



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Graduate Student Handbook

Department of Marine Sciences
University of North Carolina
Chapel Hill

2011-2012

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UNC

DEPARTMENT *of*
MARINE SCIENCES



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INSTITUTE *of*
MARINE SCIENCES

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I. Introduction

This Handbook provides information for students, faculty and staff in the Marine Sciences Program at the University of North Carolina at Chapel Hill. It describes the academic programs for M.S. and Ph.D. degrees in Marine Sciences, and it details procedures that will help guide each student to a successful graduation. The Handbook begins in the next **Section II** by showing an outline of a typical graduate degree program. This will give each student an idea about one's semester-to-semester progress through the first two years and beyond. A checklist is given in **Section III** that will help keep track of each student's achievement of various milestones in the graduate program. Rules, regulations, requirements and guidelines described in this Handbook are augmented by information provided by the UNC Graduate School and Registrar's Office. The *Graduate School Handbook* may be found online at <http://handbook.unc.edu/>. The web site for the Registrar's office is <http://regweb.unc.edu/>. More information about the Marine Sciences Program, including lists of people, courses, seminars and news items, may be found online at <http://www.marine.unc.edu/>.

The academic requirements, rules and regulations in this Handbook and in the current *Graduate School Handbook* apply to students who enter the Marine Sciences Program during this academic year. If any of these should change during a student's tenure in the Program, the student has the option of adopting the new requirement, rule or regulation, as long as there is no reasonable objection from the Marine Sciences Department.

Questions about this Handbook should be directed to the Marine Sciences Director of Graduate Studies, Prof. John Bane (bane@unc.edu) or the departmental Student Services Manager, Ms. Rachel Copeland (RachelC@unc.edu).

II. Typical Schedule for Graduate Student Progress

Optional Early Summer

Take elective course(s) either at IMS or in Chapel Hill
Meet and interact with Marine Sciences faculty
Begin preliminary research project

First Fall

Take MASC Core Course(s) [typically MASC 503 and/or MASC 506]
Request waiver from any Core Courses taken elsewhere (First Week of Semester)
Take MASC 705 *How to Give a Seminar*
Take elective advanced courses
Meet and interact with Marine Sciences faculty
Meet with interim Advisory Committee (required Fall meeting)

First Spring

Take Core Course(s) [typically MASC 504 and/or MASC 505]
Take elective advanced courses
Take MASC 706 and present an interdisciplinary seminar (MASC 705 is a pre-requisite)
Begin research
Meet with interim Advisory Committee (required Spring meeting) and establish permanent Advisory Committee

First Summer

Conduct research
Some students will take 1 or 2 courses

Second Fall

Complete Core Course(s)
Take MASC 705, if not completed
Take MASC 706 and present an interdisciplinary seminar, if not completed (MASC 705 is a prerequisite)
Take elective advanced courses
Conduct research
Meet with Advisory Committee (required Fall meeting)

Second Spring

Complete Core Courses and elective advanced course(s)
M.S. students take written comprehensive exam, usually around the end of the semester
Conduct research
Meet with Advisory Committee (required Spring meeting)

Thereafter

M.S. students present a Research Seminar (well before thesis defense, or prior to M.S. Bypass request if seeking a bypass)
Request M.S. Bypass, if applicable
Ph.D. students take comprehensive exam (written research proposal and oral presentation of proposal) and then submit Admission to Candidacy for Doctoral Degree form
Research to completion of degree
Meet with Advisory Committee every Fall and Spring semester
Apply for Graduation – online at both ConnectCarolina and the Graduate School
Present Final Seminar and defend thesis or dissertation

III. Checklist of Requirements for Marine Sciences Graduate Degrees

Waiver of One or More Core Courses (if applicable)	_____
Proceed towards gaining NC resident status for tuition	_____
Permanent Advisory Committee Established*	_____
Fall and Spring Advisory Committee Meetings	_____
Core Courses Completed** (Grade of P or better, or waived)	
MASC 503 <i>Marine Geology</i>	_____
MASC 504 <i>Biological Oceanography</i>	_____
MASC 505 <i>Chemical Oceanography</i>	_____
MASC 506 <i>Physical Oceanography</i>	_____
Seminar Courses Completed**	
MASC 705 <i>How to Give a Seminar</i>	_____
MASC 706 <i>Interdisciplinary Seminar</i>	_____
Advanced Courses (as required by Advisory Committee) ...	_____
M.S. Research Seminar	_____
M.S. Written Comprehensive Exam**	_____
Ph.D. Comprehensive Exam and Admission to Candidacy ..	_____
Teaching Experience	_____
Field Experience	_____
Semester Residence Requirements Met	_____
Apply for Graduation (ConnectCarolina & Grad School) ..	_____
M.S. Defense	_____
Ph.D. Defense	_____

* **Permanent Committee must be formed at the end of the first academic year**

** **Expected be completed within 24 calendar months after entering MASC**

IV. The Marine Sciences Program

The graduate program in Marine Sciences at the University of North Carolina at Chapel Hill provides teaching and research in estuarine, coastal and oceanographic sciences, leading to M.S. and Ph.D. degrees in Marine Sciences. The two elements of the program are the Department of Marine Sciences (**MASC**) located in Venable Hall on the Chapel Hill campus, and the Institute of Marine Sciences (**IMS**) located on the waterfront in Morehead City. The Department of Marine Sciences is the degree granting unit; all Marine Sciences graduate students are enrolled in the Department. Most IMS faculty members have joint faculty appointments in the Department, which enables their participation in graduate student academic activities. Research programs in physical oceanography, biological oceanography & marine ecology, chemical oceanography & marine geochemistry, marine geology, and coastal meteorology are conducted throughout the world by faculty from the Department and the IMS. Prof. Brent McKee is Chairman of the Department of Marine Sciences; Prof. Richard Luettich is Director of the Institute of Marine Sciences.

Each graduate student in the Department of Marine Sciences must gain a broad background in the marine sciences as well as an in-depth understanding of his or her own sub-discipline (*e.g.*, chemical oceanography, etc.). This is accomplished by taking the four Core Courses, *Marine Geology*, *Biological Oceanography*, *Chemical Oceanography* and *Physical Oceanography* (MASC 503, 504, 505 and 506, respectively) and advanced courses determined by each student's Advisory Committee, and by participating in research that ultimately results in an M.S. thesis or a Ph.D. dissertation. By the end of the 24-month period that begins when the student first enrolls in the Department, the student is expected to have completed the four Core Courses, *How to Give a Seminar* (MASC 705), *Interdisciplinary Seminar* (MASC 706), and to have taken a written comprehensive exam (M.S. students) in his or her sub-discipline.

Each student must earn a grade of "P" or above in the Core Courses (unless one or more Core Courses have been waived), *How to Give a Seminar* (MASC 705) and *Interdisciplinary Seminar* (MASC 706), or the following applies: A student who earns less than a "P" in a Core Course must take all of the exams for that Core Course the next time the course is offered and receive an average grade of "P" or above (a student may wish to sit in on the entire course since the content can vary slightly from year to year, depending on the instructor).

If the student fails to earn a grade of "P" or above in a Core Course or the interdisciplinary seminar after two tries, then the Department of Marine Sciences Performance Committee will prepare a report to the Administrative Board of the Graduate School stating that the student not be allowed to continue in the Graduate School. Before this report is forwarded to the Administrative Board, the student will be given thirty days to appeal to the Marine Sciences Performance Committee.

Upon entering the graduate program, the MASC Admissions Committee will assign to each incoming student an Interim Advisory Committee. By the end of the first academic

year, the student's Permanent Advisory Committee must be formed. See **Section VII. Advisory Committee** for additional information on the committee.

V. M.S. Students, Ph.D. Students, and The M.S. Bypass

M.S. Students

M.S. students typically enter the graduate program in Marine Sciences with a B.S. degree in a basic science or engineering (*e.g.*, physics, chemistry, geology, biology, oceanography, marine sciences, meteorology, mathematics, computer science, environmental science, electrical or mechanical engineering). Each student entering the program who does not already have an appropriate M.S. degree is admitted as an M.S. student. Occasionally a student who holds a Master's degree in a field of study that is somewhat remote from marine sciences will be admitted into the program as an M.S. student. Entering students that have earned an M.S. in Marine Sciences or a closely related field will be enrolled directly into the Ph.D. program (see below).

After completion of the M.S. degree at UNC-Chapel Hill, a student may continue on towards the Ph.D. degree here, but to do so requires obtaining the approval of the chair of the Department of Marine Sciences and the submission of a *Recommendation to Proceed Beyond the Master's Degree* form to the MASC Director of Graduate Studies (see **Section XVI. Forms**).

Master's Degree Bypass

It is possible for a student enrolled in the M.S. program to bypass the M.S. degree and proceed directly to the Ph.D. degree. The following procedure must be used if a student wishes to bypass the M.S. Degree:

- a) The student must have satisfactorily completed or waived the MASC Core Courses, completed other relevant courses, passed the written M.S. comprehensive exam at an appropriately high level ("Pass at the Ph.D. level"), and achieved significant progress on a research project that is judged by his or her M.S. Advisory Committee to be suitable to expand into a Ph.D. dissertation project.
- b) If, following discussions between the student and his or her Advisory Committee members, the student's Advisory Committee approves, a written request for an M.S. Bypass is sent (e-mail or paper) to the MASC Director of Graduate Studies. This written request should outline the student's progress in the M.S. program and show why an M.S. Bypass is appropriate. The MASC Performance Committee (chaired by the MASC Director of Graduate Studies) and the Department chair will approve or disapprove the M.S. Bypass request based on the student's performance in coursework and on the M.S. written comprehensive exam, and on progress in a research project.

- c) If the Performance Committee and Department chair approve, they will send the *Recommendation to Bypass the Master's Degree* form to the Graduate School.
- d) Once the M.S. Bypass is approved, the student is in the Ph.D. program and will begin to register for MASC 994 (dissertation credit) and meet all requirements for that degree program, including increasing the Faculty Advisory Committee to five members, schedule and take the Ph.D. oral examination (see **Section X. M.S. and Ph.D. Comprehensive Examinations**), and complete an approved Ph.D. dissertation.

NOTE: The Graduate School requirement that the request for an M.S. Bypass be made prior to 30 hours of graduate credits, is waived for Marine Sciences students.

Ph.D. Students

A student who enters the Marine Sciences Department after earning an appropriate M.S. degree, either at another University or here at UNC-CH, or who has successfully obtained permission to bypass the M.S. degree in the Department, will be enrolled as a Ph.D. student. All requirements for that degree must be met, and the student must have an Advisory Committee of at least five members (see **Section VII. Advisory Committee**).

To complete the M.S. degree typically requires 2½ to 3½ calendar years after entering UNC with a Bachelor's degree. To complete the Ph.D. degree typically requires 3 to 5 calendar years after entering UNC with an M.S. degree, or 4 to 6 years after entering UNC with a Bachelor's degree (either bypassing the M.S. or earning both graduate degrees here).

VI. Marine Sciences Degree Requirements

Doctor of Philosophy

The academic program for a Ph.D. student will be supervised by a faculty advisory committee of at least five members drawn from the graduate faculty (see **Section VII. Advisory Committee**). Course requirements normally include the four Core Courses (*Biological Oceanography, Marine Geology, Physical Oceanography, Chemical Oceanography*), additional elective courses determined by the student's advisory committee, one hour of MASC 705 *How to Give a Seminar* and one hour of MASC 706 *Interdisciplinary Seminar*. A waiver for one or more of the Core Courses can be arranged with approval of the student's advisory committee and the Department of Marine Sciences Performance Committee (see **Section VIII. Waiver of One or More Core Courses**). Additional requirements include the presentation of a satisfactory research seminar, passing a comprehensive examination (see **Section X. M.S. and Ph.D. Comprehensive Examinations**), scientific research resulting in a written dissertation, which is defended by the student, a period of study or research at a marine station or participation on an oceanographic cruise, and teaching experience sufficient to develop

and demonstrate competence. Requirements for comprehensive examinations, admission to candidacy, semesters of residence credit, the dissertation, and final oral examination are provided in the other sections in this Handbook and in the regulations found in *The Graduate School Handbook* (<http://handbook.unc.edu/>).

A Ph.D. dissertation must be produced according to the UNC-CH *Thesis and Dissertation Guide* (<http://gradschool.unc.edu/etdguide/index.html>) and submitted electronically to the Graduate School. Dissertations must be prepared in a form consistent with approved methods of scholarly writing and research. On matters of form, the student should consult published manuals of style. It is suggested that a draft copy of the dissertation be pre-approved by Graduate School well before the submission deadline.

The dissertation is expected to be written in English. In special cases, languages other than English may be used; the substitution is not permitted for the student's convenience but may be allowed when the student has sufficient skill at composition and has a dissertation topic that is, in the advisor's judgment, especially suited to treatment in the second language. Approval to use a language other than English must be obtained in advance from The Graduate School, and a title page must be submitted in English. Each copy of a dissertation submitted to The Graduate School must include an abstract. The abstract should be placed after the title page and before the table of contents.

Fully approved documents are due by the deadline posted on the [University Registrar's Calendars](#). You are encouraged to submit your dissertation document as early as possible to provide ample time for necessary revisions. The time between initial submission and final approval by The Graduate School may also vary due to factors such as proximity to deadlines, projected graduation date, etc.

Master of Science

The M.S. degree program is similar to the Ph.D. program except for the following: the Advisory Committee will be composed of three faculty members, the comprehensive examination is a written exam only, and scientific research will result in a written thesis, to be defended by the student. Requirements for comprehensive examinations, admission to candidacy, residence credit, the dissertation, and final oral examination are provided in the other sections in this Handbook and in the regulations found in *The Graduate School Handbook* (<http://handbook.unc.edu/>). You may also check with the Graduate School (phone 966-2611).

After completion of the M.S. degree here, a student may continue on towards the Ph.D. degree at UNC-CH, but to do so requires obtaining the approval of the Chair of the Department of Marine Sciences and the submission of a "*Recommendation to Proceed Beyond the Master's Degree*" form to the MASC Student Services Manager (see **Section XVI. Forms**).

It is possible for a student enrolled in the M.S. program to bypass the M.S. degree and proceed directly to the Ph.D. degree (see **Section V. M.S. Students, Ph.D. Students, and The M.S. Bypass**). If the M.S. Bypass is approved, then the student is considered a

Ph.D. student and must meet all requirements for that degree program including increasing the Advisory Committee to five members, scheduling and taking the Ph.D. oral examination (see **Section X. M.S. and Ph.D. Comprehensive Examinations**), and completing an approved Ph.D. dissertation. When the student advances to Ph.D. status he or she must henceforth register for dissertation credit (MASC 994).

A Master's Thesis must be produced according to the UNC-CH *Thesis and Dissertation Guide* (<http://gradschool.unc.edu/etdguide/index.html>) and submitted electronically to the Graduate School. Theses must be prepared in a form consistent with approved methods of scholarly writing and research. On matters of form, the student should consult published manuals of style. It is suggested that a draft copy of the thesis be pre-approved by Graduate School well before the submission deadline.

The thesis is expected to be written in English. In special cases, languages other than English may be used; the substitution is not permitted for the student's convenience but may be allowed when the student has sufficient skill at composition and has a thesis topic that is, in the advisor's judgment, especially suited to treatment in the second language. Approval to use a language other than English must be obtained in advance from The Graduate School, and a title page must be submitted in English. Each copy of a thesis submitted to The Graduate School must include an abstract. The abstract should be placed after the title page and before the table of contents.

Fully approved documents are due by the deadline posted on the [University Registrar's Calendars](#). You are encouraged to submit your thesis document as early as possible to provide ample time for necessary revisions. The time between initial submission and final approval by The Graduate School may also vary due to factors such as proximity to deadlines, projected graduation date, etc.

VII. Advisory Committee

An Interim Advisory Committee is assigned to each incoming student by the MASC Admissions Committee. The Interim Advisory Committee will help guide the new student through first few months of his or her program. No later than the end of the first academic year each student, in consultation with his or her major advisor, must form a permanent Faculty Advisory Committee, which will oversee the continued progress of the student. The student must report the members of the permanent Advisory Committee to the departmental Student Services Manager, Ms. Rachel Copeland (RachelC@unc.edu) once the committee is established.

The M.S. Advisory Committee is comprised of at least three faculty members; the Ph.D. Advisory Committee is made up of at least five faculty members. The Graduate School requires the following: A majority of the Advisory Committee members must be regular members of the UNC-Chapel Hill Graduate Faculty from the student's major academic program. The chair of a doctoral committee must be a regular member of the graduate

faculty, but there may be a separate dissertation advisor, who is not required to be a regular member of the graduate faculty (*i.e.*, may hold a fixed-term faculty appointment at UNC-Chapel Hill or be from another institution). Please see <http://handbook.unc.edu/> for complete details on Advisory Committee composition and duties.

If a faculty member from another university or a professional person from any other organization is asked to serve on a Ph.D. Advisory Committee, that person must submit a C.V. to the MASC Student Services Manager, Ms. Rachel Copeland (RachelC@unc.edu) for departmental and Graduate School approval.

Since all basic academic requirements through the M.S. written comprehensive exam normally must be completed within twenty-four calendar months from the time the student first enrolls in the Department, it is desirable that the student form his or her permanent Faculty Advisory Committee and begin interacting with the committee as soon as possible in the student's first academic-year. The student will discuss his or her goals with the committee, and the committee will recommend courses and research activities to help reach those goals. It is the responsibility of the committee to help the student design a course of study that will meet the "*Breadth and Depth of Knowledge*" requirements of the Department. Since advanced coursework is typically necessary to meet the *Depth* requirement, and many advanced courses are offered only every other year, an overall plan should be formulated in the first committee meeting.

Advisory Committee Meetings

All Marine Sciences graduate students are required to have one Advisory Committee meeting each Fall and Spring Semester. A written report (date, persons in attendance, brief comments with respect to student progress and plans) of each meeting is to be sent to the MASC Student Services Manager, who will forward a copy to the MASC Performance Committee. The *Graduate Student Committee Meeting Report* form may be found at the end of this Handbook, or a copy may be obtained from the MASC Student Services Manager.

For the student's first year in the program, meetings will be scheduled by the chair of the student's advisory committee. Following that, it is the responsibility of the student to schedule the meetings. It is desirable to have all committee members in attendance at each meeting, however the realities of travel schedules and other commitments means that this will not always be the case. It is recommended that meetings be scheduled to include all members when possible, but a majority of committee members must be in attendance at any given meeting.

If a student fails to hold a meeting twice within a 12-month period (*i.e.*, skips 2 required meetings), the student may be considered "**not in good standing**" and will become **ineligible to enroll the next semester.**

Committee meetings are an important opportunity not just for evaluation of the student's progress towards a degree, but also to get input from your assembled committee to determine exactly what is required of you in order to earn your degree. Regular

committee meetings are an important tool for monitoring your progress, and can also serve as a “sanity check” for your work. You should ask your committee members for an honest appraisal of your progress. If you have a difference of opinion with your advisors, discuss it with them and be open to their suggestions for a solution without being defensive. If after talking to your advisor and to the members of your committee you still feel that the problem is not being addressed, talk to the members of the MASC Performance Committee (the Performance Committee chair is the Director of Graduate Studies, Prof. John Bane, bane@unc.edu).

The following are suggestions to students for how to get the most out of a committee meeting:

1. Make an **Outline** of the meeting and pass out copies to your committee. The Outline should cover all the topics you plan to address in your meeting – please see the Outline template below for suggestions. You can ask your advisor to help you make sure that the meeting moves along and you don’t get bogged down on one topic.
2. Give a short (10-20 minute) **PowerPoint Presentation** of what you’ve done since the last committee meeting, and what you plan to do before the committee sees you again. Discuss your research progress, how your classes tie into your thesis or dissertation plans, and strategies for upcoming projects. Especially if you think you haven’t made impressive gains since the last committee meeting, this is a good time to get input on any sticking points you’re having in your progress towards the degree. Your last slide can be a timeline of short-term and long-term goals. Then you can start with this slide in your next committee meeting, noting your progress in these goals.

One aspect you should endeavor to include in the discussion of your own research activities is progress made by others in your field – research results, new methods, ongoing controversies, and so on. This will encourage you to do a literature search at least twice a year, and it will help to keep your committee up to date. It doesn’t have to be anything major, just a mention of two or three papers read, things heard in seminars, or posters seen at meetings.

3. Immediately after the meeting, write up a **Report** of what transpired. Summarize what you told your committee about your work, and list their key comments about it, as you understand them. This is a formal requirement, and the completed Report will be archived in your file for future reference (the Graduate Student Committee Meeting Report form is found on the last three pages of this document). Print out a copy and make sure everyone on your committee reads it, comments on it, and signs it. Then give the completed and signed Report to the MASC Student Services Manager, Ms. Rachel Copeland (RachelC@unc.edu). This way, if you feel you may have misinterpreted what your committee wants you to do, you can review their comments. The goal of the Report is not to have a polished plan of research, but to make sure everyone is in agreement about what

you are supposed to be spending your time working on. Use this to your advantage; for instance, if your committee agrees that you have finished a requirement, the Report will reflect that.

Remember that committee meetings are FOR YOU. These are opportunities to spell out exactly how you are going to fulfill the requirements for your degree. It's not every day that you have a group of experts giving your research their undivided attention, so take advantage of that. If you are struggling with something, committee members can help you get un-stuck. There's no reason to be nervous, or put it off. You may think you haven't done much work since your last committee meeting, but when you write it all down on the outline and in the PowerPoint, you may be surprised at everything you've done. In a committee meeting you can step back and look at the larger picture of your progress towards your degree. This can be helpful not only for making you feel like you are making real progress, but also for improving the quality of your future work.

Suggested Committee Meeting Outline

Students may use this as an outline for an Advisory Committee meeting:

Your Name, Meeting Date:

Committee Members Present:

Committee Members Absent:

- I. What has happened since our last meeting (date of that meeting)**
 - A. List classes you've taken, fellowships you've applied for, papers you've worked on, meetings you've attended, or classes you've taught. Discuss any impacts these things have had on your progress towards your degree.
 - B. Discuss any research gains you've made either in the lab or in the field. This is also a good time to get advice on things that aren't working in lab or in the field.

- II. Future Research Directions**
 - A. Whatever is appropriate for your work.

- III. Determine timeline for the following**
 - A. Future classes to take, conferences to attend, field trips, addition of committee members, teaching assistantships, summer workshops.
 - B. Interdisciplinary seminar, research seminar, written and oral exams, Master's Bypass, Thesis or Dissertation defense.

- C. In general, make sure everyone agrees about which degree you're working towards and what sorts of requirements they have for you to get it.
-

VIII. Waiver of One or More Core Courses

Exemption from any Core Course may be requested if the student has taken a comparable course at another university. **A core course waiver request must be made immediately upon the student's arrival in the Department.** Approval of the Core Course waiver request will be based on the student's performance in his/her prior course, or in an oral examination on the material from the Core Course. If required, a waiver exam will be administered by two MASC faculty members and will be of no more than two hours duration. The faculty to administer a waiver oral examination will be from the sub-discipline of the Core Course from which the exemption is sought, and this task will be assigned by the Department Chair or the Director of Graduate Studies. A core course waiver request is to be made in writing by the student in a short letter or email to the Director of Graduate Studies (bane@unc.edu), and the request must include the reason for seeking the exemption. **If the request for exemption is not made by the end of the first two weeks of the student's first academic-year semester in the Department, the waiver will usually not be granted.**

IX. Marine Sciences Seminars

Each student must present one *Interdisciplinary Seminar* and one *Research Seminar* during his or her degree program in the Department of Marine Sciences. The Interdisciplinary Seminar must be done during a semester of enrollment in MASC 706. The student will be graded on and will receive one hour of credit for this seminar presentation. The Research Seminar is a required, non-credit-hour presentation. The rules pertaining to each seminar are as follows:

Interdisciplinary Seminar

Each student is required to make one seminar presentation during his or her semester of MASC 706 enrollment and earn a grade of "P" or better. Enrollment in MASC 706 requires that the student has successfully completed MASC 705 *How to Present a Seminar*. The seminar presentation should be based on recently-published papers on a topic that lends itself to interdisciplinary analyses. There are two primary goals of the seminar: first, to develop and refine skills in the presentation of current science in an understandable, concise, and effective seminar; second, to stimulate development of a broad view of marine sciences emphasizing the interdisciplinary nature of problems studied in the field. A standardized evaluation form will be completed by attending Marine Sciences core faculty and the student's committee members (or stand-ins)

following the presentation. The purpose of this written critique is to provide constructive feedback to the student on the strengths and weaknesses of his or her presentation.

General guidelines for presentation of a seminar on papers covering an interdisciplinary topic are as follows:

- a) The presentation is to be on an interdisciplinary topic. In the context of this seminar, “interdisciplinary” means that two or more of the sub-disciplines of marine sciences must be integrated. One of the sub-disciplines may be the student’s own sub-discipline, but the seminar topic may not be in the student’s specific area of research.
- b) Materials should be from current peer-reviewed literature.
- c) Copies of primary papers are to be placed in the Marine Sciences Conference Room (Venable 3204) one week before the seminar presentation.
- d) The Abstract is to be emailed one week before the seminar to all Marine Sciences faculty, staff, students, and the presenting student’s advisory committee members.
- e) A Bibliography of key related papers is to be given out during the seminar.
- f) The choice of topic should be discussed prior to the presentation with the faculty member in charge of MASC 706 and with the student’s faculty advisor. It is suggested that additional advice concerning background materials and overall preparation be obtained by the student through contact with other faculty and the student’s peers.
- g) Each student is strongly encouraged to give a practice seminar in front of several students and/or faculty prior to the final presentation during the MASC 706 meeting.
- h) The final grade for the presentation will be determined by attending faculty on the basis of overall quality of oral presentation, graphical materials, the written Abstract and handling of questions. Grades and comments will be documented in the standardized evaluation form.
- i) Each student will invite advisory committee members (or stand-ins) to all of his or her seminar presentations.

Research Seminar

In addition to the interdisciplinary seminar, each M.S. student must present a seminar on his or her own research results sometime during his or her graduate tenure at UNC. This presentation is a non-credit requirement for graduation. It does not count as the final oral presentation for the M.S. or Ph.D. oral defense. The Ph.D. research seminar is part of the Ph.D. Comprehensive exam (see **Section X. M.S. and Ph.D. Comprehensive Examinations**)

Guidelines for the M.S. research seminar are:

- a) This presentation is usually made during the MASC 706 meeting period, and should be done well before the thesis defense (two semesters or so).
- b) The presentation should be on preliminary research results and include a discussion of planned research activities and study objectives.
- c) The research seminar is often used to present a thesis research proposal.
- d) The Abstract is to be emailed one week before the seminar to all Marine Sciences faculty, staff, students, and the presenting student's advisory committee members.

Questions regarding the material for, or presentation of, a student seminar may be directed to the faculty member directing the MASC 706 seminar series.

X. M.S. and Ph.D. Comprehensive Examinations

The following rules and procedures have been established by the Department of Marine Sciences for graduate comprehensive examinations for the M.S. and Ph.D. degrees. They, together with the requirements for those exams outlined in *The Graduate School Handbook* (<http://handbook.unc.edu/>), will govern the graduate examinations until further revised.

The philosophy underlying the academic requirements of the Department of Marine Sciences is that each student must gain a broad background in the marine sciences as well as an in-depth understanding of his or her own sub-discipline. By the end of the 24-month period that begins when the student first enrolls in the Department, the student is expected to have completed the four Core Courses, to have taken most or all of the advanced courses required by the student's committee, and to have presented an interdisciplinary seminar through enrollment in MASC 706. The student is now ready to take a comprehensive exam in his or her sub-discipline.

General Guidelines for Comprehensive Exams

- 1) The comprehensive exam is designed and graded by the student's thesis or dissertation Advisory Committee. It is in the student's best interest to form his or her permanent Advisory Committee as early as possible during the first year in the Department, since the committee will help the student design a schedule of courses that trains the student in the appropriate areas and ultimately allows the student to pass the written comprehensive examination.
- 2) The M.S. comprehensive examination will be a written exam (see below).

- 3) The Ph.D. comprehensive exam takes the form of a formal dissertation proposal (see below).
- 4) Students must be registered during the semester in which a comprehensive exam is taken.
- 5) Questions regarding interpretation of the exam rules will be officially answered by the Chair of the Department of Marine Sciences.

The M.S. Written Comprehensive Examination

Each M.S. student will take a written comprehensive examination in his or her sub-discipline which is created, administered, and graded by the student's Advisory Committee. This written examination must normally be taken within 24 calendar months from the time the student first enrolls in the Department. The results of the written exam are reported to the MASC Performance Committee.

A master's candidate who fails the written comprehensive examination may not take the examination a second time until at least three months after the first attempt. A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the MASC Director of Graduate Studies, The Graduate School may grant the student a third and final opportunity to take the examination. In addition, no student may continue in a program or take an examination a third time without approval by the Administrative Board of The Graduate School.

The Ph.D. Comprehensive Examination

The Ph.D. comprehensive exam takes the form of a formal dissertation proposal. The proposal must be a written document, and the successful completion of the document and acceptance of the document by the student's advisory committee will comprise the written portion of the Ph.D. comprehensive exam. The proposal must be a substantial document that discusses the background literature that appropriately relates to the research, states the research objectives, gives a list of hypotheses and/or scientific questions, describes and justifies methods, describes analyses of preliminary data, etc. The student then must give an oral presentation of the proposal and defend the research proposed. This will constitute the oral portion of the Ph.D. comprehensive exam. The oral presentation part of this step in the process will also count as the student's research seminar, and it will be open to a general audience. If the student is doing an M.S. Bypass and has already given a research seminar on the work that will become the subject of his or her Ph.D. dissertation, then the oral presentation may be given to just the student's Ph.D. advisory committee, as long as prior approval is obtained from the MASC Performance Committee.

This procedure for the Ph.D. comprehensive exam means that both the MASC M.S. Bypass students and the MASC M.S.-then-Ph.D. students will have taken a written comprehensive exam from a 3-member M.S. committee, and each will then do the Ph.D. research proposal form of the Ph.D. comprehensive exam. A Ph.D. student coming into

MASC after earning an M.S. degree from another institution will have had some form of exam required by the student's previous program. That student will take the Ph.D. research proposal form of the Ph.D. comprehensive exam here at UNC.

A doctoral candidate who fails either the written or oral portion of the Ph.D. examination may not take the examination a second time until at least three months after the first attempt. A student who fails an examination for the second time becomes ineligible for further graduate work. Upon request from the MASC Director of Graduate Studies, The Graduate School may grant the student a third and final opportunity to take the examination. In addition, no student may continue in a program or take an examination a third time without approval by the Administrative Board of The Graduate School.

XI. M.S. and Ph.D. Final Oral Examination (Defense)

There will be a final oral examination for either the M.S. or Ph.D. degree (the thesis or dissertation Defense), and procedures for this are outlined in *The Graduate School Handbook* (<http://handbook.unc.edu/>). This exam is separate from the comprehensive examinations outlined above and is required in addition to the comprehensive examination. This exam will be in the form of an open seminar on the thesis or dissertation study, followed by a thesis or dissertation defense that is open only to the student's thesis or dissertation committee (and visitors approved by both the student's Advisory Committee and the MASC Performance Committee). Students must be registered for a minimum of three credit hours of thesis (993), or dissertation (994) during the semester in which the thesis or dissertation is defended.

XII. Enrollment and Registration

Full-Time Registration

According to the Graduate School (<http://handbook.unc.edu/registration.html>) a full-time student is one who is matriculated and meets the conditions noted below:

- A) Registers for 9 or more graduate credit hours in a Fall or Spring semester; or
- B) Registers for a minimum of 3 hours of thesis substitute (992), thesis (993), or dissertation (994) in a Fall or Spring semester. Note: A student may register for additional courses as needed, but if registering for less than 9 hours, this must include a minimum of 3 hours of 992/993/994 to be considered full-time; or

- C) Registers for fewer than 9 graduate credit hours in a Fall or Spring semester, exclusive of 992/993/994, and has been granted a “waiver of hours” for that semester.

Graduate School approval of a “waiver of hours” is contingent upon the student submitting a [Waiver of Hours Form](#). This form must also include a statement from the Marine Sciences Department certifying that the student’s overall academic involvement (teaching assignments, research projects, etc.) is consistent with the workload of a full-time student.

Each student holding a service (assistantship) or non-service (fellowship) appointment must be registered full-time in order to hold that position during the Fall and Spring semesters. Students must be on-campus unless the award requires their presence at another campus or research center.

Registration for the prior semester will cover events that occur during a break between semesters. This registration covers a student from the first day of class in a semester until the day before classes begin for the next semester. For example, if a student is registered for a minimum of three credit hours of 992/993/994 in the Fall semester and intends to defend in the same term, he or she must defend between the first day of Fall classes and the day before the first day of Spring classes. Similarly, Summer registration would cover a defense occurring anytime between the first day of Summer Session-I classes until the day before the first day of Fall classes. If the defense takes place during a Summer, students must be registered for a minimum of three credit hours of 992/993/994 during either the first or second Summer Session to be covered for the entire Summer term.

Once the student has completed all courses, including a minimum of three credit hours of thesis substitute (992), thesis (993), or a minimum of six credit hours of dissertation (994), he or she must continue to register for 992/993/994 each academic semester (Fall/Spring) until the degree is completed in order to use University resources (including faculty time).

Students who are not using university resources may either apply for a Leave of Absence or not register. It should be emphasized, however, that **students must be registered for at least 3 hours of 992/993/994 in order to receive a stipend, qualify for University Graduate Student Health Insurance, or maintain full-time student status for loan deferment or student visa status.**

Please see the Graduate School’s web site for more complete information on enrollment and registration: <http://handbook.unc.edu/registration.html> .

Semester Hour Requirement

M.S. Degree. The Graduate School requires a minimum of 30 credit hours of graduate course credit, 24 of which must be taken in residence. M.S. students are required to complete a minimum program residence credit of two full semesters either by full-time

registration or by part-time registration over several semesters (see **Section XIII. Program Residence Credit**, or go to [Residence Credit](#)).

Ph.D. Degree. Major course work for the Ph.D. must include a minimum of six credit hours of dissertation registration (994). Ph.D. students are required to complete a minimum program residence credit of four full semesters, either by full-time registration, or by part-time registration over several semesters. At least two of the required four semesters of residence must be earned in contiguous registration of no fewer than six credit hours at UNC-Chapel Hill. While summer session registration is not required to maintain consecutive registration, any credits of three to six hours per session will be computed on the usual basis as part of the required two-semester contiguity (see **Section XIII. Program Residence Credit**, or go to [Residence Credit](#)).

XIII. Program Residence Credit

Students must earn a minimum number of required semesters of UNC-Chapel Hill registration. The Program Residence Credit hour requirement is earned in the process of fulfilling course credit requirements, and it requires UNC-Chapel Hill registration, although not necessarily physical presence on campus (for example, the student may be doing field research). For additional information, go to:

<http://handbook.unc.edu/residencecredit.html>

Calculation of Residence Credit

Semester credit hours are converted to program residence credit on the same basis as tuition:

- 9 or more credit hours earn a full semester of residence.
- 6 to 8.9 credit hours earn three-fourths semester of residence.
- 3 to 5.9 credit hours earn one-half semester of residence.
- 0 to 2.9 credit hours earn one-fourth semester of residence.

M.S. Minimum Residence Credit

The Graduate School requires a minimum of 30 credit hours of graduate course credit, 24 of which must be taken in residence. M.S. students are required to complete a minimum program residence credit of two full semesters either by full-time registration or by part-time registration over several semesters.

Ph.D. Minimum Residence Credit

Ph.D. students are required to complete a minimum program residence credit of four full semesters, either by full-time registration, or by part-time registration over several

semesters. At least two of the required four semesters of residence must be earned in contiguous registration of no fewer than six credit hours at UNC-Chapel Hill. While summer session registration is not required to maintain consecutive registration, any credits of three to six hours per session will be computed on the usual basis as part of the required two-semester contiguity.

XIV. In-State Residency for Tuition Purposes

Tuition remission allows an out-of-state resident, or non-resident, student to pay only the in-state portion of his or her tuition for a semester. The balance (the remission) is paid by the Department as long as funds are available. Because of the reasonable cost of in-state tuition, the Department asks each non-resident student to follow State of North Carolina procedures to apply for North Carolina residency for tuition purposes during his or her first academic year.

All students admitted to an academic program in The UNC Graduate School are initially classified as non-residents for tuition purposes. Students who should apply for North Carolina residency include:

- 1) Students who are not enrolled in a Fall or Spring term; these will have to resubmit a residency application
- 2) Students who have physically lived in North Carolina for at least 12 months up to the day before the term begins
- 3) Students who have been enrolled through another admissions office at UNC-Chapel Hill must resubmit another residency application (for example, if you were an undergraduate at UNC-Chapel Hill, you must still submit another residency application).

NOTE: Only students affiliated with academic programs in The Graduate School should apply via the instructions and deadlines on the Residency website. Please visit the Graduate School's [quick reference](#) tool for graduate students to learn more about residency guidelines or visit the [UNC-Chapel Hill residency manual](#) for a more in-depth look at the residency process. See also:

- Application [Filing Periods](#)
- Residency [Workshops](#) ([view latest presentation](#))
- [Contact Information](#)

Web-based Residency Application

We strongly encourage you to use the Graduate School's [ONLINE RESIDENCY APPLICATION](#) process. The online process is faster and easier and provides a quicker response than the paper-based process. To access the online form you must have an ONYEN account.

XV. Sources of Graduate Student Funding

There are several sources of funding that may be available to you. Some may require a type of limited service, which is considered part of your academic program. This could include assistance in carrying out a research project, teaching assistance, and/or front office support.

Traineeships are funded through the Department of Marine Sciences and the UNC-Chapel Hill Graduate School.

Teaching Assistantships are available through the Marine Sciences Department and occasionally other departments in the natural sciences.

Research Assistantships are available through faculty members' research grants; please ask your major professor about these.

Fellowships are available from the UNC-Chapel Hill Graduate School as well as from various outside agencies (NSF, ONR, NASA, etc.).

Dissertation Completion Fellowships are available from the UNC-Chapel Hill Graduate School (<http://gradschool.unc.edu/funding/dissertation.html>). These fellowships are available to all students in doctoral programs within the UNC Chapel Hill Graduate School. These fellowships are designed to support students during their final year of graduate study; **research should have progressed such that the student will be able to complete their dissertation in one year.** A ranking of applications is done by the Marine Sciences Department after the MASC Department Chair and the Director of Graduate Studies review all of the application materials & information from all students who have applied to this fellowship program. These materials and information include the application from the student and the letters of support from the recommenders. If any questions arise in this review, either the MASC Chair or the MASC DGS will contact the student, the student's major professor, or one or more of the persons who have written a letter of support for clarification. The departmental ranking is finalized as a joint decision between the MASC Chair and DGS after considering all available information taken in the context of the Grad School's criteria for the Dissertation Completion Fellowship program. The ranking is then forwarded to the Graduate School. This departmental ranking is one factor in the final award decision, which is made by the Graduate School. As they

note on the website given above, the final award decision may or may not follow the departmental ranking; the ranking does not guarantee that in all cases, a higher ranked applicant will always be funded before a lower ranked applicant.

The UNC-Chapel Hill Office of Sponsored Research (OSR) provides current information about grant and funding opportunities through their GrantSource Service (call the OSR GrantSource help line at 962-3463 for more information, or view the UNC-CH Research Home Page: <http://research.unc.edu/services/index.php>). Also, look for posted announcements of graduate student fellowship opportunities in the Marine Sciences mailroom in the MASC Administrative Suite in Venable Hall (Room 3202).

XVI. Forms

While at UNC-Chapel Hill you will need to fill out many forms. All forms are to be submitted directly to the Marine Science Department office. **Under no circumstances is a form to be submitted directly to the Graduate School by a student or faculty member.** Copies will be made for departmental files and forwarded to the appropriate university office. Brief descriptions of the forms that directly impact your career are given below.

Department of Marine Sciences Graduate Student Progress Report

Early Spring semester, graduate students are required to update the information requested on this form for the Department of Marine Sciences Performance Committee. If you or your advisor have comments concerning your coursework, examinations, research or overall academic experience that should be brought to the attention of the Performance Committee, those comments can be made on the back of the form. The MASC administrative office, 3202 Venable Hall, will send you a copy of the form that has information from previous semesters. At the time of first submission, new students will need only to indicate whether they have enrolled in the Core Courses and/or other courses. The Progress Report Form, signed by your advisor or the Department Chair, must be returned to the Marine Sciences Student Services Manager (RachelC@unc.edu).

Department of Marine Sciences Semi-Annual Student Committee Meetings

All students are required to have an Advisory Committee meeting each Fall and Spring semester, and a brief summary of each meeting (date, committee members in attendance, brief comments with respect to student progress and plans) is to be delivered to the Student Services Manager. The reporting form is included at the end of this Handbook.

- For the student's first academic year in the program, meetings will be scheduled by the chair of the student's advisory committee.

- After the first 2 semesters in the program, it is the responsibility of the student to schedule the meetings.
- It is recommended that all committee members be in attendance at any meeting, but a majority of committee members is required.
- Each committee member at the meeting must provide a brief comment summarizing his or her view of student progress and plans to date.
- If a student fails to hold a meeting twice within a 12-month period (*i.e.*, skips 2 required meetings), **the student will be declared “not in good standing” and will become ineligible to enroll during the next semester.**

Forms Required for the Master's Degree

A summary of the forms and procedures required by the Graduate School is listed below. The student is responsible for making sure these materials are forwarded to the MASC Student Services Manager in a timely fashion.

- 1) After passing the Written Comprehensive Examination, the **Report of the Written/Oral Comprehensive Examination for the Master's Degree** form is required. This will be completed and signed by your advisors.
- 2) After the Final Oral Examination (defense) is completed, the **Report of the Master's Degree Final Oral Examination** is required. This will be approved and signed by your advisory committee.
- 3) **Master's Degree Bypass** (see **Section V. M.S. Students, Ph.D. Students, and The M.S. Bypass**).
- 4) **Process to Apply for Graduation:**
 - Complete the Graduation check-out page in ConnectCarolina's Self Service area (log in to MYUNC -> Connect Carolina -> In your Student Center, under the "Academic" tab, choose "Apply for Graduation" in the drop-down box, and then click the double arrows)
 - Complete the online Graduate School Application to Graduate form at [eGraduation Central](#)

Students must notify the Graduate School of their plan to graduate by submitting an [Application for Graduation](#) no later than the deadline shown in the [University Registrar's Calendar](#) for the semester in which they expect to graduate.

Applications should only be submitted when the student realistically intends to graduate that semester and are valid for one semester only. If a student does not graduate in the semester expected, s/he must submit another application for graduation in a future semester.

Forms Required for the Ph.D. Degree

- 1) For students receiving an M.S. and continuing in the Ph.D. degree program, a **Recommendation to Proceed Beyond the Master's Degree** form is submitted to the MASC Student Services Manager.
- 2) After selection of an Advisory Committee, a two part form is submitted to the MASC Student Services Manager: **Part I. Report of Doctoral Committee Composition** and **Part II. Report of Approved Dissertation Project**.
- 3) After the Doctoral Comprehensive Examination is administered by the committee, a **Doctoral Exam Report** must be submitted to the MASC Student Services Manager.
- 4) After passing all required coursework and passing the PhD comprehensive examination, an **Application for Admission to Candidacy for a Doctoral Degree** form is submitted to the MASC Student Services Manager.
- 5) **Process to Apply for Graduation:**
 - Complete the Graduation check-out page in ConnectCarolina's Self Service area (log in to MYUNC -> Connect Carolina -> In your Student Center, under the "Academic" tab, choose "Apply for Graduation" in the drop-down box, and then click the double arrows)
 - Complete the online Graduate School Application to Graduate form at [eGraduation Central](#)

Students must notify the Graduate School of their plan to graduate by submitting an [Application for Graduation](#) no later than the deadline shown in the [University Registrar's Calendar](#) for the semester in which they expect to graduate.

Applications should only be submitted when the student realistically intends to graduate that semester and are valid for one semester only. If a student does not graduate in the semester expected, s/he must submit another application for graduation in a future semester.

Other Forms

There are several other forms that you may need to use while at UNC-Chapel Hill. Please see the MASC Student Services Manager for questions about the forms listed below.

Drop/Add Form - used to drop or add classes after close of registration

Graduate Request for Inter-Institutional Registration - for course registration at other universities (Duke Univ. and NC State Univ.)

Graduate Student Payroll Deduction Form - to have tuition and fees deducted from your paycheck

Motor Vehicle Accident Report - completed after a collision while driving a State vehicle; used by the UNC Property Management Office

Employee's Accident Report Form - completed after a collision while driving a State vehicle or injured while working in a laboratory or office; used by the UNC Health and Safety Office

Readmission Application - used when a student wishes to return from Leave of Absence

Waiver of Hours - used to acknowledge that a student is working half- or full-time toward their degree but not registered for the equivalent hours

XVII. Other Information

Graduate Student Groups

The UNC Graduate and Professional Student Federation (GPSF) is here for all graduate and professional students at UNC. Its 4 main goals are to:

- **Advocate** for improved resources for graduate and professional students
- **Promote** active participation in university, local, state, national, and international issues
- **Collaborate** with university administration, faculty, staff, and undergraduate students to create policies that reflect the interests of all graduate and professional students
- **Integrate** graduate and professional students from all disciplines in research and social life

You can find out what GPSF has accomplished lately by browsing their web site:

<http://gpsf-wiki.unc.edu/confluence/display/gpsfHome/Home>

Or, [click here](#) for a pdf copy of their latest brochure.

MASG Graduate Action Group (GAG)

Within the Marine Sciences Program, there is a Marine Sciences Graduate Action Group (GAG), whose president is elected by a majority of the current Marine Sciences students. GAG represents student interests to the administration and faculty, and it oversees various scientific activities and social functions.

UNC-CH Office of International Student and Scholar Services

Upon arrival at UNC, foreign students should plan to stop by the Office of International Student and Scholar Services (OISSS). Every international student and scholar joining UNC-Chapel Hill is required to check-in before classes or employment begin. In order to complete your "check-in" please bring with you the following documents: your passport, visa document (I-20 or DS-2019) and I-94 (Admission/Departure card). At this time you will be asked to fill out the PR 100 (Information Form), and copies of your documents will be made. The Office of International Student and Scholar Services staff can assist you with any questions or concerns that you might have at this time. You will be receiving a welcome packet and information regarding upcoming events.

Please see the OISSS web site at: <http://oiss.unc.edu/students/index.html>

Marine Sciences Department Vans

The Department of Marine Sciences has two vans available for University business. Only University employees or students who are on the University payroll are eligible to drive these vehicles. Students on special fellowships, awards, etc., that are not paid through the University payroll department are not normally permitted to drive state vehicles. If you have any questions concerning your eligibility, please see Rachel Copeland (Room 3202B Venable Hall, 962-1252). Students must show proof of employment and a valid driver's license in order to drive. Please be advised that University employees (and eligible students) driving these vehicles could be held personally liable for bodily injuries and/or property damages occurring in excess of the limits provided by the state while acting within the scope of their employment.

There are sign-out books in the Marine Sciences Department Office for the vans. Please note that use of the vans for class field trips has priority over other uses. Any of the Department Office personnel can show you the sign-out books and where the keys are kept, as well as the credit card for gasoline purchases or other types of repairs (tires, etc.) when necessary during trips out of town. After you have completed your trip, be sure the gas tank is at least 1/2 full. Also, please pick up all trash, clean up all spills, make sure the van seats are reinstalled if they have been removed, and give the Department Office all receipts and any notes (please date the notes) of any problems so we can get them fixed before the next time the vans are used. **DO NOT** apply anything (decals, labels, tape, decoration, etc.) to windows, lights or the body of the van.

IN CASE OF AN ACCIDENT while driving a University vehicle, you need to report the accident (as you would any motor vehicle accident) to the proper local authorities

(city, campus police, and/or Highway Patrol). After you have notified the proper authorities, complete the **UNC-CH Motor Vehicle Accident Report** form. (There should be a Motor Vehicle Accident Report form in the glove compartment of each van). You will also need to obtain a copy of the police officer's official Accident Report and submit both forms to Rachel Copeland in the MASC Front Office (Room 3202B Venable Hall) as soon as you return to campus.

Computing Resources and E-Mail

IF YOU HAVE:

- ◆ a question that you feel can be answered over the phone
- ◆ problems or questions about a general office application (*e.g.* general Word or image processing, spreadsheet, or data base)
- ◆ e-mail difficulties with your University account
- ◆ questions about e-mail setup from off-campus

CONTACT: ATN's Central Help Desk called the Information Technology Response Center (ITRC):

Internet: <http://help.unc.edu>
E-mail: help@unc.edu
Telephone: 962-HELP (24 hours/7 days)

IF YOU HAVE:

- ◆ a question or service that you feel requires on on-site technician
- ◆ trouble accessing disk space or need access to disk space on the Arts & Sciences server
- ◆ trouble with or need access to a department network printer
- ◆ software you want installed or a system upgrade

CONTACT: Office of Arts & Sciences Information Services (OASIS):

Submit Service Request: <http://oasis.unc.edu> (follow link to "Service Request")
Email: oasis@unc.edu
Call: 962-8245 (Mon-Fri, 8:00AM-5:00PM)

Most questions you might have regarding Campus computing resources can be answered by pointing your web browser to the UNC Homepage at <http://www.unc.edu>. The University and almost all departments maintain extensive homepages which contain valuable information and resources.

Campus Health Services and Student Health Insurance

All students at the University of North Carolina who pay student fees are entitled to use the Campus Health Services. Information is available about hours and services provided at <http://campushealth.unc.edu/>.

Students who are receiving a Teaching Assistantship (TA) or Research Assistantship (RA), are paid at least \$2,667 per year from the Marine Sciences Department, and are registered for a minimum of 3 credit hours and in good standing at the University are eligible for Supplemental Health Insurance provided by Hill Chesson Associates of Chapel Hill. This coverage is free to students. Please see Rachel Copeland for questions about eligibility; for specific questions regarding coverage please contact Hill Chesson Associates, 967-5900. Also, see <http://campushealth.unc.edu/content/view/615/1/> .

Office Space

The Department provides office cubicles for students in various locations throughout the third and fourth floors of Venable Hall. Other office space for students may be provided in individual faculty laboratories. Please see your major professor about this possibility.

For building and room keys, students should see Rachel Copeland in Room 3202B Venable Hall. Please make sure that you have secured keys prior to needing to work at night or on weekends; Venable Hall is locked between 7pm and 7am during the week, and all day on weekends and holidays.

Safety

If you should find yourself on campus after hours, please keep your personal safety in mind at all times. In the event that you are working in the building after hours or on weekends please do not leave doors open; make sure that all doors are locked at all times and do not leave valuables or personal belongings unattended. You should also be cautious while walking on campus alone. There are many emergency call boxes with flashing blue lights located around campus. If you find yourself in a situation where you need immediate assistance, please dial "911" for campus police; report any instances to the Marine Sciences Department Office at the first available opportunity.

**Department of Marine Sciences
Graduate Student Committee Meeting Report**

**Student must file this completed report form with the
Marine Sciences Student Services Manager following each
Fall and Spring Semester committee meeting.**

Name of Student: _____ PID _____

Date/Place of Committee Meeting: _____

Committee Members Present: _____

Committee Members Absent: _____

Student's summary of this meeting (*e.g.*, progress on coursework and research, plans for future research, tentative scheduling of required examinations and seminars, comments/general recommendations of committee etc.):

Department of Marine Sciences Graduate Student Committee Meeting Report

Comments by Committee Chair:

Signature:

Comments by Committee Member:

Signature:

Comments by Committee Member:

Signature:

Comments by Committee Member:

Signature:

Comments by Committee Member:

Signature:
