marine, freshwater, or terrestrial field station. The Hyman Grant is intended to help support a first meaningful field station experience for a first- or a second-year graduate student, or an advanced undergraduate. For more information please visit <https://sicb.org/libbie-h-hyman-memorial-scholarship/>.

### **Other opportunities:**

Please check out [Alaska INBRE](#) and [Alaska EPSCoR](#) for student funding opportunities.



## ***Misc. Information***

### **Fee Payment**

If your tuition, insurance, and/or fees are being covered by a Research Assistantship, Teaching Assistantship, Fellowship, or memo issued by the CFOS Academic Programs Office, it is the student's responsibility to verify that the contract letters/memos have been submitted, processed, and accounts are paid in full by the fee payment deadline. If there is a balance on your student account, and you cannot get in contact with anyone from the CFOS Academic Programs Office to assist by the fee payment deadline, pay the balance and contact us the next business day. We can work with the UAF Bursar's Office, Graduate School, and/or the Financial Aid office about issuing you a refund. If balances are not paid in full by the deadline, the late fee will be the student's responsibility.

### **Office Space**

CFOS will make every effort to provide you with an office space that will include a desk and, if possible, a file cabinet. However, space is not guaranteed. Depending on the number of students and availability of space, you may have exclusive or shared use of shelves, file cabinets, etc. Bullpen office desk spaces are reserved for students whose advisors do not have designated desk space available for them. Those students who have access to desk space in an advisor's lab/designated space may request to be placed in a bullpen; however, priority is given to those students who do not have advisor-designated space. Students who have other desk space options available to them may be asked to relocate to their advisor's designated student space for those students who do not have that option.

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

**NOTE: Office space is not to be used for the storage of personal belongings (besides books, papers, and school-related materials), lab supplies, and/or samples that contain chemicals. In addition, offices are not to be used as short or long-term housing. Animals are not permitted in UAF buildings without prior approval or permission except for service animals (UAF policy 05.09.001). Students who abuse their office space will be asked to vacate the space. If you are asked to vacate your space, you will have up to two weeks to do so. If the office space is not vacated within the two-week time frame, CFOS Academic Programs will contact the UAF Police Department or Office of Students Rights & Responsibilities, who will inventory, pack, and store belongings at their facility.**

### **Campus Mail**

The UAF Campus Mail Center is responsible for all incoming/outgoing mail service, and intra-campus mail pickup/delivery for UAF departments. Mail service is limited to official university business only. Mail is sorted and delivered to primary departmental offices, not to

individual faculty/staff offices. Each department has been given a unique 4-digit mailbox number to assist with the sorting and delivery process.

Incoming – Do NOT use University of Alaska as your personal mailing address. All non-university business mail (including utility bills, bank statements, insurance policies, catalogs and magazines, Stitch Fix, Ulta, and any other personal mail) must be directed to your home address or personal mailbox. UAF campus mail boxes for personal use are available for rent at the Campus Mail Center.

Outgoing – Personal mail will be picked up with all other classes of mail if it has postage and is sealed.

## **Research Permits**

All students working with vertebrates, human subjects, or biosafety must comply with UAF policies and acquire the appropriate permits to do research. For more information, contact the [Office of Research Integrity](#).

Additional state or federal research, collection, or possession permits may be required, as well as Land Use Permits. Check with your advisor before starting any research and/or shipping and receiving any samples.

## **Safety, FERPA, Bully, Minor, and Title IX Training**

All students employed or volunteering in a lab MUST have UAF and CFOS safety training BEFORE entering a lab. In addition, all students must complete Minor and Title IX training. Teaching Assistants must complete FERPA (Family Educational Rights and Privacy Act) certification. Assistantships may be revoked if students do not have current training certification. Contact your supervisor for a list of the safety training modules you must complete. Please contact [CFOS Academic Programs](#) for the current FERPA training link and the [CFOS Facilities Manager](#) for a list of the current safety training.

## **UAF Vehicle Policy**

UAF Transportation Services vehicles (including boats, ATVs, and snow machines) are to be used for official University business only. All UAF Departments and student groups approved by the Office of the Director of Student Activities are allowed to use UAF Vehicles. All authorized drivers must have a valid unrestricted Driver's License, Obtained a Driver's Safety Card, or confirm the completion of the UA driver's [safety training](#). Authorized drivers include student employees with valid UAF identification in the scope of their student employment.

The College of Fisheries and Ocean Sciences leases one vehicle from Transportation Services. If you need access to this vehicle, contact the [CFOS Facilities Coordinator](#). Juneau students should contact Gabrielle Hazelton. In addition, UAF Transportation Services will rent out vehicles for University use. <http://www.uaf.edu/fs/services/rentals-charters/>

You must verify that you are a UAF vehicle authorized user. If you do not get authorization and you drive a UAF vehicle, you will invalidate the University's insurance coverage and will be responsible for damages.

## Travel

Some regulations and procedures must be adhered to when traveling on university business.

**Car rental policy on insurance:** The university provides liability and physical damage coverage for rental vehicles only when the vehicle is being used by an authorized employee while acting in the course and scope of the employee's official duties. Any other use will be considered personal. Motor vehicle rental agencies are not allowed to be named as an insured party or additional insured party under the university's insurance and self-insurance plan. University employees and agents are not authorized to enter into an agreement that would make a rental agency, related entities, or others named or additional insured under the university's insurance or self-insurance programs. **International Travel Car Rentals Only:** Vehicle insurance should always be purchased for rentals by university employees in foreign countries (except for Canada), US territories and possessions.

If you are traveling for university purposes, even if a student does not plan on being reimbursed, you must obtain prior authorization for travel. Please check with the UAF Travel Department to make sure you are filing the correct authorization paperwork.

It is the student's responsibility to read and understand the travel policies found at <https://www.uaf.edu/cfos/internal-resources/business-operations/travel/index.php>. If you have any questions, please contact [UAF Travel Customer Service Office at uaf-travel@alaska.edu](mailto:uaf-travel@alaska.edu)

**If you do not follow these instructions, there is a strong possibility that you will not be able to complete your travel plans or you will be reimbursed for any expenses you incurred.**

## Purchasing (i.e., Procurement)

Please work with your advisor on any purchasing needs. Please refer to the [CFOS procurement website](#) pertaining to important purchasing information or email: [uaf-cfos-purch@alaska.edu](mailto:uaf-cfos-purch@alaska.edu). **Juneau students should contact Gabrielle Hazelton ([ghazelton@alaska.edu](mailto:ghazelton@alaska.edu)).**

## Employment Payroll and Auto Deposit

Students receiving a research or teaching assistantship should contact Christina Sutton or Gabrielle Hazelton, who will assist students with the necessary documents. All students on a research or teaching assistantship will be required to fill out hiring paperwork and show proof of employment eligibility. UAF will direct deposit payroll biweekly on Fridays.

Auto deposit (direct deposit) of your pay is a benefit offered to all University of Alaska employees and ensures that your biweekly net pay is automatically deposited to an Automatic Clearing House (ACH) participant bank, credit union, and/or savings and loan of your choice anywhere in the U.S. You have the option of depositing your pay to one bank account or splitting your pay between two accounts at the same or separate financial institutions. It is highly recommended that all students set up a direct deposit for payroll and reimbursements from the UA system.

## Time Off

Neither the College of Fisheries and Ocean Sciences nor the UAF Graduate School has an official TA or RA policy for time off. Students must negotiate any time off with their supervisor (who may either be the advisor or an instructor of a course). Some advisors allow students to take a week's paid vacation, some do not. **They are not obligated to do so.** Be sure to discuss any time off BEFORE travel plans are made. Many students forget that they are under contract and that they are paid to perform a job. Graduate Assistantships are designated as at-will positions and the University or advisor can terminate the appointment at any time for any reason or no reason at all. Best advice: always communicate with the advisor/supervisor any time-off plans (this also includes sick days).

## UAF Disability Services

UAF Disability Services provides accommodations to students on the Fairbanks campus as well as on the Bristol Bay, Chukchi, Interior Alaska, Kuskokwim, Northwest, Community and Technical College (CTC), UAF eCampus, and College of Rural and Community Development (CRCDD) campuses. Their goal is to provide UAF students with access to academic classes and course materials through an interactive accommodation process. UAF will provide academic and access accommodations **only to the known limitations** of an otherwise qualified student who has a disability. To be considered for UAF Disability Services accommodations individuals should be enrolled for at least one credit as a UAF student. Applications for services can be hand-delivered, emailed, faxed or mailed to Disability Services. Following receipt of an application and documentation an interactive interview will be scheduled by the DS program. If you need assistance with completion of any form, contact UAF Disability Services by email at [uaf-disability-services@alaska.edu](mailto:uaf-disability-services@alaska.edu), by phone at 907-474-5655, or by TTY at 907-474-1827. For more information, please visit their website at: <https://uaf.edu/disabilityservices/about.php>

## Center for Student Rights and Responsibilities

Graduate students can easily feel everyday stress and anxiety as they juggle the pressures of school, work, and family life. Compound that with the pandemic and life can become overwhelming in a hurry. The UAF Center for Student Rights and Responsibilities was recently created to support student-centered programs and services designed to assist students in achieving their personal, academic, and career goals. The Center's mission is to focus on student care, conflict resolution, suicide prevention, crisis management, educational outreach, and much more.

The Center for Student Rights & Responsibilities (CSRR) is committed to the safety and success of all UAF community members. Through early intervention, CSRR empowers each member of the university to succeed in their goals. CSRR collaborates with campus partners to encourage prevention education, well-being, and student success.

The Center focuses on:

- Student Conduct
- The Resilience Project
- Student Care Team
- Educational outreach
- Student Conflict Resolution

- Policy Development, Implementation, and Evaluation
- Facilitation of Students' Ethical Development
- Restorative Justice for Students
- Suicide Prevention
- Student Crisis Management
- Student Death Management
- Sexual Assault Education and Prevention
- Alcohol and Drug Education and Prevention
- Consultation to and with other student service areas such as Residence Life, Athletics, Disability Services, Veterans and Military Services, Student Health and Counseling Center, Resource and Advocacy Center, and the Title IX office
- Development of partnerships with related academic departments and disciplines
- Parent and Family Relations

For more information about the Center for Student Rights and Responsibility, please visit their website at: <https://uaf.edu/csrr/>

You can also email them at [uaf-studentrights@alaska.edu](mailto:uaf-studentrights@alaska.edu) or call them at 907-474-7317.

## **Student Health and Counseling Center**

The UAF Student Health and Counseling Center is a part of the [Division of Student Affairs](#). Their [mission](#) is to help our UAF students stay healthy, grow and develop personally, and do as well as they can in their university studies. They offer a variety of [services](#) at the center, including [medical care](#), [counseling](#) and assistance with the graduate and international student [insurance plans](#). The Student Health and Counseling Center has qualified, professional [staff](#) to provide medical and counseling services to eligible UAF students. Their medical staff includes a physician, one certified physician assistant, two nurse practitioners and three medical assistants. They currently have four professional counselors available to assist students with their counseling needs. Their center provides a wide variety of services to students only from general medical care, with a lab and on site to counseling services range from individual counseling to crisis intervention, alcohol referrals and help with general adjustments to college life. [Confidentiality and personal privacy](#) are important to everyone. They maintain the highest level of confidentiality possible for our UAF students. They follow the rules set forth by federal and state laws along with the ethical guidelines of our professional organizations. For more information about the Student Health and Counseling Center visit their website: <https://uaf.edu/chc/> or call them at 907-474-7043.

## **Graduate student insurance**

Graduate student insurance is provided as a benefit to graduate students who are on a stipend as a teaching or research assistant. It is provided by UnitedHealthcare Student Resources. Please visit its [UAF student policy website](#) to establish an account, print ID cards and check claims.

The graduate student insurance at the Student Health and Counseling Center covers 100 percent of the center's charges. There is no deductible or copayment required. If you have to use your graduate insurance at community facilities, you are responsible for deductibles and copays. Please read your policy very carefully.

The Student Health and Counseling Center fee is optional for graduate students taking fewer than six credits of face-to-face courses as long as a student is taking six credits total, including online courses. If you would like access to services provided at the center, please contact the [UAF Bursar's Office](#) to have the fee added to your account.

## ***International Students - F-1 Status***

International students are personally responsible for maintaining their legal immigration status with the U.S. Citizenship and Immigration Services (USCIS) while in the U.S. UAF International Student and Scholar Services has a two-fold responsibility:

1. Ensuring UAF compliance with the regulations
2. Advise and assist you in maintaining your legal status.

For students, they are here to:

- to help you adapt to the environment of UAF and the U.S.;
- to help you gain the needed skills and knowledge to function independently in American society;
- to assist you if you encounter situations or procedures you do not understand, or if you feel you have somehow been wronged;
- to listen to your ideas and concerns and to enhance your visit by offering educational, recreational, and social activities that are designed for you;
- to clarify your obligations under your visa status and obtain the full benefits to which you are entitled, as well as to help you understand UAF and U.S. immigration policies.

The International Advisors are located in International Student and Scholar Services, 215 Eielson Building,  
Phone 907-474-7677 or 907-474-7583  
Email [uaf-iss@alaska.edu](mailto:uaf-iss@alaska.edu).

At the request of the UAF Chancellor, they are authorized by the U.S. Citizenship and Immigration Service and the Department of State, to provide international students and scholars with immigration advising. Please take advantage of their expertise in immigration regulations. **Contact them as soon as possible regarding any change in your research or teaching activities, change of address, or employment authorizations.** If you have questions or concerns, ask sooner rather than later. The advisors are your advocates – they want to assist international students, scholars and professors in maintaining legal status. International students and scholars are held to a higher standard than U.S. domestic students by U.S. immigration regulations. Issues that may not seem important could have a life-changing impact for international students and scholars. For current U.S. regulations and more information about UAF International Student and Scholar Services please visit their website at:

<https://www.uaf.edu/iss/handbook/index.php>

## **Health Insurance Requirement for International Student**

UAF has a mandatory health insurance plan through [LewerMark Insurance](#). Your UAF student account will be billed automatically for the health insurance cost each semester. [The plan summary \(PDF\)](#) and brochure are available for the upcoming academic year in early August. Under UAF policy, you are required to have health insurance coverage for the time that you are in the U.S. whether you are in F-1 or J-1 status. You also need to provide insurance documentation for any dependents who are here with you at UAF.

If you are a Graduate student receiving a Teaching/Research Assistantship or Fellowship that includes health insurance coverage: The above health insurance charge will be removed from your student account by the Graduate School during the fee payment process when your tuition



payment is posted to your account. Information about the Graduate Student insurance plan is available on the [Grad School](#) website. The information and related links are at the right side of the page.

Note: The Grad School plan does not meet Exchange Visitor Program requirements. If you are coming as a J-1 degree-seeking student sponsored by Fulbright, IIE or another program sponsor and need additional information, you should contact your program sponsor for more information.

All students: If you wish to waive the UAF coverage, you must provide the [waiver form \(PDF\)](#) and documentation of insurance coverage. Please read and complete the waiver form carefully, and make sure to submit it with a full policy and proof of coverage.

## **International Students - Thesis/Course credit expectation**

The Department of Homeland Security views international students as a guest in our country and requires students to complete their program expediently. International students are required to enroll full-time at 9 credits a semester. This ensures that they are engaged with their studies, and can make timely progress to their degrees. For more information about remaining in status please review the [F-1 Status](#) on International Student and Scholar Services webpage.

### ***Last but not least***

CFOS Academic Programs Office will always be available to assist students with any issues that they may have. If you are ever afraid that your voice may not be heard and would like to talk to someone outside of CFOS, then please contact Kaydee Van Flein, the Associate Director for the Center for Students Rights and Responsibilities, as she is an excellent resource. Kaydee is an easy person to talk to and she is genuinely interested in how you are coping with life. She also wants to make sure that we (UAF and CFOS) are meeting the needs of our students! If we are not, please feel comfortable enough to let her know. Kaydee is very circumspect and discreet. Her email is [kmiller20@alaska.edu](mailto:kmiller20@alaska.edu) or you can call her directly at 907-474-7234. Keep in mind that she, as well as Christina, Kyle, and Trent (the Associate Dean of Academic Programs), are mandatory reporters, but if you need to talk to someone confidentially, we can put you in contact with someone with who you can speak to. We just want to make sure that you have all the tools and support available for you to succeed here at CFOS/UAF. You are important to us!

I hope you found this manual helpful. Please do not hesitate to contact CFOS Academic Programs for assistance. If you have any suggestions of items that you would like added to this manual, please let us know. CFOS Academic Programs general email is: [academics@cfos.uaf.edu](mailto:academics@cfos.uaf.edu).







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