

# The School of Fisheries and Ocean Sciences

Graduate Manual  
2013-2014



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## INTRODUCTION

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

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

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

Sincerely,

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

## Overview of the School

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

The School of Fisheries and Ocean Sciences (SFOS) was created in 1987 to combine the fisheries and marine sciences programs of the University of Alaska system. The School Fisheries and Ocean Sciences is one of the most diverse schools of the University of Alaska in both geographic distribution and academic mission. The seven divisions, distributed throughout much of Alaska, encompass an enormous subject range. In its cumulative form, the School achieves excellence through research, education, and public outreach. There are approximately 60 faculty members within SFOS, and the students enjoy a low student to faculty ratio.

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

1) The Graduate Program in Marine Sciences and Limnology (GPMSL) offers M.S. and Ph.D. degrees in Marine Biology and Oceanography (with options in biological, chemical, fisheries, geological and physical oceanography). Courses contributing to a new minor in marine science (approved in fall 2012) are also part of GPMSL. GPMSL is overseen by a Program Head, who is currently Dr. Brenda Konar ([bhkonar@alaska.edu](mailto:bhkonar@alaska.edu)). Dr. Ana M. Aguilar-Islas ([amaguilarislas@alaska.edu](mailto:amaguilarislas@alaska.edu)) serves as coordinator for the minor in Marine Science. GPMSL is administered through the Fairbanks campus.

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

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

## **Student Responsibilities**

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

## **Graduate Degree Requirements**

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

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

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

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

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

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

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

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

*for 18 credits would be the result of 2 C's and 4 B's for 6, 3-credit courses). Students with a GPA less than 3.0 after their second year of graduate study, or after one year of academic probation, whichever is later, will be academically disqualified from the SFOS academic program in which they are enrolled.*

## **Registration Requirement**

As a graduate student, you must be registered for at least six graduate credits per academic year (fall, spring, summer) when actively working toward a degree. Graduate students failing to either register for at least six graduate credits or obtain a leave of absence will be dropped from graduate study and will have to apply for reinstatement before resuming graduate study. Be advised that SFOS is credited for graduate enrollment based on fall semester enrollment. So, please register for fall semester (rather than or in addition to spring or summer) if possible. You must be registered 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 file an application for graduation and a non-refundable fee with the Registrar's Office. We encourage you to apply for graduation the semester prior to 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 by web. If you are in the field or away from campus and you cannot register or pay fees, contact either SFOS Academic Programs or the UAF Graduate School for assistance at least 10 days in advance of the deadline. If you have a tuition award, it is imperative that the UAF Graduate School (this is different from the SFOS Academic Programs) receives a copy. **The Graduate School does not keep your tuition award from semester to semester – you must submit a new one every semester you have a RA or TA tuition award.** If you are away from campus you can fax your tuition award to the UAF Graduate School (907) 474-1984. You can call and pay your fees by credit card (907) 474-5960 or log onto UAOnline.

## **Transfer Credits**

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

## **Course Restrictions**

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

## **Course Deficiencies**

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

## **English Deficiencies**

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

## **Leave of Absence**

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

## **Graduate Advisory Committees**

Each graduate student is guided by a major advisor / major professor (also referred to as the advisory committee chair) and a graduate advisory committee. Students are expected to have a major advisor when they are accepted into Graduate School. In rare circumstances, incoming students whose major professor hasn't yet been selected at acceptance are assigned an interim advisor by the Program Head/Chair. The interim advisor will work with the student to identify an appropriate major advisor and project, as well as assisting the student in selecting first-year courses. All students should have an approved advisory committee by the end of their first year. Students should select members based on the guidelines given below and with the advice and approval of their committee chair, as well as agreement of all proposed members to serve. You should fill out the “Appointment or Change of Graduate Committee” form (<http://www.uaf.edu/gradsch/forms/>), obtain signatures of your committee chair and all committee members and submit the form to the SFOS Academic Office (or in Juneau to

Gabrielle Hazelton). If the proposed committee includes any members who not UAF faculty are as provided for under Graduate School rules, these guidelines, and your department-specific guidelines, a short *curriculum vitae* for each individual should be attached. A petition, approved by the major advisor, explaining why the departure from guidelines would be beneficial to the student, must accompany any proposal for a committee whose composition is not in keeping with these guidelines and the Graduate School rules. It may be desirable, for instance, to substitute or add a fisheries or marine scientist from a cooperating agency on the committee in place of a UAF faculty member because that scientist has substantial involvement in the student's research.

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

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

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

## ***Committee Composition***

### **Guidelines for Fisheries Committees:**

#### **M.S. Degree:**

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

Thesis advisory committees for M.S. students in Fisheries must include at least three members. The committee chair and at least one other committee member must be tenure track in the Fisheries Division, be a research faculty member in the Fisheries Division, hold a joint



appointment in the Fisheries Division, be emeritus in the Fisheries Division, or be an approved affiliate faculty member in Fisheries Division. The primary appointment for at least one of these two committee members must be in the Fisheries Division. Cooperative Fish and Wildlife Research Unit faculty with a focus in fisheries and tenure-track faculty in GPMSL can also qualify to chair or co-chair committees in Fisheries as a continuation of long-standing practice by a majority vote of Fisheries Division faculty. Research or affiliate faculty may co-chair but may not chair master's advisory committees. Other members of advisory committees may be members of the faculty from other SFOS divisions, other UAF departments or other universities or they may be suitably qualified professional scientists from outside academia. Supernumerary members may include suitably qualified individuals who do not hold a graduate degree, but are approved by a majority vote of the Fisheries Division faculty.

### **Ph.D. Degree:**

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

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

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

### **Guidelines for GPMSL committees:**

#### **M.S. Oceanography and M.S. Marine Biology:**

The advisory committee must have at least 3 members, one of which is the chair:

- The Chair of the advisory committee must be a GPMSL faculty member or IMS research faculty member. Affiliate faculty, associate and adjunct faculty cannot normally serve as Chair, but can serve as Co-Chairs.

- At least one of the remaining two members must be SFOS faculty. If the committee chair is an IMS research faculty member, at least one of these members must be a GPMSL faculty member.
- The 3rd member may be either SFOS or other UAF faculty.

All 3 required members of a M.S. advisory committee must have at least a M.S. degree.

The advisory committee may have an additional member(s) beyond the 3 required.

- Additional members may be UAF faculty, affiliate faculty, faculty from other universities, or nonfaculty (e.g., agency scientists).
- Additional members with extensive, appropriate experience may serve without a M.S. degree.

Emeritus faculty are considered the same as regular, tenure-track faculty as long as they remain active in their research.

#### **Ph.D. Oceanography and Ph.D. Marine Biology:**

The advisory committee must have at least 5 members, one of which is the chair:

- The Chair of the advisory committee must be a GPMSL faculty member or IMS research faculty member. Affiliate, associate, and adjunct faculty cannot normally serve as Chair, but can serve as Co-Chairs.
- At least two of the remaining members must be SFOS faculty. If the committee chair is an IMS research faculty member, at least one of these members must be a GPMSL faculty member.
- The 4th member may be either SFOS faculty or other UAF faculty.
- The 5th member must be from outside of SFOS, either from another UAF School, College or Research Institute or from another institution.

All 4 required UAF committee members must have a Ph.D., although the 5th member and any additional members with extensive, appropriate experience may serve without a Ph.D.

The advisory committee may have one or more additional members beyond the 5 required.

- Additional members may be UAF faculty, affiliate faculty, faculty from other universities, or nonfaculty (e.g., agency scientists).
- Additional members with extensive, appropriate experience may serve without a Ph.D. degree.

Emeritus faculty are considered the same as regular, tenure-track faculty as long as they remain active in their research.

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

UAF Graduate School  
 Required Meetings and Required Forms (including deadlines)  
 Academic Year 2013-2014

<b>Appointment of Advisory Committee</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a> <b>AND GPMSL Committee Form</b> <a href="http://www.sfos.uaf.edu/academics/forms/index.html">http://www.sfos.uaf.edu/academics/forms/index.html</a>	See Committee guidelines for your program; have all members sign form	May 15, 2014
<b>Graduate Study Plan</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a>	Approved during committee meeting; all members and student must sign. Has to include a 3-5 page research proposal approved by committee.	By the end of the first year of study
<b>Annual Report</b> <a href="http://www.uaf.edu/gradsch/forms/">http://www.uaf.edu/gradsch/forms/</a>	Committee meeting report must be typed by committee chair and contain substantial information on both coursework and research; all members and student must sign. Report has to include a research activities report written by the student, except first year students.	May 15, 2014
Advancement to Candidacy	Committee members must sign	Fall Graduation: October 15 Spring Graduation: February 15 Summer Graduation: June 15
Application for Graduation		Fall Graduation: October 15 Spring Graduation: February 15 Summer Graduation: June 15
Thesis/ Dissertation Submittal to Graduate School	<b>Must be reviewed by Department Program Head/Chair and Dean prior to submitting to graduate school.</b> Fall Program Head/Chair Deadline: November 5 Fall Dean Deadline: November 19 Spring Program Head/Chair Deadline: March 3 Spring Dean Deadline: March 17 Summer Program Head/Chair Deadline: June 27 Summer Dean Deadline: July 11	Fall Graduation: December 3 Spring Graduation: April 7 Summer Graduation: August 1

**All ORIGINAL forms should be submitted to the SFOS Academic Office. DO NOT SUBMIT FORMS DIRECTLY TO THE SFOS Dean's office or the UAF GRADUATE SCHOOL.** A copy of all forms, with the appropriate signatures, will be retained in the SFOS Academic Office and placed in your student file. All forms should be typed and not submitted handwritten.

## **Forms**

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 SFOS Academic Office. Samples of all the graduate forms are located in the Appendix. As stated on the previous page, **All ORIGINAL forms should be submitted to the SFOS Academic Office. DO NOT SUBMIT FORMS DIRECTLY TO THE UAF GRADUATE SCHOOL.** A copy of all forms, with the appropriate signatures, will be retained in the SFOS Academic Office and placed in your student file. All forms should be typed and not submitted handwritten.

It is the student's responsibility to secure all of their committee's signatures. It is the major advisor's responsibility to make sure that the student follows through with securing signatures. After all, it is in the student's best interest to get all of the necessary paperwork completed and turned in on time. If problems arise during the process (e.g. faculty members not available), the student should discuss options with the major advisor and the SFOS Academic Office.

### ***Appointment of Advisory Committee Form***

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

### ***Annual Report Form***

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

### ***Graduate Study Plan***

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

serves as a working agreement of mutual expectations between you and your committee.

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

The proposal is written by the student, shared, discussed and approved by the advisory committee. As with the GSP, the research proposal can be modified during later committee meetings as a research project develops.

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

- A research proposal should be about 3-5 pages (maximum) in length.
- Students are expected to include the following elements into the proposal:
  - Introduction
    - The introduction should give some background information on your research topic and on 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 brief 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 insure 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. It is in the best interest of both yours and your advisory committee that you apply for candidacy as soon as you qualify. At the latest, the Application for **Advancement to Candidacy form must be submitted at least one semester prior to applying for graduation.**

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

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

### ***M.S. Degree:***

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

- 1) Satisfactorily completed at least nine (9) semester credits of graduate study in residence at UAF;
- 2) Received approval of a provisional thesis project;
- 3) Received approval of the finalized GSP, including specific coursework to be completed and any other requirements;
- 4) For **GPMSL** students: passed your written comprehensive exam (see page 16). For **Fisheries** students: successfully defend your proposal (see page 15; students started prior to Fall 2011 are grandfathered and do not have to defend proposal).

### ***Ph.D. Degree***

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

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

## ***Examinations***

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

### ***Comprehensive examination for M.S. Students in Fisheries***

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

Format of the proposal should adhere to standard proposal guidelines, such as those established for the NPRB Research Plan ([http://s3.nprb.org/rfp2011/2011RFP\\_research\\_plan\\_template.doc](http://s3.nprb.org/rfp2011/2011RFP_research_plan_template.doc)) or the NSF Project Description ([http://www.nsf.gov/pubs/policydocs/pappguide/nsf10\\_1/gpg\\_2.jsp#IIC2d](http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/gpg_2.jsp#IIC2d)).

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

M.S. students are required to present and defend a proposal of their graduate research before the advisory committee. The committee will determine the format of the written proposal. A 6-page minimum length is recommended. The committee should receive the proposal at least two weeks before the exam. In the comprehensive exam, 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 a M.S. level student early in their graduate studies

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

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

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

### ***M.S. Students in Oceanography and Marine Biology***

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

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

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

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

The comprehensive exam is written, closed book (unless specific reference materials are allowed or provided by the committee), and normally requires a full day (6 to 8 hours) to complete. Students must type their answers. No handwritten exams will be accepted. Students may either check out an SFOS laptop for this purpose, or they may use their own computer. The computer cannot be connected to the internet during the examination, and personal computers should have any potentially useful reference materials (e.g., copies of old term papers and class assignments, saved web pages, etc.) removed from their hard drive(s).

A student's answers need not be perfect to warrant a pass, but should demonstrate mastery of the core knowledge of their discipline. As a guideline, exams will usually be graded "Pass" if the answers, overall, are 80% correct and complete. This usually means the student has written acceptable answers for all major sections of the exam. If the answers are about 70% correct and complete, the student will usually receive a "Conditional Pass", with the conditions specified by the committee. In this case, the



student often has given an unacceptable answer to one major section of the exam, but has satisfactorily answered the other questions. The conditions can include satisfactory answers to written and/or follow up questions, to be attempted after an additional period of study, or occasionally a requirement to take an additional course. The conditions must be met before the exam will be graded "Pass", and except under unusual circumstances, which should be explained, in writing, to the Program Head and the chair of the exam committee, the conditions must be met within one semester of the exam date. If, after one semester, the student is not making substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the exam committee can change the exam grade to "Fail".

If the student's answers are, overall, less than about 70% correct and complete, individual sections or the entire exam will be graded "Fail". Failed individual sections, or the entire exam, can be repeated the next time the comprehensive exam is offered. Students failing the comprehensive examination are always entitled to one retake. Students in this situation are strongly encouraged to talk with exam committee members to get a detailed evaluation of the problems with the first exam and suggestions for improvement on the next attempt. In the case of two failures, the student can petition, within 30 days after being notified of the second failure, to re-take the exam for a 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 Program Head for approval. It should include a short thorough and convincing explanation of the reasons why the first two attempts were unsuccessful, and the detailed steps (possibly including 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 Marine Biology and Oceanography.

In cases where the student disagrees with the decision of the comprehensive exam committee, the student should first approach the chair of the comprehensive exam 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 he or she disagrees. If the student prefers, he or she can submit a request for reevaluation or further explanation to the chair of the committee in writing, and ask for a written response from the committee. If the student is not satisfied with the committee response, the grounds for formal appeal of the committee decision should be stated in writing and submitted to the Program Head within 30 days of the receipt of the Report on Examination Form by the student. (Students should note that if they have received no response from the committee within the 30-day period, they should submit the appeal to the Program Head without completing that step.) The Program Head will ask the exam committee for a formal reevaluation in light of the reasons for the student's appeal, and (if needed) a more detailed explanation of the reasons for the "Fail" grade. If the student is not satisfied by the committee response to the appeal, the Program Head will also ask at least three other faculty members with appropriate qualifications to review the questions (or the appealed questions) and the student's responses. If appropriate SFOS faculty are not available, other UAF faculty, or faculty from other institutions, may be asked to assist. The Program Head will not reverse the exam committee decision unless there is substantial evidence that the questions were inappropriate or that the student's answers were not fairly evaluated relative to the guidelines described above. The SFOS Dean must also approve any reversal of the exam committee decision. If the Program Head

finds no grounds to reverse the exam committee decision, the student may submit their appeal for review by the SFOS Dean and the Dean of the Graduate School.

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

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

Two weeks before the written exams, the student should contact the SFOS Academic Office to arrange for a room reservation. The normal exam format is that each committee member prepares questions that are designed to require one (1) day (8 hours) to complete. Hence, the written portion of the exam will require five (5) days to complete. These days do not have to be consecutive. After the committee members evaluated the written exam (normally within one to three weeks, but occasionally longer if committee or student travel interferes), a closed-door oral exam is scheduled. **All oral exams MUST have an outside examiner appointed by the Graduate School. 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 SFOS Academic Programs office to reserve a room for the exam.

The examination committee evaluates the student's performance on both the written and oral examinations. In addition, the outside examiner must certify that the oral examination was both rigorous and fair. The standard for a "Pass" is that the committee, based on the student's responses, thinks that the student has the knowledge necessary to successfully complete their dissertation research. The standard for a "Conditional Pass" is that the committee, based on the student's responses, thinks that the student has most of the knowledge necessary to successfully complete their dissertation research, but that there are one or more areas of deficiency. The committee will specify conditions designed to remedy the deficiencies. The conditions can include satisfactory answers to written and/or oral follow up questions, to be attempted after an additional period of study, or occasionally a requirement to take an additional course. The conditions must be met before the exam will be graded "Pass", and except under unusual circumstances, which should be explained, in writing, to the Program Head and the chair of the exam committee, the conditions must be met within one semester of the

exam date. If, after one semester, the student is not making substantial progress toward completing the conditions, and does not have an acceptable reason for the delay, the exam committee can change the exam grade to "Fail".

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

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 he or she disagrees. If the student prefers, he or she can submit a request for reevaluation or further explanation to the chair of the committee in writing, and ask for a written response from the committee. If the student is not satisfied with the committee response, the grounds for a formal appeal of the committee decision should be stated in writing and submitted to the Program Head within 30 days of the receipt of the Report on Examination Form by the student. The Program Head will ask the exam committee for a formal reevaluation in light of the reasons for the student's appeal, and (if needed) a more detailed explanation of the reasons for the "Fail" grade. If the student is not satisfied by the committee response to the appeal, the Program Head will also ask at least four other faculty members with appropriate qualifications to review the questions and the student's responses to the written portion of the exam (or disputed portions). If appropriate SFOS faculty are not available, other UAF faculty or faculty from other institutions may be asked to assist. The Program Head will not reverse the exam committee decision regarding the written portion of the exam unless there is substantial evidence that the questions were inappropriate or that the student's answers were not fairly evaluated relative to the guidelines described above. The SFOS Dean must also approve any reversal of the exam committee decision. If the Program Head finds no grounds to reverse the committee decision, the student may submit their appeal for review first by the SFOS Dean and second the Dean of the Graduate School.

Because oral examinations are virtually impossible to evaluate in retrospect, appeals of decisions in oral examinations are unlikely to be successful. However, students may file a written appeal stating the reasons that they think the "Fail" decision was wrong or unfair within 30 days of the examination. The Program Head will contact each committee member and the Outside Examiner individually, and inquire whether he or she considers the examination to have been unfairly or inappropriately conducted or evaluated, and whether the specific grounds of the student's appeal have substantial merit. More specifically, the committee member or Outside Examiner should inform the Program Head (or the Graduate School in the case of the Outside Examiner) if he or she

thinks the questions were clearly inappropriate to the student's field of study or excessively focused on a very small area of knowledge, or if the individual feels that the student's overall performance wasn't fairly evaluated. The Program Head (or the Graduate School in the case of the Outside Examiner) should also be notified if the student was not treated with appropriate respect and courtesy. If at least two individuals among the committee and Outside Examiner agree that important aspects of the exam were unfair or inappropriate, the Program Head will declare the oral portion of the examination void, and it will be repeated as soon as possible. If the student requests it, two additional UAF faculty members of the student's choice (subject to availability) will attend the repeat examination. They will not ask questions or evaluate answers, but will provide an independent report to the Program Head on whether the examination was fair and appropriate. If the Program Head finds no grounds to void the oral examination, the student may submit their appeal for review by the SFOS Dean and subsequently the Dean of the Graduate School. This must be done within 30 days of the Program Heads denial.

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

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

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

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

The major advisor will conduct the examination by:

- Soliciting questions from each member of the Advisory Committee;
- Providing the questions to the student at the appropriate time;
- Proctoring the examination;
- Receiving the answers from the student;
- Transmitting the answers to the appropriate members;
- Receiving each member's evaluation of each answer;

- Collating the answers and their evaluations for distribution to the entire Advisory Committee;
- Polling the Committee on the question of whether the student has passed the examination or not;
- Filing the Report of Examination and providing a copy to the student & Academic Programs.

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

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

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

### **Outside Examiner for all Ph.D. oral examinations and dissertation defenses**

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

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

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

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

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

## ***Report on Examination Form***

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

## MS General Requirements

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

- a) Successfully complete at least 30 credits of course work including at least 6 credits of thesis (699). You may enroll in more than 12 thesis credits, but no more than 12 thesis credits may be counted toward the minimum degree credits. At least 21 credits, including those earned for thesis, must be at the 600-level.
- b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and Annual Report of Committee Forms (the latter annually) through the SFOS Academic Office to the Graduate School.
- c) Pass a written and/or oral comprehensive exam (fisheries comprehensive exam is proposal defense).
- d) Submit Advancement to Candidacy form to the Graduate School through the SFOS Academic Office. Once submitted, this form supplants the GSP and formally establishes specific degree requirements.
- e) Be registered for a least six credits per year (fall, spring, or summer combined) or have an approved leave of absence form on file.
- f) Orally present and defend their thesis.
- g) Submit a completed and signed (incl. Program Head/Chair and Dean) thesis and thesis submittal form to the Graduate School.
- h) Submit an application for graduation and be registered for at least three (3) graduate credits in the semester in which the degree is to be awarded.
- i) Complete all degree requirements within the seven-year time limit allowed.

### ***M.S. Fisheries\****

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

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

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

Biology and ecology of fish and shellfish

BIO 415/MSL 615: Physiology of Marine Organisms

FISH 425: Fish Ecology

- FISH 426/626: Behavioral Ecology of Fishes
- FISH 428/628: Physiological Ecology of Fishes
- FISH 633: Pacific Salmon Life Histories
- FISH 650: Fish Ecology
- FISH 651: Fishery Genetics
- MSL 640: Fisheries Oceanography
- MSL 652: Marine Ecosystems

Quantitative population dynamics of fish and shellfish

- FISH 421: Fisheries Population Dynamics
- FISH 601: Quantitative Fishery Science
- FISH 621: Estimation of Fish Abundance
- FISH 622: Quantitative Fish Population Dynamics II

Management and human dimensions of fisheries

- FISH 411: Human Dimensions of Environmental Systems
- FISH 487: Fisheries Management
- FISH 640: Management of Renewable Marine Resources
- FISH 675: Political Ecology of the Oceans

4. Minimum credits required ..... 30 credits

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

**M.S. Marine Biology**

2. Complete the following:

- MSL 610 Marine Biology\* ..... 3 credits
- MSL 615 Physiology of Marine Organisms\* ..... 3 credits
- MSL 650 Biological Oceanography\* ..... 3 credits
- MSL 651 Marine Biology and Ecology Field Course\*
- Or acceptable substitution\*\* ..... 4 credits
- MSL 692 Seminar (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 M.S. degree credits can be at the 400-level.**



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

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

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

**OR**

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

**OR**

- c. 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 field work.

- (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 student filed an old version of the Advancement to Candidacy form. A memo if student is using the 2013 Advancement to Candidacy form or have 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, Program Head, and Associate Dean for final approval before field research begins.

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

- (5) A Final Project Report (written).

**M.S. Oceanography**

1. Complete 1 of the following concentrations:

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

a) Complete the following:

MSL 620 Physical Oceanography*	4 credits
MSL 630 Geological Oceanography*	3 credits
MSL 650 Biological Oceanography*	3 credits
MSL 660 Chemical Oceanography*	3 credits
MSL 692 Seminar (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 9 credits of the required 30 M.S. degree credits can be at the 400-level.**

# Ph.D. General Requirements

## *Ph.D. Fisheries*

1. Complete the following admission requirement:
  1. Complete a master's degree in a fisheries-related field.
  2. Submit GRE scores
2. Complete the general university requirements.
3. Complete the Ph.D. degree requirements.
4. Complete at least one year of full-time course work, as approved by the student's advisory committee
5. Complete a thesis
6. Minimum credits required- 18 thesis credits

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

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

OR

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

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

### **Ph.D. Marine Biology or Ph.D. Oceanography**

1. Complete the following general UAF master's degree requirements:
  - a) The Ph.D. degree requires at least three full years of study beyond the baccalaureate degree (can be outside of UAF PhD program).
  - b) Submit a Graduate Study Plan (GSP), Appointment of Committee form, and Annual Report of Committee Form (the latter annually) through the SFOS Academic Office to the Graduate School.
  - c) Pass a written and oral qualifying exam
  - d) Submit Advancement to Candidacy form through the SFOS 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) Submit an application for graduation and be registered for at least 3 graduate credits in the semester in which the degree is to be awarded.
  - i) Complete all degree requirements within the ten-year time limit allowed.
2. Complete coursework at least equivalent to that required for the M.S. degree\*.
3. Minimum credits required ..... 18 thesis credits

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

### **Additional M.S. Expectations for Marine Biology or Oceanography**

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

## Guidelines for Preparation of the Thesis

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

### Writing

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

(<http://www.uaf.edu/gradsch/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 agreement with their major advisor and committee whether the thesis or dissertation will be written in monographic (book) form or as one or more manuscripts ready for submission to a professional journal (or in some cases, already submitted or published). GPMSL strongly encourages the latter, collected manuscript format, especially for Ph.D. dissertations.

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

Other suggested books on writing your thesis or dissertation:

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

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

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

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

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

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

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

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

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

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

take expository writing courses, English as Second Language courses, or pursue other strategies to improve both written and/or spoken English. Some suggested courses are:

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

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

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

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

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

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

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

## Review and revision

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

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

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

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

After-post defense corrections are made and the advisory committee has signed off on the thesis, the Program Head/Chair and the Dean must review the thesis. Ideally, this review is done first by the Program Head/Chair, followed by the Dean, but sometimes the Dean will agree to conduct his review simultaneously. If not traveling, the Program Head/Chair requires a minimum of two weeks for the review. The Dean requires two weeks. It is YOUR responsibility to ascertain the travel schedules of the Program Head/Chair and Dean, and find out when the thesis or dissertation must be delivered to them to ensure meeting Graduate School deadlines. Occasionally (particularly for Spring graduation, if the student agrees to participate in the ceremony), the Program Head/Chair and Dean will agree to review a pre-defense copy. However, in this case the student and major advisor must state that the thesis or dissertation is correctly formatted and well written, and that few or no substantive changes are likely to be needed after the defense. When submitting the thesis to the **GPMSL** Program Head, copies of the



“Graduate Accomplishment Form” and the “Exit Interview” (both available at: <http://www.sfos.uaf.edu/academics/forms/index.html>) have to be filled out and submitted to the Program Head/Chair. These documents serve within the Outcomes Assessment of the GPMSL, which is a University Accreditation requirement.

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

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

<b>Fall DEADLINES</b>	
Application for Advancement to Candidacy Form due to Graduate School	October 15th
Application for Fall graduation due to Registrar (include \$50.00 fee)	October 15th
Post-defense thesis due to Fisheries Program Chair	November 5th
Post-defense thesis due to GPMSL Head (along with Research Competence Form)	November 5th
Post-defense thesis due to SFOS Dean **See Top Ten Items the Dean Comments on (page 58)	November 19th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	December 3rd
All other paperwork	December 20
<b>Spring DEADLINES</b>	
Application for Advancement to Candidacy Form due to Graduate School	February 15th
Application for Spring graduation Due to Registrar (\$50 application fee)	February 15th
Post-defense thesis due to Fisheries Program Chair	March 3rd
Post-defense thesis due to GPMSL Head (along with Research Competence Form)	March 3rd
Post-defense thesis due to SFOS Dean **See Top Ten Items the Dean Comments on (page 58)	March 17th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	April 7th
All other paperwork	April 24
<b>Summer DEADLINES</b>	
Application for Advancement to Candidacy Form due to Graduate School	June 15th
Application for Summer graduation due to Registrar (include \$50.00)	June 15th
Post-defense thesis due to Fisheries Program Chair	June 27th
Post-defense thesis due to GPMSL Head (with Research Competence Form)	June 27th
Post-defense thesis due to SFOS Dean **See Top Ten Items the Dean Comments on (page 58)	July 11th
Thesis due to Graduate School (with thesis submittal form and binding receipt)	August 1st
All other paperwork	August 12

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

### **Thesis Format for Fisheries Students**

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

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

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

OR

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

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

### **Thesis Submission Procedure**

After you have successfully defended your thesis/dissertation, made any recommended corrections, and your signature pages have been signed by your committee, Program Head/Chair, and Dean, you can begin the Online Thesis Submission Process. It is a courtesy to provide/purchase a copy of your thesis for your adviser, 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, ask the Academic Programs Office or the Graduate School.

1. [www.etdadmin.com/uaf](http://www.etdadmin.com/uaf)
2. In the top right corner, select Students: Submit.
3. Create a new account and confirm account by the email sent to you
4. 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 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.
5. Select Publishing Options
  6. Select Institutional Repository (IR) Publishing Options
  7. Print & sign the UAF Thesis/Dissertation Publishing Agreement & submit to the Graduate School
  8. If you are requesting a Delayed Access for your thesis/dissertation, fill out and submit the request
  9. Fill out Contact Information
  10. Complete About my dissertation/thesis section
    - Dissertation/Thesis details
    - Upload your PDF
    - Upload your Supplemental Files (optional)
    - Add any notes for the Graduate School
  11. Register for a U.S. Copyright (if necessary)
  12. Order copies of your Thesis/Dissertation
    - Only 1 hardcover Library Copy is required
    - Enter shipping address
  13. Submit and Pay
  14. After submittal, your dissertation/thesis goes into a holding file for the Graduate School to review
  15. 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 Graduate School, the Graduate School will then issue a final clearance to the Graduation Office.

### **Number of Copies**

One copy of the thesis is required for the Rasmuson Library. This copy is automatically selected during the “Order Copies of your Thesis/Dissertation” step. Do not forget your adviser!

## Early Walk-Through

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

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

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

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

1. Successfully completed all required tests, course work and thesis/project defense; and
2. Submitted to the Graduate School by the date set for filing a thesis/dissertation in spring semester, a memorandum signed by the student and the major advisor certifying that the student is essentially completed the graduate degree, and that all required signatures will be obtained and the thesis, project or dissertation filed by the last day of instruction. If the student is a Ph.D. candidate, the major advisor or designated committee member must also agree to participate in the graduation ceremonies; and
3. Filed a copy of the required project/thesis/dissertation with the Graduate School with all required signatures, by the last day of instruction in spring semester; and
4. For Ph.D. candidates, filed a 50-word abstract of the dissertation research along with the signed dissertation.

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

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

**REMINDER:** You must be registered 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 file an application for graduation and a non-refundable fee with the Registrar's Office. We encourage you to apply for graduation the semester prior to 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.

## **Timeline/Checklist**

All SFOS students are required to meet the UAF and SFOS 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 9 credits completed = one semester; however, all students, whether full or part time, should have a graduate advisory committee by the end of their first 18 months.)

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

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

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

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

**Research Integrity at [fyiacuc@uaf.edu](mailto:fyiacuc@uaf.edu) or visit the UAF IACUC website at <http://www.uaf.edu/iacuc>.**

- **UAF and SFOS safety training must be completed before entering any labs.**

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

- Choose your committee members, plus one or two alternates in case a first choice cannot serve.
- Contact your choices and ask them if they are willing and able to serve on your advisory committee.
- Complete and submit the Appointment of Graduate Advisory Committee form.
- Schedule a meeting with your committee. Prepare a draft GSP 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 and your research plans. Complete an Annual Progress Report form.
- Revise GSP as needed based on committee input. Submit to the SFOS Academic Office.
- **GSP and proposal, Appointment of Committee and Annual Report due May 15 to avoid being placed on probation.**

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

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

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

- Pass your comprehensive examination/proposal defense (even if a retake is required)
- Advance to Candidacy
- Continue to meet frequently with your major advisor. Begin writing your thesis, even if some aspects of your research are still in progress.
- Schedule a meeting with your advisory committee. Turn in 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
- **Graduate!**

***Full-time Ph.D. students intending to complete their degree within five (5) years:***

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

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

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

**2. During your first year:**

- Meet frequently (a short meeting at least biweekly is recommended) with your major advisor to discuss your progress in research and courses (especially if you are having difficulties). You should refine and revise your research goals and timeline as needed.
- If you have an interim advisor, these meetings should focus on your progress in locating a project and major advisor, as well as progress in or difficulties with courses.
- Apply for funding if you do not have funding to support your research (refer to: <http://www.sfos.uaf.edu/prospective/graduate/scholarships.php>). Your advisor or interim advisor may know of additional, outside sources, and can assist with proposal preparation. All students should submit an application for UAF Privately Funded Scholarship every year. One application covers all the UA scholarships you may be eligible to be awarded.
- At the end of the first semester or the beginning of the second semester, discuss any changes in your class schedule needed due to course cancellations, performance during the first semester, changes in your interests, etc.
- By the beginning of the second semester, discuss potential committee members with your major advisor or interim advisor. If you have not met or spoken with prospective candidates, arrange a meeting to talk about your planned research.
- 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 your research plans. Complete an Annual Progress Report form.
- Revise GSP as needed based on committee input. Submit to the SFOS Academic office.
- GSP Appointment of Committee and Annual Report are due by May 15 to avoid being placed on probation.
- **All students working with vertebrates must complete the Blackboard course “Institutional Animal Care and Use Committees” (IACUC) before conducting any research. For more information contact the Office of Research Integrity at [fyiacuc@uaf.edu](mailto:fyiacuc@uaf.edu) or visit the UAF IACUC website at <http://www.uaf.edu/iacuc>.**
- **Complete UAF and SFOS safety training MUST be completed before entering into any labs!**
- **Complete any required training (check with your advisor).**

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

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

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

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

# Assistantships and Financial Aid

## Graduate Assistantships

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

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

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

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

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

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

## **Rate of Pay for SFOS Graduate Research and Teaching Assistantships** **2013-2014 Academic Year**

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

## **Other Funding Sources Available for SFOS Graduate Students**

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

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

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

### **UAF Privately Funded Scholarships**

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

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

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

### **ROBERT BYRD GPMSL GRADUATE SUPPORT FUND**

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

### **C.L. ANDERSON FUND**

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

Contact: UA Foundation, [http://www.alaska.edu/foundation/donor\\_relations/scholarships/](http://www.alaska.edu/foundation/donor_relations/scholarships/)

### **AFSC POPULATION DYNAMICS FELLOWSHIP**

To support the training of M.S. and PhD. students in quantitative fisheries science, including population dynamics, management, and stock assessment. Provided by the Alaska Fisheries Science Center (AFSC) of the National Marine Fisheries Service. Award Amount: \$72,000 available each year. Provides for full funding for about three (3) students/year, including salary and tuition.

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

Contact: [www.sfos.uaf.edu/fishdiv/](http://www.sfos.uaf.edu/fishdiv/)

### **DIETER FAMILY MARINE SCIENCE RESEARCH SCHOLARSHIP**

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

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

How to apply: [http://www.alaska.edu/foundation/donor\\_relations/scholarships/](http://www.alaska.edu/foundation/donor_relations/scholarships/)

### **FRANCIS "BUD" FAY MEMORIAL SCHOLARSHIP**

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

Award amount: \$1000 per year.

How to apply: UAF Privately Funded Scholarships Application  
<http://www.uaf.edu/finaid/types/scholarships/apply/>

### **HOWARD FEDER AND DAVID SHAW GRADUATE STUDENT SUPPORT FUND**

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

Provides stipend and tuition for a graduate student working on marine fisheries research.

Provided by the National Fishing Institute and the Alaska Sea Grant College Program.

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

### **RASMUSON FISHERIES RESEARCH CENTER**

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

Approximately eight fellowships are awarded annually including renewals.

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

To apply: Contact Christina Neumann, [clneumann@alaska.edu](mailto:clneumann@alaska.edu)

### **TEACHING ASSISTANTSHIPS**

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

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

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

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

### **UAF GRADUATE SCHOOL THESIS COMPLETION FELLOWSHIP**

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: 3/28/03

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

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

## **UNIVERSITY OF ALASKA (UA) FOUNDATION**

Scholarships & fellowships

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

## **ALASKA FLY FISHERS, NATURAL SCIENCES SCHOLARSHIP**

Usually due in October

Contact: Jan Schnorr

Email: [janiceinak@gmail.com](mailto:janiceinak@gmail.com)

Phone: 907-337-1818

<http://www.akflyfishers.net/blog/special-events/scholarship-information/>

## **NOAA DR. NANCY FOSTER SCHOLARSHIP PROGRAM FOR GRAD STUDENTS**

Provides support for outstanding scholarship and encourages independent graduate-level research in oceanography, marine biology, or maritime archaeology, particularly by women and members of minority groups.

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

Due: Usually in 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/>

## **POLLOCK HYDROACOUSTICS**

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

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

Preferred: strong quantitative ability and skills.

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

# Misc. Information

## OFFICE SPACE

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

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

## PERMITS

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

## SAFETY TRAINING

All students working in a lab **MUST** have UAF and SFOS safety training **BEFORE** entering a lab. Contact your supervisor and/or SFOS Academic Programs for a list of the safety training modules you must complete.

## TRAVEL

There are regulations and procedures that must be adhered to when traveling on university business. If you do not follow these instructions, there is a strong possibility that you will not be able to complete your travel plans or you may not get reimbursed for any expenses you incurred. Please read and understand these procedures. If you have any questions, please see Anna Ofelt, our SFOS Academic travel and purchasing coordinator in Fairbanks or Gabrielle Hazelton in Juneau.

Travel Authorization (TA) forms must be turned in at least three (3) days prior to travel. It is the traveler's responsibilities to make sure TA forms are submitted with the appropriate signatures completed. Incomplete TA forms will be returned via Department



mail (fax for outlying areas). International travel TAs must be accompanied by a memo explaining the purpose of the planned travel and require final approval by the Dean of SFOS.

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

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

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

## **EMPLOYMENT/PAYROLL**

If you set up to receive a research or teaching assistantship, Christina will assist with setting you up. 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**

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 direct deposit for payroll and reimbursements from the UA system.

## **TIME OFF**

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

## **UAF VEHICLE POLICY**

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

The School of Fisheries and Ocean Sciences leases vehicles from Transportation Services. If you need access to one of these vehicles, contact Greg Simpson at [gdsimpson@alaska.edu](mailto:gdsimpson@alaska.edu) . In addition, UAF Transportation Services will rent out vehicles for University use. <http://www.uaf.edu/fs/services/rentals-charters/>

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

## **What is "status"?**

Status is doing what you are authorized to do while you are in the U.S. based on the immigration category on which you entered.

The regulation 8 CFR 214.2(f)(5) Duration of status states:

1. General. Except for border commuter students covered by the provisions of paragraph (f)(18) of this section, an F-1 student is admitted for duration of status. **Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies,** except that an F-1 student who is admitted to attend a public high school is restricted to an aggregate of 12 months of study at any public high school(s). 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.**
2. 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.
3. Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term. A student attending a school on a quarter or trimester calendar who takes only one vacation a year during any one of the quarters or trimesters instead of during the summer is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.
4. Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United

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

5. Program completion for immigration purposes is deemed to be the final day of the semester for students enrolled in a semester-long course which meets on regularly scheduled, specified days and times for the duration of the semester. Students enrolled in condensed courses are deemed to have completed their programs on the last day of required attendance during their final semester.

### **What does "fail to maintain status" mean?**

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

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

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

### **What is a DSO? And who is the DSO at the University of Alaska Fairbanks?**

The DSO is the Designated School Official. The University designates these individuals, who must also be approved by the U.S. Department of Homeland Security. At the University of Alaska Fairbanks, those positions are in International Programs & Initiatives, specifically with the Associate Director, Immigration Compliance, Carol Holz, and the International Student (F-1) Program Coordinator, Sue Wolfe.

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

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

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

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

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

- \* In the first semester, students who experience academic difficulties (for example, unfamiliarity with American teaching methods or incorrect grade placement.)

- \* Graduate students who have completed required coursework may register for thesis or research credit only.

- \* Students in their final term of study need only the credits required to complete the degree.

- \* Students who have a medical problem can reduce their credit load or take the semester off (this reduction cannot exceed an aggregate of 12 months and the request must be accompanied by a doctor's statement.)

### **What is Curricular Practical Training (CPT)?**

Students may apply for and participate in Curricular Practical Training (CPT) during the academic year. 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 clearly identified and described in the course catalog or that are included on 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 3 UAF credits to receive CPT. If used for graduate research, credits may be thesis or research.

If the student's training program fits this description, the International Student Advisor 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:**

- \* Student has been enrolled in the program for at least one academic year;
- \* Practical training must be an integral part of the degree program;
- \* Students who receive one year or more of full-time curricular practical training (CPT) are not eligible for post-completion optional practical training (OPT);
- \* Student may begin CPT only after receiving his or her SEVIS I-20 with the CPT endorsement.

### **What if I need to Travel?**

1. Make sure your document (I-20 or DS-2019) has a current UAF International Programs & Initiatives (IPI) travel authorization signature. The signature must be dated within 6 months of your anticipated re-entry into the U.S.
2. Valid visa and passport:
  - o 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 a renewal so that you will be able to re-enter the U.S. and remain in status for the remainder of your stay.
  - o 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 informational website "[Know Before You Go](#)," to learn about the rules for bringing items in the United States 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 – 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 personal 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 UAF International Programs & Initiatives copies of:**

1. Your new I-94 card (both sides)
2. The I-20 or DS2019 **IF** they were stamped by U.S. immigration officials
3. Your passport identification page **IF** you obtained a new passport
4. The visa page **IF** you obtained a new visa

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

Program completion for immigration purposes is deemed to be the final day of the semester for students enrolled in a semester-long course which meets on regularly scheduled, specified days and times for the duration of the semester. Students enrolled in condensed courses are deemed to have completed their programs on the last day of required attendance during their final semester.

#### **GRADUATE STUDENTS WITH THESIS/PROJECT REQUIREMENTS**

For those students who are enrolled only in graduate thesis or research credits and who have met all other course requirements in a previous semester, program completion is calculated from the date of thesis or project defense not the last day of the semester date. The official program completion date for these students is the earlier of  
 (1) two months from the defense date OR  
 (2) **Thesis Requirement:** the date the academic department chair signs the thesis/dissertation signature page or  
**Project Requirement:** the date the project credits change of grade is submitted by the academic department chair.

### **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 U.S. Citizenship and Immigration Services (U.S.C.I.S.). This authorization can take 2 to 3 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 17 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 UAF International Programs & Initiatives. Contact the UAF International Programs for additional information.

### **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 us, please call the UAF Police Dispatch +1 907 474 7721. Explain your situation and that you need to get a message to Carol Holz.**



# Appendix and Graduate Forms



UAF is an AA/EEO employer and educational institution.



## Building your Student Webpage

Your student webpage is similar to SFOS faculty webpages, with a few different fields. To view a sample student webpage, check out **Jonathan Whitefield's** (Ph.D. Oceanography student).

Your webpage is a valuable place for you to share professional information about your education and career. All SFOS students (undergraduate and graduate at all locations) should have his/her own webpage. In addition, you may post a link to a pre-existing personal webpage on your professional SFOS webpage if you like.

You do not need to be a web designer to create your webpage! Assistant Benjamin Tucker has set up a user friendly interface just for you! All you will need is a "mySFOS" username and password! If you have not yet received a "mySFOS" username and password, contact Ben Tucker at [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu) ).

Photographs should be professional in appearance, preferably a head-and shoulders shot so that individuals viewing your webpage will be able to recognize you. You can also use a photo of you in the field or doing research, as long as it is professional and recognizable. If you would like more photos on your webpage, send them to [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu). (This is our Web Assistant wizard, Ben Tucker's email address.)

### Easy step-by-step instructions:

1. Enter mySFOS at <https://ssl.sfos.uaf.edu/mysfos/>. (Try using a Mozilla browser instead of Internet Explorer, if possible.)
2. Log in with your username and password (your username is usually the same as your e-mail username). Contact [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu) if you need a "mySFOS" username or password.
3. Click on "**myAccount**" to change your password. Your contact information is displayed here. To change your contact information, e-mail [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu).
4. Under "**myAccount**", click "**update my profile**"
5. Enter information into each section and click "**update**" each time you complete a section. **If you do not click update each time you finish a section, you could lose your work!** Most of this section should be self-explanatory. You can add individual research projects and your list of publications through this interface. *Please be mindful of citation standards when entering publications. Use the same standards for entering your publications as are used on the SFOS faculty webpages.*
6. If you do not see something in the dropdown menus that you think should be there, please e-mail [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu).

### \*Additional items\*

You can expand your webpage to include more information, presentations given at conference, awards, memberships, and so on. Please send that information exactly as you would like it shown on your webpage, to [webmeister@uaf.edu](mailto:webmeister@uaf.edu). If you would like to add your publications, presentations or curriculum vita as PDF links, then you will need to send those to [webmeister@sfos.uaf.edu](mailto:webmeister@sfos.uaf.edu) to be uploaded and linked. Please be aware that these documents should not have social security numbers or personal information on them.

## **Top Ten Items the Dean comments on when reading SFOS Graduate Theses/Dissertations**

May, 2012

SFOS students,

I provide the last level of scientific and formatting review for our Master's and PhD theses before they leave SFOS for the UAF Graduate School. So far, I have averaged reading about 10 per semester. They are both interesting to read and provide a great oversight of the breadth of student projects that come out of SFOS. Our SFOS goal is that the theses submitted to the graduate school require essentially no editing by the time they leave us. I expect the student, the committee, the chair and the Program Head to each provide the highest level of review and oversight that rests within their responsibility. It is important to note that I do read the theses and that my signature is not a "rubber stamp". If you ask any of the last 20 students who have graduated, I usually have some formatting questions/corrections and at least 1-2 scientific questions in each thesis. In some cases, we have made significant changes to the background discussions, graphics, statistics, tables and references in the theses. In most cases, my edits do not take more than a few hours to complete. My comments are sent back to the student, the chair and the Program Head and I am happy to sign the cover pages when the committee chair and Program Head confirm that the edits have been completed.

Beyond scientific topics, which will be specific to each thesis, what are the most common edits that I note?

1. Reference formatting and consistency
2. Table of contents and pagination
3. Figure and table legends
4. Significant digits and decimal places
5. Graphic resolution and consistency
6. Scales on figures
7. Consistency in abbreviations
8. Maps
9. Chapter and subheading consistency
10. Consistency!

Let me give some examples of each of these ten:

1. Reference formatting and consistency. These occur in two locations:
  - a. In the text where references are listed either by date or by alpha. Either is fine and sometimes prescribed by a journal if you are formatting for submission. What I look for is when they switch within

the text and in some cases are listed by date, some by alpha and sometimes in completely random order.

- b. In the Literature Cited or Bibliography section where the formatting is very strict for author sequence, punctuation, etc. For example, sometimes the journal volume is abbreviated and then a few show up that are fully spelled out. Or a journal name is in italics in most cases, and then there are a few where they are not. Also, is the reference cited in the text actually in the literature cited section?

I HIGHLY recommend that you use ENDNOTE or some similar bibliographic software to provide this consistency, but it is not perfect. I recently published a review chapter that had over 330 references and relied on ENDNOTE for that formatting. However, I still found over a dozen cases where I had entered the data incorrectly into ENDNOTE and those references were then generated with consistency problems.

2. Table of contents and pagination. This is the very first item I check. Are the page numbers in the thesis the same as in the Table of Contents? Is Table 4.1 actually on page 48, as it lists in the Table of Contents? Are there blank pages that have shown up? Are there errors in the page numbers themselves? I had one case last semester where everything was fine up to about page 100 and then fell apart.
3. Figure and table legends. Are they consistent between the Table of Contents and the Figure/Table and are they the correct legend? I have found more than a few cases where the figure legend and the figure are not the same. For example, a figure legend talking about a graphic showing a regression line, but the figure is actually a bar graph. The rule of thumb is that the figure or table can stand by itself in a presentation and that everything you need to explain the figure is contained in the legend...abbreviations, statistics, etc.
4. Significant digits and decimal places. This is the one that seems to be everywhere: Consistency in significant digits and correct digits. For example, if you measure a value (weight, length, etc) and report the results as  $x.x \pm x.x$ , then we are fine. The problem comes when they are reported as:

$x.x \pm x.xx$   
 $x.xxx \pm x.x$   
 $x \pm x.x$   
etc.

The rule here is that first, they are consistent. If you measured to one decimal place, then you report the error to the same single decimal place. Second, that you follow significant digit rules. If your scale provides values to 2 decimal places, but your software averages all of your values and reports back 4 decimal places, you can only use 2.

5. Graphic resolution and consistency. Graphics that are taken from low resolution JPEG images, off the WWW, scanned, etc and have text or icons so small that they cannot be read or distinguished from one another. For example, in maps, where lat and long values are either so small that they cannot be read or of such poor resolution that they are unreadable. Lines that are supposed to be dots but appear to be solid. Graphics where the data are supposed to be shown as shades of color, but have been reproduced such that there are no shades. In one case, the image came to me as totally black.
6. Scales on figures. This is most commonly seen on microscopic images, for example, that of a zooplankton, fish scale etc. Great image, but no scale line included....I can't tell if I am looking at something that is 1 micron or 2 cm.
7. Consistency in abbreviations. Abbreviations that are not defined, defined more than once, changed in the text (for example, "gm" in some cases, "g" in others), or defined, but then used only once. For example, defining the Gulf of Alaska as GOA, and then never referring to GOA again.
8. Maps. This one is also very common: Maps that have different lat/long values between them and between the text. For example, the map uses lat/long in East, West, North, South nomenclature, but the text refers to + degrees or -degrees. Or, the map has lat/long in degrees, min, sec and the text refer to decimal degrees. Or there are NO lat/long values on the map, at all.
9. Chapter and subheading consistency. Chapter headings are bold in some cases, not in others. Sub-headings are in italics and indented in some cases, not in others. Or, the chapter headings in the text are not the same as in the Table of Contents. In some cases, the consistency depends if you are writing for a journal format, but even then, the headings have to be consistent within the chapter.
10. Did I already mention consistency? This applies to so many thesis aspects in addition to those listed above, they are hard to list. Once you pick a

formatting process, stick to it. Don't switch active and passive voices; singular and plural; past, present and future tenses.

I know that most students are really anxious to get that thesis signed, to the graduate school and be done! That process will go much more smoothly if you follow most of these top ten writing and science issues right from the start...it will reduce versions, corrections, the time going back and forth and produce a quality product that will reflect the hard work, determination and success of your degree at SFOS.

Dr. Michael Castellini  
Dean, SFOS

*What is the difference between the Advancement to Candidacy and a GSP (Graduate Study Plan) form, they basically look like the same form?*

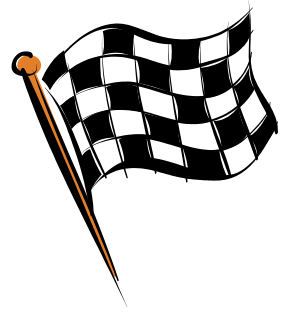
*The GSP:*

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

*The Advancement to Candidacy:*

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

# 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).
- Check format of signature pages with Graduate School.
- Print signature pages on thesis paper.
- Defend your thesis. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
- Make the needed faculty corrections on thesis/get original signatures on signature pages.
- Turn in thesis/dissertation to program head (GPMSL students must turn in Research Competence form with thesis/dissertation). Due Date: \_\_\_\_\_
- Make needed corrections.
- Turn in thesis/dissertation to Dean (this must go through Academic Programs). Due Date: \_\_\_\_\_
- Make needed corrections.
- Submit your thesis electronically to the Graduate School (follow thesis submittal instructions on page 31 of the SFOS Graduate Handbook).
- Make needed corrections.
- Final copies (with all formatting corrections completed-this is where you will print your one copy on thesis paper.)

Ph.D. Candidates also need to submit:

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

INDS candidates (Master and Ph.D.)

1. INDS Survey

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



Print Form

Clear Form

### APPOINTMENT OF GRADUATE ADVISORY COMMITTEE

GS-APT-2 (REV. 11/1/12)



Check One:  NEW  CHANGE

Information about the composition of the Graduate Advisory Committee can be found at <http://www.uaf.edu/gradsch/faculty/graduate-advisory-committ/>

NAME		STUDENT ID							
Sue Perstudent		3	0	0	0	0	0	0	0
EMAIL		TELEPHONE NUMBER							
superstudent@alaska.edu		(907) 474-0000							
DEGREE (Ph.D., M.S., M.A., M.Ed., etc.)		MAJOR (English, Physics, Geology, etc.)							
MS		Fisheries							
CURRENT COMMITTEE MEMBERS: (Please Print Name)		SIGNATURES							
<input checked="" type="radio"/> Chair or <input type="radio"/> Co-Chair    Dr. Sal Mons  <input type="radio"/> Member or <input type="radio"/> Co-Chair		<div style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 10px; text-align: center;">         Please refer to the SFOS Graduate Manual (Pages 8-9) for committee composition guidelines.       </div>							
Member: Dr. Chena Rivers									
Member: Dr. Egan Gastineau									
Member:									
Member:									
RESIGNING COMMITTEE MEMBERS: (Please Print Name)		SIGNATURES							

Comments:

APPROVED BY		DATE	
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	Academic Programs will collect signature	
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	Academic Programs will collect signature	
GRADUATE SCHOOL DEAN'S SIGNATURE			

SFOS Academic Programs will collect the signatures of the Department Chair and Dean. Copies of the graduate forms are kept in the students' academic file and sent to the Graduate School.

ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE  
 GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
 202 EIELSON BUILDING



Print Form

Clear Form

### REPORT OF GRADUATE ADVISORY COMMITTEE

GS-ANR-4 (REV. 11/1/12)



A report must be filed at least once per year by May 15th. More frequent reports are encouraged if needed.

**Committee Members:** *It is important to provide a substantive evaluation of student progress, even if it meets the basic requirements for "Satisfactory."*

NAME	STUDENT ID
Sue Perstudent	3 0 0 0 0 0 0 0
EMAIL	TELEPHONE NUMBER
superstudent@alaska.edu	(907) 474-0000
DEGREE (Ph.D., M.S., M.A., M.Ed., etc.)	MAJOR (English, Physics, Geology, etc.)
MS	Fisheries

FIRST SEMESTER IN PROGRAM: (Check one)  Fall  Spring  Summer YEAR: Fall 2012

DATE OF COMMITTEE MEETING: 4/5/13

#### PROGRESS

**Committee comments on progress in coursework (including grades):**

The student's major advisor **MUST** type this section. It is the advisor's responsibility to file this form once a committee meeting has been held. This form is similar to an employee's performance appraisal.

**Committee comments on progress in research:**

Advisor must type this section (no handwritten forms will be accepted).

Print Form

Clear Form

**REPORT OF GRADUATE ADVISORY COMMITTEE**

GS-ANR-4

NAME	STUDENT ID
Sue Perstudent	3 0 0 0 0 0 0 0

Student's overall progress:  Satisfactory  Conditional \*\*  Unsatisfactory \*\*

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

If a student's overall progress is deemed either conditional or unsatisfactory, this section **MUST** be filled out with a course of action and dates to complete required work.

**I have attached the following information:**

1. Abbreviated Annual Progress Report of Research (2-5 pages, written by student) for Master's students with thesis/project and all PhD students.
2. Schedule showing when remaining requirements will be met (for students within two years of the time limit for their degree), prepared by student and approved by committee.

STUDENT'S SIGNATURE	DATE
---------------------	------

**APPROVED BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS**

COMMITTEE SIGNATURE <input type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Sal Mons	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Chena Rivers	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Egan Gastineau	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	Academic Programs will acquire the Department Chair and Dean's signature.	
COLLEGE/SCHOOL DEAN'S SIGNATURE		
GRADUATE SCHOOL DEAN'S SIGNATURE		

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE**  
 GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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**GRADUATE STUDY PLAN**

GS-GSP-3 (REV. 11/1/12)



If more space is needed to list courses, please attach Supplement to Graduate Study Plan form and place check mark here.

NAME Sue Perstudent	STUDENT ID 3 0 0 0 0 0 0 0
EMAIL superstudent@alaska.edu	TELEPHONE NUMBER (907) 474-0000
DEGREE (Ph.D., M.S., M.A., M.Ed., etc.) MS	MAJOR (English, Physics, Geology, etc.) Fisheries
CONCENTRATION (Solid-Earth Geophysics, Biological Oceanography, etc.)	SEMESTER ADMITTED TO GRADUATE PROGRAM (Fall 2010) Fall 2012

**CREDITS REQUIRED FOR DEGREE PROGRAM**

Include all courses you will be taking through graduation.

UAF 600-LEVEL COURSES - Include thesis, project, and research credits.

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

SEMESTER/YEAR (e.g. Fall 04)	COURSE DEPT. & NO. (e.g. ANTH 699)	TITLE (e.g. Thesis)	# OF CREDITS (e.g. 3)	GRADE (Letter grade if complete asterisk* if not complete)
Fall 2012	FISH 692	SEM: Fisheries Division Seminar	1	P
Fall 2012	FISH 633	Pacific Salmon Life Histories	3	A
Fall 2012	FISH 699	Thesis	1	DF
Spring 2013	FISH 675	Political Ecology of the Oceans	3	*
Spring 2013	FISH 699	Thesis	1	*
Spring 2013	FISH 692	SEM: Fairbanks Fisheries Seminar	1	*
Fall 2013	FISH 699	Thesis	6	*
Fall 2013	FISH 621	Estimation of Fish Abundance	3	*
Spring 2014	FISH 699	Thesis	9	*

UAF 400-LEVEL COURSES - You must earn an A or B grade (no B- or P grades are allowed) in 400 level courses.

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE
Fall 2011	STAT 401	Regression and Analysis of Variance	4	A
Spring 2013	FISH 421	Ichthyology	4	*

**GRADUATE STUDY PLAN (GSP)**

G5-GSP-3

NAME					STUDENT ID					
Sue Perstudent					3	0	0	0	0	0

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

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE

TRANSFER COURSES - (all other colleges or universities) You may apply post-baccalaureate degree credits that are equivalent to 400 level earned at UAF toward a graduate degree, while a non-degree student, only with approval of your graduate advisory committee, to a maximum of one-half of all credits used to meet your degree requirements. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum B grade in all graduate courses presented for transfer. Official transcripts must be on file with UAF. All transfer credits must have been taken within the appropriate time limit for the degree.

Courses are to be transferred from:

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE

**SUMMARY OF PROGRAM CREDITS**

All coursework for program and all other degree requirements must be satisfactorily completed within seven years for a master's degree and ten years for a PhD.

Minimum Credits REQUIRED For Degree Program (from catalog)

YOUR TOTAL PROGRAM CREDITS:

Graduate	28
(400 level only) Undergraduate	8
<b>TOTAL</b>	<b>36</b>

Check your addition!

**MY PROGRAM PLAN**

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

Salmon Population Dynamics and Salmonid Life History

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

Estimate date of completion for the following:

Qualifying examination (if required)	_____
Comprehensive examination	Spring 2014
Advancement to candidacy	Spring 2014
Completing coursework	Spring 2014
Completion of first draft of thesis	Spring 2014
Thesis or Project Defense	Summer 2014

Do not forget to fill in these sections AND to attach a research proposal (please see GSP guidelines on pages 12-13 in SFOS graduate manual)

**RESEARCH OR TEACHING ACTIVITIES**

Research and teaching by faculty, students, and staff employed or enrolled at UAF is governed by a wide range of State and Federal regulations. These are designed to protect the health, safety, and intellectual property of researchers, the individual and collective rights of human research subjects, and the welfare of animal research subjects. Compliance with rules and regulations governing research is required of all graduate students. If you are not sure whether a particular item applies to you, contact the Office of Research Integrity at 474-7800 or fyori@uaf.edu.

**GRADUATE STUDY PLAN (GSP)**

GS-GSP-003

NAME	STUDENT ID
Sue Perstudent	3 0 0 0 0 0 0 0

The planned research or teaching activities involve (check YES or NO):

- Yes  No **Restrictions on publications.** If information in your project, the should ascertain, in advance, w Submit such requests to the Gr
- Yes  No **Potential for Intellectual Propri** Depending on the source of fur shared. Most funding agencies potentially patentable idea with any agency or company) nor publish the information, without consulting with UAF's Intellectual Property Office first. Public disclosure of the idea will void your patent rights. Information on UAF policies can be obtained from the Intellectual Property/Tech Transfer Office. <http://www.uaf.edu/osp/ip.html>
- Yes  No **Potential for Program Income.** Depending on the source of funds supporting your research and your use of university facilities, your ability to obtain income as a result of your research may be limited or shared. Most funding agencies will provide you with specific information on request. Information on UAF policies can be obtained from the Intellectual Property/Tech Transfer Office. <http://www.uaf.edu/osp/ip.html>
- Yes  No **Human Subjects.** IRB Application/Approval #                      <http://www.uaf.edu/irb/>
- Yes  No **Vertebrate Animals.** IACUC Application/Approval # 555562  
All graduate students whose research or teaching involves live vertebrate animals must complete the online course "Ensuring the Responsible Use of Animals in Research and Teaching." Available at <http://www.uaf.edu/iacuc/training/>
- Yes  No **Biohazards.** Biosafety Committee Application/Approval #                      <http://www.uaf.edu/ibc/>
- Yes  No **Chemical Use.** Requirements identified in the UAF Chemical Hygiene Plan (CHP) must be met. The UAF CHP is located under Industrial Hygiene at [www.uaf.edu/safety/](http://www.uaf.edu/safety/). Contact your department Chemical Hygiene Officer, Lab
- Yes  No **Radioactive Materials.** Contact: Thaddeus Williamson - UAF H&ES/RM: [tlwilliam@uaf.edu](mailto:tlwilliam@uaf.edu)

Do not forget to mark the boxes that pertain to your research!

Do not forget to have the PI (Advisor) sign this box.

If "YES" responses above are due to activities conducted under the supervision of a Principal Investigator, please confirm by obtaining his/her signature below:

PRINCIPAL INVESTIGATOR SIGNATURE	PRINT NAME LEGIBLY	DATE
	Dr. Sal Mons	

APPROVED BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS		
COMMITTEE SIGNATURE <input type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY	DATE
	Dr. Sal Mons	
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY	DATE
	Dr. Chena Rivers	
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
	Dr. Egan Gastineau	
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
	Academic Programs will collect signature	
DEAN'S SIGNATURE (REQUIRED FOR CNSM PROGRAM ONLY)	PRINT NAME LEGIBLY	DATE
	Academic Programs will collect signature	
GRADUATE SCHOOL DEAN'S SIGNATURE (REQUIRED FOR INTERDISCIPLINARY GRADUATE STUDENTS ONLY)		DATE

ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE  
 GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: [uaf-grad-school@alaska.edu](mailto:uaf-grad-school@alaska.edu)  
 202 EIELSON BUILDING

Print Form

Clear Form

**ADVANCEMENT TO CANDIDACY - Ph.D. DEGREE**  
 05-ADVP-11 (REV. 11/1/12)



If more space is needed to list courses, please attach Supplement to Advancement to Candidacy form and place check mark here.

NAME Stu Pendous		STUDENT ID 3 1 0 0 0 0 0 0	
EMAIL stupendous@alaska.edu		TELEPHONE NUMBER (907) 474-0000	
DEGREE Ph.D.	MAJOR (English, Physics, Geology, etc.) Marine Biology	CONCENTRATION (Biological Oceanography, Electrical Engineering, etc.)	

	SEMESTER	YEAR
Admission Date to Graduate Program:	Spring	2009
Semester of completion of Comprehensive Exam	Fall	2011
Expected Date of Graduation	Fall	2013

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

GPA in 600-level courses:

Does your research involve human subjects or animals?  No  Yes - IRB/ACUC Approval # \_\_\_\_\_ (required)

SUBSTITUTIONS FOR REQUIRED COURSES (Justification memo from committee chair must be attached)									
LIST COURSE(S) TAKEN/SUBSTITUTED					LIST REQUIRED COURSE(S)				
SEMESTER/ YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE	SEMESTER/ YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE
				FOR					
				FOR					
				FOR					
				FOR					

**CREDITS REQUIRED FOR DEGREE PROGRAM**

UAF 600-LEVEL COURSES - Required program of coursework, research, and thesis credits based on your graduate study plan. In your graduation semester, your transcript will be reviewed to see that all these credits are included. Only list the coursework that will be counted towards your degree program. No more than 12 credits of special topics courses (693 or 695) or Individual study (697) may be used toward a graduate degree. Audited courses, 100, 200, 300, 500 level courses are not allowed. Include thesis, project, and research credits.

SEMESTER/YEAR (e.g. Fall 04)	COURSE DEPT. & NO. (e.g. ANTH 698)	TITLE (e.g. Thesis)	# OF CREDITS (e.g. 3)	GRADE (Letter grade if complete under 600; * if not complete)
Spring 2009	HEGL 680	Data Analysis in Biology	3	
Spring 2009	FISH 630	Natural Resource Modeling	3	
Spring 2009	MSL 693	Scientific Writing Techniques	3	
Fall 2009	MSL 640	Fisheries Oceanography	4	
Spring 2010	FISH 640	Management of Renewable Resources	3	
Fall 2010	MSL 693	Statistical Computing with R	2	
Fall 2010	MSL 699	Thesis	4	
Spring 2011	FISH 630	Fish Ecology	3	
Spring 2011	MSL 699	Thesis	3	DF
Fall 2011	MSL 699	Thesis	6	DF
Spring 2012	MSL 699	Thesis	5	DF

Only list 18 thesis credits (no more) in the "credits required" section.



**ADVANCEMENT TO CANDIDACY - Ph.D. DEGREE**

GS-ADVP-1.1

NAME Stu Pendous		STUDENT ID 3 1 0 0 0 0 0 0							
---------------------	--	-------------------------------	--	--	--	--	--	--	--

**UAF 400-LEVEL COURSES** - You must earn an A or B grade (no B- or F grades are allowed) in 400 level courses.

SEMESTER/YEAR (SU/04)	COURSE/DEPT. & NO. (ATM/FA8)	TITLE (Obsolete and Obsolete Change)	# OF CREDITS (X)	GRADE (letter grade if complete otherwise* if not complete)

**TRANSFER COURSES** - (all other colleges or universities) You may apply post-baccalaureate degree credits (must be equivalent to UAF 400 or 600 level) toward a graduate degree. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum B grade in all graduate courses presented for transfer. Official transcripts must be on file with UAF.

Courses are to be transferred from:

SEMESTER/YEAR	COURSE/DEPT. & NO.	TITLE	# OF CREDITS	GRADE

**SUMMARY OF PROGRAM CREDITS**

All coursework listed on this Advancement to Candidacy form and all other degree requirements must be satisfactorily completed within ten years for a Ph.D. degree.

- Minimum Credits REQUIRED For Degree Program (from catalog) 18
- Number of 600-level credits - Do not include thesis/research credits on this line 21
- Number of 400-level credits - Do not include thesis/research credits on this line 18
- Number of Thesis Credits - A minimum of 18 thesis (600) UAF credits must be earned

YOUR TOTAL PROGRAM CREDITS 39

Check your addition!

**APPROVED BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS**

COMMITTEE SIGNATURE <input checked="" type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. C. Bering	DATE
COMMITTEE SIGNATURE <input checked="" type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Norton Sound	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. C. Beaufort	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Bristol Bay	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Homer Spitt	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE
GRADUATE SCHOOL DEAN'S SIGNATURE		DATE

SFOS Academic Programs will collect the Dean's and Dept. Chair's signature.

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE**  
 GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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ADVANCEMENT TO CANDIDACY - MASTER'S DEGREE

GS-ADVM-30 (REV. 11/1/12)



If more space is needed to list courses, please attach Supplement to Advancement to Candidacy form and place check mark here.

Form fields for NAME (Sue Perstudent), STUDENT ID (30000000), EMAIL (superstudent@alaska.edu), TELEPHONE NUMBER ((907) 474-0000), DEGREE (MS), MAJOR (Fisheries), SEMESTER, and YEAR.

Catalog year you are using: 2012. You may elect to graduate under the degree requirements in effect the first semester of your enrollment in your graduate degree program or under the catalog in effect when you graduate.

GPA in 600-level courses: 4.0. Are you doing a Thesis Project Other

Does your research involve human subjects or animals? No Yes - IRB/IACUC Approval # 555562 (required)

Table with 12 columns: SEMESTER/ YEAR, COURSE DEPT. & NO., TITLE, # OF CREDITS, GRADE, SEMESTER/ YEAR, COURSE DEPT. & NO., TITLE, # OF CREDITS, GRADE. Includes a 'FOR' column for substitutions.

CREDITS REQUIRED FOR DEGREE PROGRAM

UAF 600-LEVEL COURSES - Required program of coursework, research, and thesis credits based on your graduate study plan. In your graduation semester, your transcript will be reviewed to see that all these credits are included.

Table with 5 columns: SEMESTER/YEAR (e.g. Fall 12), COURSE DEPT. & NO. (e.g. ANTH 601), TITLE (e.g. Thesis), # OF CREDITS (e.g. 3), GRADE (Letter grade if complete, asterisk if not complete).

Only list a maximum of 12 credits in this section



**ADVANCEMENT TO CANDIDACY - MASTER'S DEGREE**  
GS-ADVM-10

NAME	STUDENT ID
Sue Perstudent	3 0 0 0 0 0 0 0 0

**UAF 400-LEVEL COURSES** - You must earn an A or B grade (no B- or F grades are allowed) in 400 level courses.

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE
Fall 2011	STAT 401	Regression and Analysis of Variance	4	A
Spring 2013	FISH 421	Ichthyology	4	A

**TRANSFER COURSES** - (all other colleges or universities) You may apply post-baccalaureate degree credits (must be equivalent to UAF 400 or 600 level) toward a graduate degree. Up to one-half of all graduate degree credits approved for your program may be transferred from UAA and UAS. No more than one-third of approved program credits may be transferred from other accredited institutions outside the UA system. You must earn a minimum B grade in all graduate courses presented for transfer. Official transcripts must be on file with UAF.

Courses are to be transferred from:

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE

**SUMMARY OF PROGRAM CREDITS**

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

• Minimum Credits **REQUIRED** For Degree Program (from catalog)

Number of your 600-level credits (not including project/thesis/research) 11

Number of Thesis or Project Credits:

Thesis - Maximum thesis & research credits = 12 (Do not list more than 12 in your total) 12

Project - Maximum project & research credits = 6 (Do not list more than 6 in your total)  

Number of your 400-level credits (not including deficiency courses) 8

YOUR TOTAL PROGRAM CREDITS

Check your addition!

**APPROVED BY ADVISORY COMMITTEE MEMBERS, DEPT. CHAIR, AND DEANS**

COMMITTEE SIGNATURE <input checked="" type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Sal Mons	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Chena Rivers	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. E. Gastineau	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE
GRADUATE SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE

SFOS Academic Programs will collect the Dept. Chair and Dean's signatures.

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE**  
GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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### GRADUATE STUDENT PETITION FORM

GS-PET-12 (REV. 11/1/12)



\* Please attach additional sheet if more space is needed.

NAME Sue Perstudent		STUDENT ID 3 1 0 0 0 0 0 0							
EMAIL superstudent@alaska.edu		TELEPHONE NUMBER							
DEGREE (PhD, M.S., M.A., M.Ed., etc.) MS		MAJOR (English, Physics, Geology, etc.) Fisheries							

#### COURSE SUBSTITUTIONS

I request approval to substitute the following course(s) for the required catalog degree requirements:

LIST COURSE(S) TAKEN					LIST COURSE(S) SUBSTITUTED				
SEMESTER/ YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE	SEMESTER/ YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE
				FOR					
				FOR					
				FOR					
				FOR					

**IMPORTANT:** Marine Biology MS students must get prior approval from the GPMSL Program Chair if substituting the Marine Biology and Ecology field course.

\*Justification:

#### COURSE DELETIONS OR ADDITIONS

I would like to make the following course changes to my Advancement to Candidacy form:

ADD OR DELETE	SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE
<input checked="" type="radio"/> ADD <input type="radio"/> DELETE	Fall 2013	FISH 693	Statistical Computing in R	3	*
<input type="radio"/> ADD <input type="radio"/> DELETE					
<input type="radio"/> ADD <input type="radio"/> DELETE					

\*Justification: My committee felt that this course would be beneficial to help me complete my thesis and future employment, therefore, I would like it to be added to my Advancement to Candidacy.

#### TIME EXTENSION FOR COURSES

I request approval for the following course(s) that are listed on the Advancement to Candidacy form that are past the:

7 year limit (Master)  10 year limit (PhD)

SEMESTER/YEAR	COURSE DEPT. & NO.	TITLE	# OF CREDITS	GRADE

\*Justification:

**GRADUATE STUDENT PETITION FORM**

GS-PET-12

NAME Sue Perstudent	STUDENT ID 3 1 0 0 0 0 0 0
------------------------	-------------------------------

**CHANGE THESIS/RESEARCH CREDITS**

I would like the following credits changed on my Advancement to Candidacy form:

CHOOSE ONE		SEMESTER (fall/spring/summer)	YEAR	# OF CREDITS
CHANGE RESEARCH CREDITS TO THESE CREDITS	CHANGE THESE CREDITS TO RESEARCH CREDITS			
<input type="radio"/> 000 to 000	<input type="radio"/> 000 to 000			
<input type="radio"/> 000 to 000	<input type="radio"/> 000 to 000			
<input type="radio"/> 000 to 000	<input type="radio"/> 000 to 000			
<input type="radio"/> 000 to 000	<input type="radio"/> 000 to 000			
<input type="radio"/> MOVE ALL 000 to 000	<input type="radio"/> MOVE ALL 000 to 000			

**UAF CATALOG POLICY EXCEPTION**

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

\*Describe:

\*Justification:

**APPROVED BY**

COMMITTEE SIGNATURE <input checked="" type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Sal Mons	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Chena Rivers	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Egan Gastineau	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE		
COLLEGE/SCHOOL DEAN'S SIGNATURE		

SFOS Academic Programs Office will acquire signatures from the Dept. Chair and Dean.

FINAL ACTION TAKEN:  Approve  Disapprove

\*Comments:

GRADUATE SCHOOL DEAN'S SIGNATURE	DATE
----------------------------------	------

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE**

GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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### COMPREHENSIVE EXAM REPORT

GS-CE-5 (REV. 11/1/12)



NAME Sue Perstudent	STUDENT ID 3 0 0 0 0 0 0 0
EMAIL superstudent@alaska.edu	TELEPHONE NUMBER (907) 474-0000
DEGREE (Ph.D., M.S., M.A., M.Ed., etc.) MS	MAJOR (English, Physics, Geology, etc.) Fisheries

**COMPREHENSIVE EXAM INFORMATION:** (A separate Project or Thesis/Dissertation Defense Report form must be submitted if the defense is combined with the comprehensive exam.)

Exam Type:  M.S. } Master's Comprehensive  Master's Comprehensive as qualifying for Ph.D. Program  Ph.D. Comprehensive

DATE OF ORAL EXAM: \_\_\_\_\_  Pass  Conditional Pass  Fail

DATE OF WRITTEN EXAM: 6/12/13  Pass  Conditional Pass  Fail

**CONDITIONAL PASS:** Please state requirements for passing. When conditions have been met, a new Comprehensive Exam Report form should be submitted which indicates "PASS."

Empty box for conditional pass requirements.

Ph.D. Students MUST request an outside examiner for their oral exam at least 2 weeks prior (Academic Programs can assist with the request).

**OUTSIDE EXAMINER**

**NOTE:** ALL PH.D. ORAL EXAMS MUST HAVE AN OUTSIDE EXAMINER PRESENT AT THE SUBMITTED TO THE GRADUATE SCHOOL AT LEAST 10 WORKING DAYS PRIOR TO THE

OUTSIDE EXAMINER'S SIGNATURE \_\_\_\_\_ PRINT NAME LEGIBLY \_\_\_\_\_  
Only needed for Ph.D. Students

**APPROVED BY**

COMMITTEE SIGNATURE <input type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Sal Mons	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Chena River	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Egan Gastineau	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE

Academic Programs will acquire the Dept. Chair and Dean's signature.

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL. SIGNATURES ARE COMPLETE**  
GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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This form is filled out by the SFOS Academic Programs Office and is given to the comprehensive exam committee to complete. Please notify Academic Programs when you decide to take the comprehensive exam.

Print Form

Clear Form

# THESIS/DISSERTATION DEFENSE REPORT

GS-TD-7 (REV. 11/1/12)



NAME Sue Perstudent	STUDENT ID 3 0 0 0 0 0 0 0 0
EMAIL superstudent@alaska.edu	TELEPHONE NUMBER (907) 474-0000
DEGREE (Ph.D., M.S., M.A., M.Ed., etc.) MS	MAJOR (English, Physics, Geology, etc.) Fisheries

THESIS/DISSERTATION DEFENSE INFORMATION: (A separate Comprehensive Exam Report form must be submitted if the Thesis/Dissertation defense is combined with the comprehensive exam.)

THESIS/DISSERTATION TITLE The Positive Effects of Eating Healthy Salmon

DATE OF DEFENSE: 9/8/13       Pass       Conditional Pass\*\*       Fail

\*\*CONDITIONAL PASS: Please state requirements for passing. When conditions have been met, a new Thesis/Dissertation Defense Report form should be submitted which indicates "PASS."

Ph.D. Students MUST request an outside examiner for their Defenses at least 2 weeks prior.

OUTSIDE EXAMINER		
OUTSIDE EXAMINER'S SIGNATURE	PRINT NAME LEGIBLY Only Ph.D. students need outside examiner	DATE
APPROVED BY		
COMMITTEE SIGNATURE <input type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Sal Mons	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Chena Rivers	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Egan Gastineau	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	Academic Programs will acquire the Dept. Chair and Dean's signature.	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE		DATE

ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE  
GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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### CHANGE GRADUATE MAJOR OR DEGREE PROGRAM

GS-CHNG-17 (REV. 11/1/12)



NAME Stu Pendous		STUDENT ID 3 1 0 0 0 0 0 0						
EMAIL stupendous@alaska.edu		TELEPHONE NUMBER (907) 474-4000						

DESIRED ACTION: (choose one)

- Change degree/program within department (e.g. M.S. Physics to M.S. Space Physics)
- Change from Ph.D. to Master's degree within same department (A statement of reason for change must be attached)
- Change from Master's to Ph.D. within the same department (A statement of reason for change must be attached)

What semester is this request effective?  Fall 20<sup>10</sup>  Spring 20\_\_\_  Summer 20\_\_\_

	DEGREE (Ph.D., M.S., M.A., M.Ed., etc.)	MAJOR (English, Physics, Geology, etc.)
Current	Ph.D	Oceanography
Proposed	Ph.D.	Marine Biology

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

STUDENT'S SIGNATURE	DATE
---------------------	------

APPROVED BY

#### PROPOSED MASTER'S COMMITTEE

COMMITTEE SIGNATURE <input type="radio"/> Chair or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. C. Bering	DATE
COMMITTEE SIGNATURE <input type="radio"/> Member or <input type="radio"/> Co-Chair	PRINT NAME LEGIBLY Dr. Norton Sound	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. C. Beaufort	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Bristol Bay	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Homer Spitt	DATE

DEPARTMENT CHAIR'S SIGNATURE OF PROPOSED PROGRAM	PRINT NAME LEGIBLY	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE		
GRADUATE SCHOOL DEAN'S SIGNATURE		

SFOS Academic Programs will collect signatures from the Dean and Dept. Chairs.

ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE  
GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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PRINT

CLEAR FORM

### TEMPORARY LEAVE OF ABSENCE REQUEST

GS-LOA-34 (REV. 10/29/12)



Leave of absence is granted for a maximum of one year.

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

NAME Stu Pendous	STUDENT ID 3 1 0 0 0 0 0 0
EMAIL stupendous@alaska.edu	TELEPHONE NUMBER 9074740000
ADDRESS (where you can be reached while on leave) PO Box 757200 Fairbanks Alaska 99775-7220	
DEGREE Ph.D.	MAJOR Marine Biology

LAST SEMESTER ENROLLED AT UAF

For the following reason(s), I request a temporary leave of absence:  
Personal reasons

All you need to put in this box is "Personal Reasons". You do not need to be specific.

I will not be registered during the semester(s) indicated

<input checked="" type="checkbox"/> Fall 2012	<input type="checkbox"/> Spring 2012	<input type="checkbox"/> Summer 2012
<input type="checkbox"/> Fall 2013	<input checked="" type="checkbox"/> Spring 2013	<input type="checkbox"/> Summer 2013

I plan to return to my studies \*

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

STUDENT'S SIGNATURE	DATE	
COMMITTEE CHAIR'S SIGNATURE	PRINT NAME LEGIBLY Dr. C. Bering	DATE
ADDITIONAL COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Norton Sound	DATE
ADDITIONAL COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. C. Beaufort	DATE
ADDITIONAL COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Bristol Bay	DATE
ADDITIONAL COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY Dr. Homer Spitt	DATE
<b>International students should consult with the International Student Advisor prior to submitting this form.</b>		
INTERNATIONAL STUDENT ADVISOR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY Academic Programs will collect signature	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY Academic Programs will collect signature	DATE
GRADUATE SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE

ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO

GRADUATE SCHOOL | PO BOX 757560 FAIRBANKS, AK 99775-7560 | TEL: 907-474-7464 | FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu  
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Filing a "Leave of Absence" form does NOT stop the clock from ticking on the time limit to complete your degree. By filing a "Leave of Absence" form it will protect you from being dropped from your program (due to not registering for courses).