**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Overview of the College</td>
<td>4</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Degree Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Time Limits for Completion of Degree</td>
<td>5</td>
</tr>
<tr>
<td>Grade Point Average and Grade Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Registration Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>6</td>
</tr>
<tr>
<td>Course Restrictions</td>
<td>7</td>
</tr>
<tr>
<td>Course Deficiencies</td>
<td>7</td>
</tr>
<tr>
<td>English Deficiencies</td>
<td>7</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>7</td>
</tr>
<tr>
<td>Graduate Advisory Committees</td>
<td>8</td>
</tr>
<tr>
<td>Committee Composition</td>
<td>8</td>
</tr>
<tr>
<td>Required Meetings and Required Forms</td>
<td>14</td>
</tr>
<tr>
<td>Examinations</td>
<td>18</td>
</tr>
<tr>
<td>Outside Examiner</td>
<td>26</td>
</tr>
<tr>
<td>Appeal of a Failure of the Defense</td>
<td>26</td>
</tr>
<tr>
<td>MS Degree Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Ph.D. Degree Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Guidelines for Preparation of the Thesis</td>
<td>38</td>
</tr>
<tr>
<td>Graduation Deadlines</td>
<td>41</td>
</tr>
<tr>
<td>Thesis Format for Fisheries</td>
<td>42</td>
</tr>
<tr>
<td>Thesis Submission Procedure</td>
<td>42</td>
</tr>
<tr>
<td>Timeline/Checklist</td>
<td>44</td>
</tr>
<tr>
<td>Assistantships/Financial Aid/Scholarships</td>
<td>49</td>
</tr>
<tr>
<td>Miscellaneous Information</td>
<td>54</td>
</tr>
<tr>
<td>Office Space</td>
<td>54</td>
</tr>
<tr>
<td>Permits</td>
<td>54</td>
</tr>
<tr>
<td>Travel</td>
<td>54</td>
</tr>
<tr>
<td>Employment/Payroll/Auto Deposit</td>
<td>55</td>
</tr>
<tr>
<td>Time Off</td>
<td>55</td>
</tr>
<tr>
<td>UAF Vehicle Policy</td>
<td>55</td>
</tr>
<tr>
<td>International Students</td>
<td>55</td>
</tr>
<tr>
<td>URL Links to Forms</td>
<td>61</td>
</tr>
<tr>
<td>GSP vs. Advancement to Candidacy</td>
<td>62</td>
</tr>
<tr>
<td>MS and Ph.D. Graduation Checklist</td>
<td>63</td>
</tr>
</tbody>
</table>
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

P.S. This handbook will be a continuing work in progress. If you have any suggestions, additions, or clarifications, please alert us! As a student who needs this information, you are the best critic and we appreciate your comments.
Overview of the 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). The College of Fisheries and Ocean Sciences 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 60 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 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). Students from other majors may complete a minor in fisheries or marine sciences.

Graduate programs include MS degrees in Fisheries, Oceanography (concentrations in biological, chemical, fisheries, geological and physical), and Marine Biology and Ph.D. degrees in Fisheries, Oceanography, and Marine Biology. In addition, we offer a MA in Marine Studies.

CFOS has three academic departments:

1) The Marine Biology department houses MS and Ph.D. degrees in Marine Biology. The Marine Biology department is overseen by a Department Chair, who is currently Dr. Lara Horstmann (lahorstmann@alaska.edu).

2) The Oceanography department houses the MS (with options in biological, chemical, fisheries, geological and physical oceanography) and Ph.D. Degrees in Oceanography. The Oceanography Department is overseen by a Department Chair, who is currently Dr. Russ Hopcroft (rrhopcroft@alaska.edu).

3) The Fisheries department houses BA, MS, and Ph.D. degrees in Fisheries and 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). 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. Andrew Seitz (acseitz@alaska.edu).

The CFOS Academic Programs Office is managed by the Academic Programs Manager, Christina Sutton, under the direction of the CFOS Dean, Dr. Brad Moran, Associate Dean of Academic Programs, Dr. Trent Sutton (tmsutton@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). In addition, Gabrielle Hazelton 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 (http://www.uaf.edu/gradsch/).

**Graduate Degree Requirements**
Graduate education should be an intense, coordinated effort, undertaken in a relatively short time and aimed at obtaining professional skills 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 10 years for a Ph.D. You may file a petition to request an extension to this time limit policy through your committee; CFOS designated 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 a B grade average.

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

IMPORTANT NOTE: It is your responsibility to make sure you are registered and fees are paid by the last day of registration. Registration is done on the web using 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 have a tuition award, the UAF Graduate School (this is different from the CFOS Academic Programs) must receive a copy of that document. The Graduate School does not keep your tuition award from semester to semester – you must submit a new one every semester that you have a RA or TA tuition award. If you are away from campus you can fax your tuition award to the UAF Graduate School (907) 474-1984. You can call and pay your fees by credit card (907) 474-5960 or log onto UAOnline. Please note that a 2.85% transaction fee will be applied to all credit and debit card transactions, there is no fee for electronic checks.

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 do not count.
Course Restrictions
You may not use credit by examination, audited courses, 500-level courses, or courses taken under the credit/no credit option to fulfill the basic course requirements of any degree program. No more than 12 credits of special topics courses (693 or 695) or individual study (697) may be used toward a graduate degree. Requests for exceptions to the limit must be approved through your advisory committee, Department Chair, 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 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 at 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 need, family commitments, and “personal reasons.” Keep in mind, 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 Advisory Committees
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 (http://www.uaf.edu/gradsch/forms/), obtain the signatures of your committee chair and all committee members, and submit the form to the CFOS Academic Programs office (or in Juneau to Gabrielle Hazelton). If the proposed committee includes any members who do not qualify under the CFOS committee guidelines, a petition to add that individual must be filed. The petition must be approved by the major advisor, explaining why the departure from guidelines would be beneficial to the student (along with a short curriculum vitae for that potential committee member) and must accompany any proposal for a committee whose composition is not in keeping with these guidelines and the Graduate School rules. It may be
desirable, for instance, to substitute or add a fisheries or marine scientist from a cooperating agency on the committee in place of a UAF faculty member because that scientist has substantial involvement in the student's research.

The proposed committee is reviewed by the 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. The CFOS Academic Programs Office will forward the form to the Graduate School, retaining a copy of the form for the student's file.

If the proposed committee is not approved, it is returned to the student and major advisor, either for modification or 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. Please use the most current “Appointment or Change of Graduate Committee” form (available on the UAF Graduate School website - http://www.uaf.edu/gradsch/forms/). Any committee members who are being relieved should provide their signature in the “resigning committee member” box. Many faculty members who leave UAF or retire are willing to continue to serve on advisory committees and can continue as members or chairs. They do not have to be removed from the committee. However, some departed and retired faculty members do not want to continue to serve on advisory committees and 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 Program, and Graduate School Director.

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 affiliate¹ and other associated² 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.

Ph.D. Degree:
- Dissertation advisory committees for Ph.D. 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 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\(^1\) or associated\(^2\) 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, 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 an M.S. committee has at least two and a Ph.D. committee three members who are: (a) tenure track, emeritus, or research faculty in the Fisheries Department, (b) hold a joint appointment in the 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, 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

---

\(^1\) Not employed by the University of Alaska.
\(^2\) 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
Milo Adkison
Shannon Atkinson
Courtney Carothers
Keith Criddle
Ginny Eckert
Quentin Fong
Andres Lopez

Megan McPheee
Franz Mueter
Andrew Seitz
Trent Sutton
Peter Westley
Curry Cunningham

Research Faculty, Fisheries Department
Alexei Pinchuk

Alaska Cooperative Fish and Wildlife Research Unit, Fisheries
Jeff Falke
Mark Wipfli (retiring 2021)
Jeff Muehlbauer

Emeritus Faculty, Fisheries Department
Dick Gard
Anthony Gharrett
Lewis Haldorson
Gordon Kruse
Brenda Norcross
Joseph Margraf
James Reynolds
Thomas Shirley
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, Fisheries

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 AKFRWU faculty with a focus in fisheries)

Collaborating Faculty approved to chair MS and Ph.D. committees
Carolyn Bergstrom
Michael Navarro
Heidi Pearson
Sanjay Pyare
Julie Schram
Michael Stekoll
Jan Straley
David Tallmon

Other Collaborating Faculty
Jennifer Burns
Doug Causey

Affiliate Faculty, Fisheries Department (individuals not employed by UA)
Bill Bechtol
Anne Beaudreau
Brian Beckman
Jeremy Collie
Douglas DeMaster
Rachel Donkersloot
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 an MS committee has at least two, and a Ph.D. committee at least three members who are tenure-track or research faculty in the Marine Biology department.

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. Affiliate, associated, 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.

Ph.D. 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 Ph.D. degree. The fifth member and any additional members with extensive, appropriate experience may serve without a Ph.D.

- The chair must be a Marine Biology tenure-track or research faculty. Affiliate, associated, 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 Ph.D. committee, Ph.D. students and their major advisors should recognize that one important function of the committee is to write and evaluate the qualifying examination. Hence, the committee needs to be able to administer an examination that is appropriate for the field of 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.

**Ph.D. 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 teaching 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 Ph.D. degree. The additional fifth member and any additional members with extensive, appropriate experience may serve without a Ph.D.
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 Ph.D. committee, Ph.D. students and their major advisors should recognize that one important function of the committee is to write and evaluate the qualifying examination. Hence, the committee needs to be able to administer an examination that is appropriate for the field of Oceanography, 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 degree program, as well as the depth in the specific research area.
### UAF Graduate School
### Required Meetings and Required Forms (including deadlines)
### Academic Year 2021-2022

<table>
<thead>
<tr>
<th>Forms and Thesis/Dissertation Submittal</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment of Advisory Committee</td>
<td>End of the first semester</td>
</tr>
<tr>
<td><a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a></td>
<td>See Committee guidelines for your program; have all members sign form</td>
</tr>
<tr>
<td>Graduate Study Plan</td>
<td>By the end of the first year of study</td>
</tr>
<tr>
<td><a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a></td>
<td>Approved during committee meetings; all members and students must sign. Has to include a 3-5 page research proposal approved by the committee.</td>
</tr>
<tr>
<td>Annual Report</td>
<td>May 15, 2021</td>
</tr>
<tr>
<td><a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a></td>
<td>The committee meeting report must be typed by the committee chair and contain substantial information on both coursework and research; all members and students must sign. The report has to include a research activity report written by the student.</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>Fall Graduation: October 15</td>
</tr>
<tr>
<td></td>
<td>Spring Graduation: February 15</td>
</tr>
<tr>
<td></td>
<td>Summer Graduation: June 15</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>Fall Graduation: October 15</td>
</tr>
<tr>
<td></td>
<td>Spring Graduation: February 15</td>
</tr>
<tr>
<td></td>
<td>Summer Graduation: June 15</td>
</tr>
<tr>
<td>Thesis/ Dissertation Submittal to Graduate School</td>
<td>Fall Graduation: November 28</td>
</tr>
<tr>
<td></td>
<td>Spring Graduation: April 7</td>
</tr>
<tr>
<td></td>
<td>Summer Graduation: August 1</td>
</tr>
<tr>
<td></td>
<td>Must be reviewed by Department Chair and Dean before submitting to graduate school.</td>
</tr>
<tr>
<td></td>
<td>Fall Department Chair Deadline: October 31</td>
</tr>
<tr>
<td></td>
<td>Fall Dean Deadline: November 4</td>
</tr>
<tr>
<td></td>
<td>Spring Department Chair Deadline: March 3</td>
</tr>
<tr>
<td></td>
<td>Spring Dean Deadline: March 17</td>
</tr>
<tr>
<td></td>
<td>Summer Department Chair Deadline: June 27</td>
</tr>
<tr>
<td></td>
<td>Summer Dean Deadline: July 11</td>
</tr>
</tbody>
</table>

All ORIGINAL forms should be submitted to the CFOS Academic Programs Office. **DO NOT SUBMIT FORMS DIRECTLY TO THE CFOS Dean’s office or the UAF GRADUATE SCHOOL.** A copy of all forms, with the appropriate signatures, will be retained in the CFOS Academic Programs Office and placed in your student file. All forms should be typed and not submitted handwritten.
Forms (URL links to individual forms located on page 63)
All required forms can be found on the Graduate School webpage (http://www.uaf.edu/gradsch/forms/) or you can get hard copies from the Office of the Graduate School, or the CFOS Academic Programs Office. As stated on the previous page, All ORIGINAL forms should be submitted to the CFOS Academic Programs Office. DO NOT SUBMIT FORMS DIRECTLY TO THE UAF GRADUATE SCHOOL. A copy of all forms, with the appropriate signatures, will be retained in the CFOS Academic Programs Office and placed in your student file.

All forms should be typed and not submitted handwritten.

CFOS Academic Programs Office can assist students in acquiring signatures via DocuSign. If you like this assistance, please provide CFOS Academic Programs Office with a list of the committee members and their current email addresses.

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

Annual Report Form
You 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 Commit 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 be TYPED by the major advisor and has to contain substantial, detailed evaluations of your coursework and research progress. 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 15th. A student starting their program in the spring must submit an annual report at the end of the second semester.

Graduate Study Plan
The Graduate Study Plan (GSP) outlines the curriculum of study and timetable to be followed by the graduate student in meeting graduate degree requirements. It serves as a road map for graduate study and should be drafted early in your program (preferably by the end of the second semester of study) jointly with your committee as the GSP serves as a working agreement of mutual expectations between you and your committee.
The GSP not only contains the specific degree requirements but also indicates the mechanism for fulfilling these requirements (e.g., via coursework, examinations) and a projected timetable for completing various requirements. Depending on the length of your degree program, the first draft of the GSP may be your final one, although it is not unusual to find it necessary to revise your GSP. 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 complete your degree program.

A research proposal must be submitted with 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.
  - 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).

- References
  - A reference section. Please ensure that the references are cited correctly. Please choose the style of an appropriate journal for your topic.

**Advancement to Candidacy**

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.**

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.

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 at least nine (9) semester credits of graduate study in residence at UAF;
2) Received approval of a provisional thesis project;
3) Received approval of the finalized GSP, including specific coursework to be completed and any other requirements;
4) For **Oceanography** students: pass a written comprehensive exam (see page 16). For **Fisheries** students: successfully defend a thesis proposal. For **Marine Biology** students: pass your required classes (Marine Biology, Biological Oceanography, Physiology of Marine Organisms, field course) with a B- or better and successfully defend the proposal.

**Ph.D. Degree:**

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

1) Completed the full-time equivalent of two academic years of graduate study,
2) Completed at least nine (9) UAF credits;
3) Received approval of the Graduate Study Plan;
4) Obtained approval of the advisory committee for the title and synopsis of the dissertation;
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 seminar.

7) For Marine Biology students; Have completed or can show an equivalent understanding of the course material covered in Marine Biology, Biological Oceanography, Physiology of Marine Organisms, and have had a field course. These courses can be petitioned out of 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.

**The comprehensive examination for MS Students in Fisheries**
In place of a Comprehensive Examination, M.S. students in Fisheries 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 (http://s3.nprb.org/rfp2011/2011RFP_research_plan_template.doc) or the NSF Project Description (http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpg_2.jsp#1C2d). 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.

A student's performance is graded as Pass, Fail, or Conditional Pass. In the latter case, the Advisory Committee judges that the student lacks knowledge or skills necessary for his or her thesis research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework). The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency. When that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the 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 the Fisheries graduate program to sit for the proposal defense a third time if her or his Advisory Committee approves the petition. If the student is permitted a third attempt, the timeframe for the third 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.

**Comprehensive Examination for Ph.D. Students in Fisheries**

Ph.D. students in Fisheries must pass a written comprehensive examination (major advisor(s) and/or committees may request an oral exam) as a condition of Advancement to Candidacy. The examination should be scheduled after the equivalent of two academic years of study, on completion of courses on the student's Graduate Study Plan, and before substantial dissertation research has begun. The subjects on which each student is examined are determined by her or his Advisory Committee and are identified in Section II of the student's Graduate Study Plan.

Alternative formats for the written comprehensive examination may be chosen by an Advisory Committee with prior approval of the 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 to answer the question or questions from each Committee member at the discretion of the member (up to two days if substantial data analysis or quantitative exercises are to be performed). At the discretion of the Committee member, the student may or may not use reference materials in preparing his or her answer. The entire examination, consisting of answers to all questions from all Committee members, is completed within one week; questions from different members may be addressed on sequential days.

In preparation for the examination, each student should consult with her or his Advisor at least three (3) months before taking the examination (a tentative date having been set in the student's Graduate Study Plan) and set a date for the comprehensive examination. 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 and providing a copy to the student & Academic Programs.

A student's performance is graded as Pass, Fail, or Conditional Pass. In the latter case, the Advisory Committee judges that the student lacks knowledge or skills necessary to his or her dissertation research and specifies remedial work in the subject areas of deficiency (for instance readings or coursework). The Committee may require a subsequent examination or other evidence of the student's success in overcoming the deficiency; when that requirement has been met, the Committee will change the student's grade to Pass. If the grade is not changed to Pass within the semester after the student's first attempt at the comprehensive examination, the grade becomes Fail.
If the Advisory Committee finds that the student's performance demonstrates insufficient knowledge, the exam will be graded "Fail." Students failing the comprehensive examination are entitled to a second examination. After two failures, a student can petition the Fisheries Department Chair to sit for the examination a third time if her or his Advisory Committee approves the petition. If a third attempt is unsuccessful, and the Committee has found the student's performance to be unsatisfactory, the student will be disqualified.

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

Comprehensive examinations for MS and Ph.D. Students in Marine Biology

M.S. students in Marine Biology cannot advance to candidacy until the comprehensive exam is completed. 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 outside 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 MB committee chair will have access to a Google list of available faculty). 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 Academic Programs Office to schedule a public defense 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 outside examiner. The student should meet individually, or as a group, with all members of the advising committee and the outside 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. 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. Following the public presentation, the advising committee and outside 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 outside 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. 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 Academic Programs Office should again be notified one month before the planned exam date, and a new outside examiner 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 (https://uaf.edu/deanofstudents/grade-appeals/). The comprehensive examination for Ph.D. students in the Department of Marine Biology requires a comprehensive examination (written and oral) for Ph.D. students, normally taken near the end of the second year. The purpose of the examination is to demonstrate that the student is qualified to undertake the 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 their graduate advisory committee. The general topic areas to be covered on the examination should be discussed with the committee, and these areas should be noted on the Graduate Study Plan. Often, the student and committee will select graduate courses to help prepare for the examination. The student should consult committee members 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 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 MUST be made to the Graduate
School at least 14 days before the scheduled oral exam. Ideally, all committee members will be present, in person, for the oral exam. If a committee member cannot attend in person, the student is responsible for arranging a Zoom meeting. CFOS Academic Programs can provide the student with instructions on how to set up a Zoom account. 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. The student is responsible for contacting the CFOS Academic Programs Office to reserve a room for the exam dates, at least two weeks before the start of the exam period. 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. 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 Ph.D. 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 (https://uaf.edu/deanofstudents/grade-appeals/)

**Comprehensive examinations for MS and Ph.D. Students in Oceanography**

**The comprehensive examination for MS students**

M.S. students in Oceanography cannot advance to candidacy until a comprehensive exam is passed. The exam consists of a public defense of the student’s proposed thesis plan, followed by a closed-door oral examination. The oral examination is administered by the student’s advising committee plus one additional non-committee examiner from the Oceanography department representing a major core discipline not represented by the committee. This examiner should be teaching a core course in Oceanography and will be recommended by the committee chair.
Timing and preparation: The exam is administered after the student has completed the four required core courses (Biological Oceanography, Chemical Oceanography, Geological Oceanography, and Physical Oceanography), 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 Academic Programs Office to schedule a public defense 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 outside examiner. The student should meet individually, or as a group, with all members of the advising committee and the outside examiner to discuss topics that may be covered on the oral exam.

Public Presentation: The public presentation and defense of the thesis proposal consist of an approximately 30-minute presentation of the planned research, including objectives/hypotheses, motivation for the research, 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 that will be considered in determining whether the student passes their exam. 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.

Committee Oral Examination: Following the public presentation, the advising committee and outside examiner will administer a closed-door oral examination. 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 Oceanography 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 Oceanography, 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.

Grading: 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 show no major misconceptions, and are considered at least ~80% correct. 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”. An exam will be graded “Fail” if the student has several major misconceptions, and is unable to answer most questions (less than 70% correct).
Re-taking the Exam: A failed exam can be repeated once in the same format as the first exam. The Academic Programs Office should again be notified one month before the planned exam date, and a new outside examiner 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 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 (https://uaf.edu/deanofstudents/grade-appeals/)

Comprehensive examinations for Ph.D. Students

Oceanography requires for Ph.D. students a thesis proposal presentation (see the format in the M.S. students section of this handbook) that is given 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 research his or her dissertation. Therefore, both must be 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 on the examination should be discussed with the committee, and these areas should be noted on the Graduate Study Plan. Often, the student and committee will select graduate courses to help prepare for the examination. The student should consult committee members again 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. 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.

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. Hence, the written portion of the exam will require five days to complete. Examination days do not have to be consecutive. 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 skills and knowledge 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”, 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”.

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 the committee chair before 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 M.S. degree requirements for 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 (https://uaf.edu/deanofstudents/grade-appeals/).

In cases where the student disagrees with the decision of the exam committee, the student should first approach the chair of the committee (or another member if the chair is unavailable), who will arrange a meeting with the other committee members where they can further explain their decision and the student can explain the reasons why they do not agree. If the student prefers, they can submit a request for reevaluation or further explanation to the chair of the committee in writing, and ask for a written response from the committee. If the student is not satisfied with the committee’s response, the grounds for a formal appeal of the committee decision should be stated in writing and submitted to the Department Chair within 30 days of the receipt of the Report on Examination Form by the student. The Department Chair will ask the exam committee for a formal reevaluation in light of the reasons for the student’s appeal, and (if needed) a more detailed explanation of the reasons for the “Fail” grade. If the student is not satisfied by the committee’s response to the appeal, the Department Chair will also ask at least four other faculty members with appropriate qualifications to review the questions and the student’s responses to the written portion of the exam (or disputed portions). If appropriate CFOS faculty are not available, other UAF faculty or faculty from other institutions may be asked to assist. The Department Chair will not reverse the exam committee decision regarding the written portion of the exam unless there is substantial evidence that the questions were inappropriate or that the student’s answers were not fairly evaluated relative to the guidelines described above. The CFOS Associate Dean of Academic Programs must also approve any
reversal of the exam committee decision. If the Department Chair finds no grounds to reverse the committee decision, the student may submit their appeal for review first by the CFOS Associate Dean of Academic Programs and second the Dean of the Graduate School.

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

**Outside Examiner**

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

It is the student’s responsibility to contact the CFOS Academic Programs Office at least two weeks before your exam or dissertation defense. The CFOS Academic Programs Office will submit the paperwork for the outside examiner to the UAF Graduate School, and then contact you when an outside examiner has been appointed by the UAF Graduate School. 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 signature page of the dissertation.

**The appeal of a Failure of the Defense**

Failure of the thesis or dissertation defense is uncommon but not unheard of, especially when a student chooses to defend against the advice of their major advisor and committee. Because oral examinations are virtually impossible to evaluate in retrospect, appeals of decisions in defenses are unlikely to be successful. However, students may file a written appeal stating the reason that they think the “Fail” decision was wrong or unfair. The appeal must be filed within 30 days of the defense. The Program Head/Chair will contact each committee member and the Outside Examiner individually, and inquire whether he or she considers the examination to have been unfairly or inappropriately conducted or evaluated and whether the specific grounds of the
student's appeal have substantial merit. More specifically, the committee member or Outside Examiner should inform the Department Chair (or the Graduate School in the case of the Outside Examiner) if he or she thinks the questions were inappropriate to the student's field of study or excessively focused on a very small area of the thesis or dissertation, or if the individual feels that the student's overall performance wasn't fairly evaluated. The Department Chair (or the UAF Graduate School in the case of the Outside Examiner) should also be notified if the student was not treated with appropriate respect and courtesy. If at least two individuals among the committee and Outside Examiner agree that important aspects of the defense were unfair or inappropriate, the Department Chair will declare the defense void, and it will be repeated as soon as possible. If the student requests it, two additional UAF faculty members of the student's choice (subject to availability) will attend the repeated defense. They will not ask questions or evaluate answers, but will provide an independent report to the Department Chair on whether the defense was fair and appropriate. If the Department Chair finds no grounds to void the defense, the student may submit their appeal for review by the CFOS Associate Dean of Academic Programs and the Director of the Graduate School.

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

Report on Examination Form 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). Normally, the CFOS Academic Programs Office generates this form, but it is your responsibility to see that this form is completed. Copies of the form(s) are kept in your academic file and the original is sent to the UAF Graduate School.
**MS General Requirements**

**Complete the following general UAF master's degree requirements:**

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

b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and Annual Report of Committee Forms (the latter annually) through the CFOS Academic Programs Office to the UAF Graduate School.

c) Pass a written and/or oral comprehensive exam (fisheries comprehensive exam is proposal defense).

d) Submit Advancement to Candidacy form to the Graduate School through the CFOS Academic Programs Office. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.

e) Be registered for at least six credits per year (fall, spring, or summer combined) or have an approved leave of absence form on file.

f) Orally present and defend their thesis.

g) Submit a completed and signed (incl. Department Chair and Associate Dean of Academics) thesis and thesis submittal form to the UAF Graduate School.

h) Submit a graduation application and be registered for at least three graduate credits in the semester in which the student defends.

i) Complete all degree requirements within the seven-year time limit allowed.

**MS Fisheries**

1. Complete the following admission requirements:
   a. Prerequisites: calculus; elementary statistics; ichthyology, the biology of fish, or invertebrate zoology; and computer competency.

2. Complete the general university requirements (UAF catalog page 198).

3. Complete the master's degree requirements (UAF catalog page 202).

4. Complete the following:
   - FISH F699—Thesis 6 – 12
   - STAT F401—Regression and Analysis of Variance 4
   - Graduate seminars 2

   and either:

   4a. **Fisheries Emphasis**: Students must complete one of the following courses under each area:
   - Biology and ecology of fish and shellfish
FISH F612—Marine and Freshwater Conservation Biology  4
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—Fishery Genetics  4
FISH/MSL F676—Aquatic Food Web Ecology  3
MSL F615—Physiology of Marine Organisms  3
MSL F640—Fisheries Oceanography  4
MSL F652—Marine Ecosystems  3

Quantitative population dynamics of fish and shellfish
FISH F421—Fisheries Population Dynamics  4
FISH F601—Quantitative Fisheries Science  3
FISH F621—Estimation of Fish Abundance  3
FISH F622—Quantitative Fish Population Dynamics II  3

Management and human dimensions of fisheries
FISH F411—Human Dimensions of Environmental Systems  3
FISH F487—Fisheries Management  3
FISH F640—Management of Renewable Marine Resources  3
FISH F645—Bioeconomic Modeling and Fisheries Management  3
FISH F670—Quantitative Analysis for Marine Policy Decisions  3
FISH F675—Political Ecology of the Oceans  3

Management and human dimensions of fisheries
FISH F411—Human Dimensions of Environmental Systems  3
FISH F487—Fisheries Management  3
FISH F640—Management of Renewable Marine Resources  3
FISH F645—Bioeconomic Modeling and Fisheries Management  3
FISH F670—Quantitative Analysis for Marine Policy Decisions  3
FISH F675—Political Ecology of the Oceans  3

4b. **Seafood Science Emphasis**: Students must complete the following two courses as well as one course each from two of the areas in the Fisheries emphasis:
FISH F661—Seafood Processing and Preservation  3
FISH F662—Seafood Composition and Analysis  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. **Only nine credits of the required 30 MS degree credits can be at the 400-level.**

**MS Marine Biology**

2. Complete the following:
- MSL 610 Marine Biology*  3 credits
- MSL 615 Physiology of Marine Organisms*  3 credits
- MSL 650 Biological Oceanography*  3 credits
- MSL 651 Marine Biology and Ecology Field Course*  3 credits
- Or acceptable substitution**  4 credits
  - MSL 692 Seminar (or acceptable substitution)  3 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.
Note: Only 9 credits of the required 30 MS degree credits can be at the 400-level.

** The following is the official policy regarding acceptable substitutions for the MSL F651 Marine Biology Field Course to meet the field course requirement for the MS Marine Biology Program:

1. The following substitutions are acceptable for Marine Biology graduate students who cannot take the Marine Biology Field Course due to timing conflicts with their research:
   a. A combination of four credits from MSL 421 Subtidal Studies (two credits) and a minimum of eight days (for two credits through a preapproved Independent study) aboard an oceanographic vessel or coastal field station conducting biological research unrelated to the student’s thesis research, if approved in advance by the Graduate Advisory Committee, Master’s Comprehensive Exam Committee, and the Chief Scientist of the cruise. (Note: Assuming the student spends ten hours per day on the vessel/field station, the student will accumulate 80 hours of experience, which is equivalent to a two-credit lab course.) To obtain approval for this last substitution, the Chief Scientist of the cruise/field station must submit a memorandum to the Master’s Comprehensive Exam Committee stating that the student will spend at least eight days at sea substantially involved in a variety of cruise activities that are not related to the student’s thesis research.

OR

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

OR

c. MSL 697 “Field Problems in Marine Biology” Individual Study Course (4 credits). A faculty member other than the major advisor must supervise the Individual Study Course. The course work must involve:

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

   (2) A Project Proposal, which includes the following:
      i. Individual Study Approval form
      ii. Add/Drop Form (from the Graduate School website)
      iii. Graduate Student Petition Form if a student filed an old version of the Advancement to Candidacy form. A memo if a student is using the 2013 Advancement to Candidacy form or has not filed for advancement.
      iv. Justification describing how the field research differs from the student’s thesis research. The proposed project must be distinct from the student’s thesis research in at least two out of three areas: topic, genus, or location/habitat.

   (3) All paperwork must be submitted to the Master’s Comprehensive Exam Committee, Department Chair, and Associate Dean of Academic Programs for final approval before field research begins.

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

   (5) A Final Project Report (written).
MS Oceanography

1. Complete 1 of the following concentrations:

**FOR BIOLOGICAL, CHEMICAL, GEOLOGICAL, PHYSICAL OCEANOGRAPHY CONCENTRATIONS:**
   a) Complete the following:
      MSL 620 Physical Oceanography* 4 credits
      MSL 630 Geological Oceanography* 3 credits
      MSL 650 Biological Oceanography* 3 credits
      MSL 660 Chemical Oceanography* 3 credits
      MSL 692 Seminar (or acceptable substitution) 3 credits
      MSL 699 Thesis 6-12 credits
      Electives (appropriate to area of concentration) 2 or more credits

2. Minimum credits required 30 credits

**FOR FISHERIES OCEANOGRAPHY CONCENTRATION**
   a) Complete the following:
      MSL 620 Physical Oceanography* 4 credits
      MSL 630 Geological Oceanography* 3 credits
      MSL 640 Fisheries Oceanography* 3 credits
      MSL 650 Biological Oceanography* 3 credits
      MSL 660 Chemical Oceanography* 3 credits
      MSL 692 Seminar (or acceptable substitution) 3 credits
      MSL 699 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.

Note: Only nine credits of the required 30 MS degree credits can be at the 400-level.

Ph.D. General Requirements

Ph.D. Fisheries

1. Complete the following admission requirement:
   a. Complete a master’s degree in a fisheries-related field.

2. Complete the general university requirements.

3. Complete the Ph.D. degree requirements (includes 18 credits of FISH F699 thesis).

4. Complete at least 18 credits of coursework.

6. Minimum credits required - 36 total credits.

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

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

OR

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

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

Ph.D. Marine Biology

1. Complete the following general UAF master's degree requirements:
   a) The Ph.D. degree requires at least three full years of study beyond the baccalaureate degree (can be outside of the UAF Ph.D. program).
   b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and Annual Report of Committee Form (the latter annually) through the CFOS Academic Programs Office to the Graduate School.
   c) Pass a written an oral qualifying exam**
   d) Submit Advancement to Candidacy form through the CFOS Academic Office to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
   e) Be registered for at least six credits per year (fall, spring, summer combined) or have an approved leave of absence form on file.
   f) Complete a minimum of 18 UAF thesis credits and satisfactorily complete a thesis that is a substantial contribution to the body of knowledge in the area.
   g) Present and pass an oral defense of thesis examination.
   h) Apply for graduation and be registered for at least three graduate credits in the semester in which the degree is to be awarded.
   i) Complete all degree requirements within the ten-year time limit allowed.
2. Complete coursework at least equivalent to that required for the MS degree*.

3. Minimum credits required 18 thesis credits

* There are no fixed course requirements, nor is an MS degree required to earn the Ph.D. degree. However, it is the policy of the Marine Biology Department to not admit graduate students into a Ph.D. 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 Ph.D. unless the equivalent work of the MS degree has been completed.

In general, this involves completion of required core classes in Marine Biology, passing of 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.

Ph.D. Oceanography

1. Complete the following general UAF master’s degree requirements:
   a) The Ph.D. degree requires at least three full years of study beyond the baccalaureate degree (can be outside of the UAF Ph.D. program).
   b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and Annual Report of Committee Form (the latter annually) through the CFOS Academic Programs Office to the Graduate School.
   c) Pass a written and oral qualifying exam**
   d) Submit Advancement to Candidacy form through the CFOS Academic Office to the Graduate School. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
   e) Be registered for at least six credits per year (fall, spring, summer combined) or have an approved leave of absence form on file.
   f) Complete a minimum of 18 UAF thesis credits and satisfactorily complete a thesis that is a substantial contribution to the body of knowledge in the area.
   g) Present and pass an oral defense of thesis examination.
   h) Apply for graduation and be registered for at least three graduate credits in the semester in which the degree is to be awarded.
   i) Complete all degree requirements within the ten-year time limit allowed.

2. Complete coursework at least equivalent to that required for the MS degree*.

3. Minimum credits required 18 thesis credits

* There are no fixed course requirements, nor is an MS degree required to earn the Ph.D. degree. However, a candidate for the Ph.D. degree in oceanography (biological, chemical, fisheries, geological, and physical oceanography options) and in marine biology will be expected to have completed coursework at least equivalent to that required for the corresponding 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/Advisor Expectations - Marine Biology
General Departmental Version

This document was developed by the Marine Biology faculty to communicate expectations for graduate students within the Marine Biology Department. This document may have been slightly tailored towards the individual faculty member’s expectations. Any such deviations are highlighted in this document.

Advisors and students are expected to read the CFOS Graduate Student Handbook and know the contents. 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.

1. Graduate Committee Meetings – Students are required to hold one graduate committee meeting each academic year; however, two meetings a year are preferred to keep the committee engaged and updated. Students should take a leadership role in scheduling these committee meetings or any additional meetings, as the student deems necessary. At the first meeting, students are required to give a 20-30 minute PowerPoint (or similar) presentation of their proposed research project, which should include a study background, objectives and hypotheses, methodology, and timeline. Thereafter, committee meetings should focus on updating the committee on research activities, which may include an overview of results, discussion of methodology, a change in focus, etc. It is the student’s responsibility to work with their advisor to ensure that committee meeting reports are complete, and accurately reflect the student’s progress and understanding of expectations. Students should take a leadership role and primary responsibility for adhering to all departmental and graduate school deadlines, including timely submission of all required forms (see Graduate Student Handbook and CFOS or Grad School website).

2. Publication, Presentation, Proposal Writing – Typical expectations are that a thesis contains at least one (MS) or three (Ph.D.) publishable chapters, in a state close to journal submission. All students are expected to strive toward publishing their thesis or dissertation chapters within six months of graduation. Ideally, at least one chapter in a Ph.D. dissertation has been submitted to a peer-reviewed journal or is close to submission by the time of the defense. Students are also expected to provide text and figures for use in reports for funding agencies, as appropriate for specific situations and funding sources. Students are expected to publicly present their research multiple times throughout their graduate program, particularly at national and international conferences. The student and advisor will work together to identify funds to support the associated travel costs. Students are expected to submit a minimum of one proposal during their tenure. Discuss the venue and/or agency with the advisor ahead of application.

3. Review and Communication – To allow for sufficient time for review, all thesis or dissertation chapters, manuscripts, proposals, posters, abstracts, requests for letters of recommendation, etc. need to be submitted to your advisor and/or committee members at least 2 weeks before the due date. Students can expect feedback within 2 weeks unless notified by the advisor beforehand about potential delays. Also, students should notify their
advisor/committee members of upcoming deadlines/due dates (e.g., fellowship or grant applications). Students and their advisors are expected to meet agreed-upon deadlines, e.g., thesis/dissertation chapter submission and review.

Students and their advisors will have one-on-one meetings, as collectively deemed necessary and agreed upon, to discuss research, coursework, career objectives, etc. Clear and open lines of communication are important. Students are required to attend lab meetings and should make every effort to attend CFOS seminars. Please feel free to talk to advisors about research successes, updates, and struggles. In addition, advisors will always strive to listen and/or provide advice and support when presented with students sharing aspects or struggles in their personal life. Naturally, such information is confidential, however, discussions with Title IX implications must be reported by the advisor.

4. Data and Data Management – All of the data that students collect, analyze, or otherwise produce are the sole property of the University of Alaska Fairbanks, such that interpretable copies of all data, analyses and associated software programs must be left with the advisor before graduation. Students should communicate with their advisor to determine the data repository and frequency of updates and backups. A computer cannot typically be provided for graduate work. In cases where a computer is available for dedicated use during the graduate degree, it is university property and must be returned to the advisor at the end of the graduate degree, unless agreed to otherwise.

5. Research Project – For all projects, specific research components may be required as stipulated by the funding source or collaborating agency. However, students may be able to develop other aspects of their projects within their area of interest, provided that objectives fit within the logistical and funding constraints of the study. Discuss ideas with the advisor.

6. Being a Graduate Student is a Job – Students should plan and coordinate all vacation/personal travel and personal days (i.e., time off) with their advisor in a manner that will not compromise their research project or other responsibilities associated with their graduate program. There is no paid leave associated with a graduate student position. (Refer to the Graduate Student Handbook, Section “Time Off”).

7. Advisor-provided Funding Support – The student stipend/salary, tuition, fees, and health insurance may be covered via an assistantship (teaching or research). The nature and duration of available funding must be discussed between the student and their advisor and agreed upon before starting the degree program. Such intentions and/or agreements should be recorded via email exchange. It may become necessary to seek additional funding to assist with tuition and stipend/salary support (see #2 and the need to submit additional proposals by the student). Regardless of additional funding, the total stipend/salary caps for the academic year (20hrs/wk) and summer (40 hrs/wk) remain.

If the student is funded by a teaching assistantship (TA) or research assistantship (RA), they are required to work 20 hours per week, on average, during the academic year, and may work and be paid a stipend/salary up to 40 hours per week during the summer. The summer stipend amount is dependent on the availability of funding and should be discussed with the advisor. Coursework, including study and homework time, is not part of a graduate student’s job duties.
and does not count toward working hours expected for a TA or RA. Many graduate projects may at times require effort beyond a typical 40 hour week, particularly during field activities.

Graduate student duties will be outlined in a contract document and will differ for TAs or RAs. TAs are focused exclusively on supporting classroom or lab instruction and grading, thus may have little relationship to the student’s graduate project. The tasks to be performed during an RA may or may not be associated with the graduate student’s thesis research and are subject to an advisor’s discretion. In all cases, graduate students should follow the stipulations associated with their funding as identified in their contract letter. The expectation is that a graduate student is located at the home institution of their advisor and that they are available to perform required tasks unless otherwise agreed with the advisor. Failure to meet any of the contractual stipulations can ultimately lead to funding being revoked and/or dismissal from the specific research project, which can subsequently lead to losing access to associated data (see #4).

8. Conflict Resolution – If conflicts arise between a student and their advisor, or among lab members, that cannot be resolved through direct communications between the parties involved, parties may seek advice from the Marine Biology Department Chair. In cases where it is not appropriate to approach the chair (e.g., the advisor IS the chair), the Associate Dean of Academics and the CFOS Dean are also available as resources. Students should keep in mind that all of their committee members are also available to help address conflicts or serve as sounding boards if the student is unsure how to approach a problem or disagreement.

If a third-party mediator is necessary, both the student and their advisor should be made aware, so that both parties can take the necessary steps to address the issue at hand. Furthermore, the topic of mediation should be clearly articulated in written communication, so the advisor and student have a sense of what topic requires mediation. The person who will fulfill the role of mediator will be agreed upon before the meeting, and may also include the Associate Dean of Academics and the CFOS Dean. We approach conflict resolution using the non-violent communication modality.

Additional MS Expectations for Marine Biology or Oceanography

- By the end of the first year, the graduate student has formed a solid research plan (5-10 page proposal) and an advisory committee.
- The student has annual committee meetings where the research plan is reviewed and if necessary, revised. A revision of the research plan is outlined in the annual committee report and a revised proposal is attached to the annual paperwork, if applicable.
- Students are expected to take their written comprehensive exams after completion of their required core courses
- Students are expected to present their work at least at one statewide or national conference during their tenure
- Students are expected to engage in a field component/experience and are encouraged to develop proficiency in a laboratory skill/technique
- Students are expected to effectively communicate their discoveries in a written, scientific format (i.e., thesis)
- Students are encouraged to submit one manuscript to a peer-reviewed journal before they graduate
- Students are encouraged to participate in outreach and teaching activities as the professional development of these skills may be very important in future careers

**Additional Ph.D. Expectations for Marine Biology or Oceanography**
- By the end of the first year, the graduate student has formed a solid research plan (5-10 page proposal) and an advisory committee.
- The student has annual committee meetings where the research plan is reviewed and if necessary, revised. A revision of the research plan is outlined in the annual committee report and a revised proposal is attached to the annual paperwork, if applicable.
- Students are expected to take their comprehensive exams within the first three years of their graduate studies.
- Students are expected to present their research plan (=proposal presentation) to the faculty, students, and staff within their second year through a public seminar (e.g., CFOS seminar).
- Students are expected to give at least one public presentation in addition to the thesis defense within the College during their tenure to present preliminary results of their work (ideally, mid-way through their studies, separate from proposal presentation and final defense).
- Students are expected to present their work at least at one statewide or national conference during their tenure.
- Students are expected to have at least one manuscript submitted to a peer-reviewed journal before they defend their thesis/graduate.
- We encourage Ph.D. students to participate in outreach and teaching activities as the professional development of these skills may be very important in future careers.
Guidelines for Preparation of the Thesis

(Nota: There are specific directions for Fisheries Students at the end of this section)

Writing

Students are urged to print out and carefully read the Thesis/Dissertation Format Workbook, available at the Graduate School website: (http://www.uaf.edu/gradsch/forms/) 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 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 Ph.D. dissertations.

Students will often benefit from carefully reading several published papers or a thesis or dissertation in their field before beginning to write. 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 (copy available for check-out in the CFOS Academic Office)
- Scientists Must Write by Robert Barrass (copy available for check-out in the CFOS Academic Office)
- Successful Scientific Writing by J. Matthews, et al. (copy available for check-out in the CFOS Academic Office)
- Writing the Winning Dissertation: A Step-by-Step Guide -- by Allan A. Glatthorn
- Secrets for a Successful Dissertation by Jan Secrist (Author), et al
- Proposals That Work: A Guide for Planning Dissertations and Grant Proposals by Lawrence F. Locke (Author), et al
- The Elements of Style, Fourth Edition by William Strunk Jr. and E.B. White
- How To Write & Publish a Scientific Paper: 5th Edition by Robert A. Day (Author)

Students who have difficulty writing, or for whom English is a second language, may find the UAF writing center helpful (http://www.uaf.edu/english/writingcenter/). However, 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. A suggested course is:

ENGL F314W,O/2 (3 Credits) Technical Writing (3+0) h
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 $14/hour). However, not all students are able or willing to provide such assistance, and they are under no obligation to do so. Note that such editorial assistants can correct errors of grammar or syntax, but should not be expected to extensively rewrite the material. It is primarily the student’s responsibility to write the thesis or dissertation in acceptable English. 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 mailed or left in the person’s mailbox on this date. If the committee finds that it is ready for defense, then the student should schedule the defense with the CFOS Academic Program office. For a Ph.D. dissertation defense, this must be done at least two weeks before the defense date, to allow for the assignment of an Outside Examiner by the Graduate School. At your prompting, the CFOS Academic Office will submit the Request for Outside Examiner form to the Graduate School. You must be prepared to provide a copy of the defense draft of the dissertation to the Outside Examiner at least two weeks before the defense. For a master’s degree, the thesis defense must too be scheduled at least two weeks in advance. You must provide the CFOS Academic
Program Office with a title and abstract (normally the thesis or dissertation abstract or an abridged version thereof, preferably via email) for publicity purposes. Sometimes the approaching deadlines will force a student to schedule a defense before final approval of the committee is obtained. While this is permitted, you should note that this could result in the cancellation of the defense after it has already been advertised.

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

Rarely, a student will think that his or her thesis or dissertation is ready for defense when the committee chair and/or committee members think that it is not. You should recognize that 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. Defenses that occur over the objections of committee members are very often unsuccessful. However, according to University policy, a student may schedule a thesis or dissertation defense even if his or her committee recommends against it. Occasionally, a majority of committee members agree that a thesis or dissertation is ready for defense, but a single committee member disagrees. In that case, the student and his or her major advisor should ask the Department Chair for advice.

After post defense corrections are completed and the advisory committee has signed off on the thesis, the Department Chair and the Dean must review the thesis. Ideally, the Department Chair will review the thesis/dissertation first; followed by the Dean, but sometimes the Dean will agree to conduct his review simultaneously. If not traveling, the Department Chair requires a minimum of two weeks for the review. The Dean requires two weeks. It is YOUR responsibility to ascertain the travel schedules of the Department Chair and Dean and find out when the thesis or dissertation must be delivered to them to ensure meeting Graduate School deadlines. When submitting the thesis to the Oceanography or Marine Biology department chairs, copies of the “Graduate Accomplishment Form” and the “Exit Interview” (both available at: http://www.CFOS.uaf.edu/academics/forms/index.html) have to be filled out and submitted to the Department Chair. These documents serve within the Outcomes Assessment of the Oceanography and Marine Biology departments, which is a University accreditation requirement.

The thesis version submitted to the Department Chair and Dean has to be approved by the advisory committee and has to be without grammatical, spelling, or formatting errors. If a thesis contains a substantial amount of errors, the Department Chair and Dean can refuse to complete the review of the thesis and request additional editing by the student and advisory chair before the thesis is resubmitted to them. If this results in delays for submission to the UAF Graduate School, graduation may be postponed to the following semester.
In planning for graduation and meeting deadlines, students should keep the following timeline in mind:

<table>
<thead>
<tr>
<th>Fall DEADLINES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Advancement to Candidacy Form due to Graduate School</td>
<td>October 15th</td>
</tr>
<tr>
<td>Application for Fall graduation due to Registrar (include $50.00 fee)</td>
<td>October 15th</td>
</tr>
<tr>
<td>Post-defense thesis due to Department Chair</td>
<td>November 5th</td>
</tr>
<tr>
<td>Post-defense thesis due to CFOS Dean **See Top Ten Items the Dean Comments on (page 58)</td>
<td>November 19th</td>
</tr>
<tr>
<td>Thesis due to Graduate School (with thesis submittal form and binding receipt)</td>
<td>November 28th</td>
</tr>
<tr>
<td>All other paperwork</td>
<td>December 20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring DEADLINES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Advancement to Candidacy Form due to Graduate School</td>
<td>February 15th</td>
</tr>
<tr>
<td>Application for Spring graduation Due to Registrar ($50 application fee)</td>
<td>February 15th</td>
</tr>
<tr>
<td>Post-defense thesis due to Department Chairs</td>
<td>March 3rd</td>
</tr>
<tr>
<td>Post-defense thesis due to CFOS Dean **See Top Ten Items the Dean Comments on (page 58)</td>
<td>March 17th</td>
</tr>
<tr>
<td>Thesis due to Graduate School (with thesis submittal form and binding receipt)</td>
<td>April 7th</td>
</tr>
<tr>
<td>All other paperwork</td>
<td>April 24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer DEADLINES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Advancement to Candidacy Form due to Graduate School</td>
<td>June 15th</td>
</tr>
<tr>
<td>Application for Summer graduation due to Registrar (include $50.00)</td>
<td>June 15th</td>
</tr>
<tr>
<td>Post-defense thesis due to Department Chairs</td>
<td>June 27th</td>
</tr>
<tr>
<td>Post-defense thesis due to CFOS Dean **See Top Ten Items the Dean Comments on (page 58)</td>
<td>July 11th</td>
</tr>
<tr>
<td>Thesis due to Graduate School (with thesis submittal form and binding receipt)</td>
<td>August 1st</td>
</tr>
<tr>
<td>All other paperwork</td>
<td>August 12</td>
</tr>
</tbody>
</table>

These dates mean that for a typical Master’s 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 Ph.D. dissertation, the 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, Master’s students spend two full semesters writing and revising their thesis, while Ph.D. students spend at least four semesters on writing and revising their dissertation. The final effort can be shortened if individual chapters are written up for publication earlier, and preliminary sections (e.g., introduction, literature review, methods) are completed well in advance.
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 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 fill an application for graduation and 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.

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 (http://afs.allenpress.com/fitr.pdf) or see issue one for the year,

OR

In the style prescribed by some other appropriate journal approved by the committee, in which case please provide the Fisheries 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.

See a note from the Dean in the appendix about submitting your thesis or dissertation.

Thesis 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
2. Sign up and create an account if you have not done so (orange tab in the lower center of webpage)
3. If you have an account, in the top right corner, select Students: Submit.
4. Login with username and password
5. Before you begin, please be sure you have the following:
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)
   - 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.

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

All CFOS students are required to meet the UAF and CFOS mandated safety training as outlined at http://www.uaf.edu/safety/training/ within the first month of their study. Special training requirements apply to NSF-funded undergraduate and graduate students (http://www.uaf.edu/ori/responsible-conduct/), 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.

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

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

1. Before the beginning of your first semester:
   - Confer with your major advisor or interim advisor to select the courses to be taken during your first and second semesters
   - If you have a major advisor and a specific research area or topic, find out what you will need to accomplish during the first year, and set up a rough schedule. This of course is subject to revision.
   - Ask your major advisor for reading suggestions relative to your project, complete the reading, and discuss it with your advisor.
   - 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 (refer to: http://www.CFOS.uaf.edu/prospective/graduate/scholarships.php). Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for UAF Privately Funded Scholarship every year. One application covers all the UA scholarships you may be eligible to be awarded.
   - At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
   - By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
   - All students working with vertebrates, 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 at fyiacuc@uaf.edu or visit their website at http://www.uaf.edu/ori/
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 to the CFOS Academic Office.
   - **GSP and proposal, Appointment of Committee, and Annual Report due May 15 to avoid being placed in “out of status” standing. 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).
   - Advance to candidacy.
   - Continue to meet frequently with your major advisor. Begin writing your thesis, even if some aspects of your research are still in progress.
   - **Schedule a meeting with your advisory committee. Turn in the Annual Committee Report and Summary of Research Progress, and ask for input on steps needed for completion of your project.**
   - Conduct field or laboratory research or data analysis and modeling relevant to your project.

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

**Full-time Ph.D. students intending to complete their degree within five years:**
(Part-time students can use this timeline based on nine credits completed = one semester; however, all students, whether full or part-time, should have a graduate advisory committee by the end of their first year.)
1. **Before the beginning of your first semester:**
   - Confer with your major advisor or interim advisor to select the courses to be taken during your first and second semesters.
   - If you have a major advisor and a specific research area or topic, find out what you need to accomplish during the first year, and set up a rough schedule. This of course is subject to revision.
   - Ask your major advisor for reading suggestions relative to your project, complete the reading, and discuss it with your advisor.
   - If you have an interim advisor, ask his or her advice (and that of the 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 into 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 (refer to: [http://www.CFOS.uaf.edu/prospective/graduate/scholarships.php](http://www.CFOS.uaf.edu/prospective/graduate/scholarships.php)). Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for **UAF Privately Funded Scholarship** every year. One application covers all the UA scholarships you may be eligible to be awarded.
   - At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
   - By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
   - 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.
   - Revise GSP as needed based on committee input. Submit to the CFOS Academic office.
   - **GSP Appointment of Committee and Annual Report is due by May 15 to avoid being placed on “out-of-status” standing. 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 at fyiacuc@uaf.edu or visit their website at http://www.uaf.edu/ori/

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

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

7. Fourth-year:
  • Continue to meet frequently with your major advisor to assess your progress and set future goals for your research.
  • Meet with committee members as needed for additional advice.
  • Conduct field or laboratory research or data analysis and modeling relevant to your project.
  • Begin writing if possible. Prepare a manuscript for publication if your research has progressed to that point. Write up methods, introduction, or background. Attend a national or international meeting to present some of your results.
  • Apply for a thesis completion fellowship, if needed.
  • Schedule a meeting with your advisory committee. Report on research progress, and ask for input on steps needed for completion of your research.
8. **Fifth-year:**
   - Tie up any loose ends in your research and data analysis.
   - Finish writing your dissertation, conferring often with your major advisor and committee. Submit manuscripts for publication as they are completed.
   - Attend a national or international meeting (or several) to present your results.
   - Apply for postdocs or other jobs appropriate for your skills and career goals.
   - Defend your dissertation.
   - **Graduate!**
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 school is in session. Students with assistantships must be registered for at least nine credits during the fall and spring semesters (audited credits cannot be counted toward workload).

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

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

Tuition supplements may be used for tuition only. All fees are the responsibility of the student unless the department or grant makes other arrangements with the UAF Business Office 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 head, and Dean must approve the petition by the student.

**Rate of Pay for CFOS Graduate Research and Teaching Assistantships**  
2021-2022 Academic Year

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Student before Adv. To Candidacy</td>
<td>$19.67/hr</td>
</tr>
<tr>
<td>MS Student after Adv. To Candidacy</td>
<td>$21.34/hr</td>
</tr>
<tr>
<td>Ph.D. student (all) before Adv. To Candidacy</td>
<td>$23.02/hr</td>
</tr>
<tr>
<td>Ph.D. student (all) after Adv. To Candidacy</td>
<td>$25.53/hr</td>
</tr>
</tbody>
</table>
Other Funding Sources Available for CFOS 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. This site also provides 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. Applications are available at the UAF Financial Office or web http://www.uaf.edu/finaid/types/scholarships/apply/

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

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 Christina Neumann at clneumann@alaska.edu.

Dr. H. Richard Carlson Scholarship
Awarded each year to an outstanding graduate student. Shirley Carlson established this scholarship in honor of her late husband, Dr. H. Richard Carlson. Dr. Carlson made substantial and important contributions to fisheries science in Alaska as a scientist at NOAA Fisheries Auke Bay Laboratory. In addition, he gave support and encouragement to UA fisheries students. Award Amount: $3,654.00– University expenses only. Due Date: End of February Eligibility: Applicants must be full-time UAF Fisheries graduate students, in good standing, conducting fisheries biology research at the Fisheries Division in Juneau. Applicants must be Alaska residents and demonstrate motivation and academic and leadership potential. Preference will be given to students who demonstrate financial need. Contact: www.sfos.uaf.edu/fishdiv/

C.L. Anderson Fund
To support graduate research in fisheries at the University of Alaska, Juneau by assisting with
expenses incurred in the completion of thesis research, including travel, supplies, equipment, or other forms of support.
Contact: UA Foundation, http://www.alaska.edu/foundation/donor_relations/scholarships/

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

**Francis “Bud” Fay Memorial Scholarship**
To support graduate students in marine biology, who are 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.
How to apply: UAF Privately Funded Scholarships Application http://www.uaf.edu/finaid/types/scholarships/apply/

**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. Based on funding availability.
Award amount: $1,500/year.
How to apply: UAF Privately Funded Scholarships Application http://www.uaf.edu/finaid/types/scholarships/apply/

**Ken Turner Memorial Fellowship**
To support graduate students in the marine sciences. Ken Turner was a captain of the R/V Acona, the first research vessel of the Institute of Marine Science. This fund was established in his memory by the faculty and staff of IMS.
Award amount: $1,000-$2,000/year.
How to apply: UAF Privately Funded Scholarships Application http://www.uaf.edu/finaid/types/scholarships/apply/

**NFI/Sea Grant Fellowships**
Provides stipend and tuition for a graduate student working on marine fisheries research. Provided by the National Fishing Institute and the Alaska Sea Grant College Program.
Contact: Alaska Sea Grant College Program, http://www.uaf.edu/seagrant/

**Rasmuson Fisheries Research Center**
To support graduate students in Fisheries, Marine Biology, or Oceanography who are conducting research related to Alaska’s fisheries. The late Elmer E Rasmuson founded the Center in 1994 with a million-dollar endowment and has grown through his subsequent contributions and a $100,000 gift from Ward’s Cove Packing Company.
Award amount: $35,000 which includes tuition and insurance.
To apply: Contact Christina Sutton, clsutton3@alaska.edu
PCCRC (Pollock Conservation Cooperative Research Center)
The PCCRC awards annual graduate student fellowships to current or prospective UAF graduate students whose research aligns with PCCRC research priorities (see annual Research RFP). The fellowship includes a graduate stipend, 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; Ph.D. students may receive a maximum of 3 years of support.

Ladd Maccaulay 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.

UAF Graduate School / Other University Programs
Contact: http://www.uaf.edu/gradsch/grants-and-fellowships/

UAF Graduate School Thesis Completion Scholarship
Available to full-time graduate students. These highly competitive awards are intended to support students without a source of funding to support thesis writing. Ph.D. students will receive preference in the selection process.
check http://www.uaf.edu/gradsch/grants-and-fellowships/
**Pending availability of funds.

Robert L. and Virginia R. Rausch Scholarship
Amount: $2,500
Deadline: February 15
Eligibility: UAF graduate student, research on indigenous peoples of Alaska
http://www.uaf.edu/gradsch/grants-and-fellowships/rausch-scholarship/

University of Alaska (UA) Foundation
Scholarships & fellowships
http://www.alaska.edu/foundation/donor_relations/scholarships/External Organizations

Alaska Fly Fishers, Natural Sciences Scholarship
Usually due in October
Amount: $1000
http://www.alaskaflyfishers.net/AFFScholarship
**NOAA Dr. Nancy Foster Scholarship Program for Graduate Students**
Provides support for outstanding scholarship and encourages independent graduate-level research in oceanography, marine biology, or maritime archaeology, particularly by women and members of minority groups.

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

Due: Usually in December
Contact: http://fosterscholars.noaa.gov

**SIGMA XI Grants-in-aid fund**
Provides small amounts of money ($1000) for research expenses
Contact: http://www.sigmaxi.org/programs/giar/index.shtml

**Libbie H. Hyman Memorial Scholarship**
Provides funds for first-year graduate students to attend a marine lab:
Contact: http://sicb.org/grants/hyman/
Misc. Information

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 a guarantee. Depending on the number of students and availability of space, you may have exclusive or shared use of shelves, file cabinets, etc.

You can expect to retain your office space as long as you are a full-time 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.

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.

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 at fyiacuc@uaf.edu or visit their website at http://www.uaf.edu/ori/

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. Safety, Bully, Minor, and Title IX Training can be found on myUA (https://www.alaska.edu/myua/). FERPA training can be found: http://ferpa.community.uaf.edu/s Contact your supervisor for a list of the safety training modules you must complete.

Travel
Some regulations and procedures must be adhered to when traveling on university business. If you do not follow these instructions, there is a strong possibility that you will not be able to complete your travel plans or you will be reimbursed for any expenses you incurred. Please read and understand the travel policies found at
If you have any questions, please contact our UAF-Shared-Travel-Services@alaska.edu

Travel Authorization (TA) forms must be submitted at least two weeks in advance. A supervisor or appropriate project Principal Investigator must sign student and staff TA forms. The supervisor who signed the originating TA form or an appropriate representative must sign expense reports exceeding TA form estimates.

**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 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 or the UAF Graduate School has an official TA or RA policy for time off. Students must negotiate any time off with their supervisor (which may either be the advisor or an instructor of a course). Some advisors allow students to take a week’s vacation paid, 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 service. 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 Vehicle Policy**

UAF Transportation Services vehicles (including boats, ATVs, 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 Driver’s License, take the Drivers’ Safety Training, and pass the quiz (https://uaf.edu/safety/training/basic-training.php). 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. 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.
International Students - Just for You

If you are an international student, you will be faced with unique regulations/situations that American students do not usually encounter. You must comply with immigration regulations and adapt to a new and often strange culture. The international student advisor serves as a liaison between you and the U.S. immigration services, authorizes documents for student visas, helps you adjust to the U.S., Alaska, and UAF, and provides counseling for personal and academic problems. The international student advisor can be contacted by telephone at (907) 474-7583 or (907) 474-7157. For more information please check out the following website: http://www.uaf.edu/oip/current-intl-student/ and the UAF International Programs & Initiatives (IPI) handbook: http://www.uaf.edu/oip/handbook/.

Please note that the current UAF IPI Handbook and UAF Catalog is the “ultimate authority”. The information listed here does not override the UAF IPI and U.S. Department of Homeland Security (DHS) regulations and policies which can change at any time.

What is a DSO? Who is the DSO at the University of Alaska Fairbanks?
The DSO is the Designated School Official. The University submits the names and qualifications of one to five individuals to the DHS, Student, and Exchange Visitor Program (SEVP) for consideration of authorization for DSO. At the University of Alaska Fairbanks, those positions are in the IPI office.

How will the University of Alaska Fairbanks help students comply with the immigration laws?
The University is committed to assist students in ways that prevent status violations from ever occurring.

1. F-1 students new to UAF must physically check in with IPI within 10 days after arriving in Fairbanks. IPI will review the student’s arrival documents, and confirm to the Student and Exchange Visitor Information System (SEVIS) that the student has arrived on campus.
2. International students will not be able to drop below a full course of study without prior authorization from IPI.

“Full-time” means 12 credits per semester for undergraduates and nine credits for graduate students. Of the required minimum required credits, no more than three can be taken by distance delivery. Students may be authorized to enroll in a reduced course load. Permission must be granted before dropping below full-time status. Reduced course loads cannot be authorized retroactively and backdated. Acceptable reasons for reduced credit load include:

- Graduate students who have completed the required coursework may register for thesis or research credit only. Nine credits are required unless it is the last semester.
- Students in their final term of study need only the credits required to complete the degree.
- Students who have a documented medical condition necessitating less than full-time may request a reduced course load. The request must be accompanied by a statement from one of the following: medical doctor, doctor of osteopathy, or licensed clinical psychologist.
What is "status"?
The Immigration and Naturalization Service, Department of Justice, regulation 8 CFR 214.2(f)(5)
Duration of status states:

- General. Except for border commuter students covered by the provisions of paragraph (f)(18) of this section, an F-1 student is admitted for the duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies.** An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.

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

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

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

- The program completion date is the last day of the semester except for graduate students with thesis or project requirements. For those students, the program completion date is deemed to be the earlier of the (1) date of defense plus two months or (2) the date that the academic department chair signs the thesis or project approval form for immigration purposes. If you are a graduate student preparing to defend and graduate or a department with graduate student employees (Teaching Assistantships or Research Assistantships) please understand that employment authorization ENDS on the earlier of the two dates. The program completion date on the I-20 becomes irrelevant if the student completes the program earlier than originally anticipated. International students wishing to apply for Optional Practical Training (OPT) employment authorization should have their applications received by the U.S. Citizenship and Immigration Services (USCIS) BEFORE the defense date and no later than 60 days following the completion date.
**What does “fail to maintain status” mean?**
Failure to maintain status means that the F-1 student has violated a requirement of the regulation governing the F-1 visa category. Some examples of failure to maintain status include dropping from full-time to part-time enrollment without prior approval from the DSO, attending a school other than the one a student is authorized to attend, failure to apply for a timely transfer or I-20 extension, or change in the level of study, unauthorized employment and failure to report a change of address within 10 days of the change.

**What are the consequences if a student fails to maintain status?**
If a student commits an immigration status violation, such as dropping below a full course load of study without prior approval from the DSO, the status violation must be reported to the U.S. immigration authorities through SEVIS. This will result in having no legal U.S. immigration status (is deemed to be “out of status”) and should plan on leaving the U.S. immediately.

**Can a student who is "out of status" regain legal status?**
If a student is out of status, they may apply for reinstatement to status through the USCIS. The status violation must have occurred due to circumstances beyond the student’s control and must have the recommendation of the DSO, by issuing an I-20 for reinstatement. Reinstatement is intended to be a rare occurrence for exceptional cases and circumstances. The student may not apply for reinstatement under any circumstances if he or she is out of status longer than five months. If the reinstatement application is denied, the student cannot appeal the decision. The student may regain legal status by leaving the U.S. and returning with a new I-20 issued for initial attendance.

**What is Curricular Practical Training (CPT)?**
Students may apply for and participate in Curricular Practical Training (CPT) during the academic year. The CPT allows you to work in training programs that are an “integral part of an established curriculum.” Examples of CPT are internships or practicums that are identified and described in the course catalog or that are included in the Graduate Study Plan. To qualify as CPT, the training program must either award academic credit or be required by your degree program. You must be enrolled in three UAF credits while participating in CPT. If used for graduate research, credits may be thesis or research.

If the student’s training program fits this description, the DSO may authorize part- or full-time training. If you are authorized for part-time CPT, you must still enroll in full-time study. **Please note:** Participation in CPT for 12 months or longer, makes students ineligible for OPT after graduation.

Regulatory requirements:

1. The student has been enrolled in the program for at least one academic year;
2. Practical training must be an integral part of the degree program;
3. Students who receive one year or more of full-time CPT are not eligible for post-completion OPT;
4. Students may begin CPT only after receiving his or her SEVIS I-20 with the CPT endorsement.
What is F-1 Optical Practical Training (OPT)?
Practical training is the opportunity to apply knowledge gained in your degree program to off-campus work in your major field. OPT is authorized by the USCIS. This authorization can take two to three months to obtain. The maximum amount of time granted to work on F-1 OPT status is 12 months per degree level plus a possible H-1B cap-gap extension OR a 24-month extension for those who qualify (see info below). You may use some or all of the available 12 months of practical training during your course of study or save the full twelve months to use after you graduate. You may apply for POST-graduation OPT up to 90 days before your graduation date and the immigration service MUST RECEIVE your application NO LATER THAN 60 days beyond your graduation date or 60 days beyond the end date of your I-20 (WHICHEVER IS EARLIER) or, if you are an advanced graduate student, NO LATER THAN 60 days beyond the last day that you are registered as a student. You MUST send your application within 30 days of getting the new I-20 from IPI. Contact IPI for additional information.

What if I need to Travel?
Make sure your document (I-20) has a current IPI travel authorization signature. The signature must be dated within six months of your anticipated re-entry into the U.S.

Valid visa and passport:

- Your passport must be valid for the duration of your stay in the U.S. If your passport will be expiring before your program completion, you should apply for renewal so that you will be able to re-enter the U.S. and remain in status for the remainder of your stay.
- If your visa has expired, apply for and obtain a new visa to re-enter the U.S.
- If your field of study or research is in a technology-related field, it may be requested that you provide additional information during your visa appointment.

Documents are signed for travel authorization on a “walk-in” basis. You do not need an appointment. When you come to the office, you will be asked to complete a form listing your U.S. departure and return dates, and destination city and country.

Check out the U.S. Customs and Border Patrol (CBP) informational website "Know Before You Go," to learn about the rules for bringing items in the U.S. from abroad.

UAF documents to take with you:

1. Course registration for the next semester (you do not have to pay your UAF bill before leaving).
2. Unofficial transcript showing your final grades from the current semester that just ended – you may print a copy from UAOnline.
3. Copy of your current assistantship letter (if you are receiving financial assistance from UAF) and/or
4. Copies of your financial statements (at least three months) so that if you are asked to prove you have money to pay for your education in the U.S., you will have the documentation.
On your return to Fairbanks please provide IPI copies of:

2. The I-20
3. Your passport identification page IF you obtained a new passport.
4. The visa page IF you obtained a new visa.
5. The F-1 stamp in your passport

I have an emergency and need to get hold of International Programs after hours, who do I call?

If you have an immigration emergency after hours and need to reach IPI, please call the UAF Department at (907) 474-7221. Explain that you are an international student in F-1 status and your situation. Ask them to forward the information to the IPI along with a call-back number.
Graduate Student Forms
(Located on the UAF Graduate School website: https://www.uaf.edu/gradsch/forms/)

Committee and Advisors: https://www.uaf.edu/gradschool/current-students/forms.php
- Appointment/Change Committee Form
- Annual Report Advisory Committee (This form must be typed)

Petitions, advancements, study plans, registration forms:
https://www.uaf.edu/gradschool/current-students/forms.php
- Graduate Study Plan
- Advancement to Candidacy
- Graduate Student Petition form

Research and Compliance:
- Human Subjects/Animal Care/Biosafety https://www.uaf.edu/ori/

Program Status: https://www.uaf.edu/gradschool/current-students/forms.php
- Graduate Reinstatement
- Leave of Absence
- Change/Add Degree, Major, or Certificate Form
- Application for Residency Status

Competency Documents: https://www.uaf.edu/gradschool/current-students/forms.php
- Report of Comprehensive Exam
- Report on Project Defense
- Request an Outside Examiner (Ph.D.)

Degree Completion Forms: https://www.uaf.edu/gradschool/current-students/forms.php
- Thesis/Dissertation Approval Form
- Project Approval Form
- Graduation Application
The GSP and Advancement to Candidacy Forms: What’s the difference?

The Graduate Study Plan (GSP) and Advancement to Candidacy form look very similar, but they are two different forms. Here is a summary of what distinguishes each form from each other:

**THE GSP:**
- A working plan between you and your committee.
- Deficiencies are listed on this form.
- Changes can be made without filling another GSP form out; however, if the Advancement to Candidacy form will not be filled out for at least another year, and changes are significant, a new GSP is recommended.

**ADVANCEMENT TO CANDIDACY:**
- This is the form that the Graduate School and the UAF Graduation Office will use to complete your degree audit.
- You must list all classes that you want to be considered to count towards graduation. Deficiencies are NOT listed on this form.
- Once the Advancement form is submitted to the UAF Graduate School, changes must be resubmitted in the form of a petition or a new Advancement form (depending on the significance of the change).
Master and Ph.D. Graduation Checklist

Almost to the finish line…

File Advancement to candidacy.

Apply for graduation http://www.uaf.edu/reg/grad/

Schedule a defense date and room (contact Academic Programs).

Ph.D. students need to request an outside examiner (contact Academic Programs).

Defend your thesis. Date: ____________ Time: _______________ Location: ________________

Make the needed faculty corrections. Fill out and send CFOS Academic Programs the Thesis/Dissertation approval form for Docusign.

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: https://goo.gl/forms/wX20spfvyjNF0O6HZ2

Marine Biology, Oceanography, and Fisheries: Fill out Exit Interview Survey:

   Marine Biology: https://goo.gl/forms/LmhG5Sy9YHf1zNVp2

   Oceanography: https://goo.gl/forms/sdiMVX8StByeczpzv2

   Fisheries: https://goo.gl/forms/RTRDyuIBk6i1cV0F3

Ph.D. Candidates also need to submit:

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

INDS candidates (Master and Ph.D.)

1. INDS Survey

GRADUATION (now you are at the finish line)!! Congratulations!!!
The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution. UAF does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/titleIXcompliance/nondiscrimination.