



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Graduate Student Handbook

**Department of Marine Sciences
University of North Carolina
Chapel Hill**

2019-2020

(Revision Date: August 13, 2019)

UNC
DEPARTMENT *of*
MARINE SCIENCES



UNC
INSTITUTE *of*
MARINE SCIENCES

Table of Contents

I.	Introduction.....	2
II.	Typical Schedule for Graduate Student Progress	3
III.	Checklist of Requirements for Marine Sciences Graduate Degrees	5
IV.	The Marine Sciences Program	6
V.	M.S. Students, Ph.D. Students, and The M.S. Bypass.....	7
VI.	Marine Sciences Degree Requirements	8
VII.	Student’s Advisory Committee.....	10
VIII.	Waiver and/or Substitution of Core Course(s).....	14
IX.	Marine Sciences Student Seminars.....	14
X.	M.S. and Ph.D. Comprehensive Examinations.....	15
XI.	M.S. and Ph.D. Defense (final oral examination).....	18
XII.	Enrollment and Registration	18
XIII.	Program Residence Credit	20
XIV.	In-State Residency for Tuition Purposes	21
XV.	Sources of Graduate Student Funding	22
XVI.	Forms	23
XVII.	Other Information	27
	Graduate Student Committee Meeting Report form.....	31
	Graduate Student Annual Progress Report form	33

Graduate Student Handbook

Department of Marine Sciences
University of North Carolina
Chapel Hill

2018-2019

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 **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. A detailed checklist is given in **Section III** that will help keep track of each student's achievement of various milestones in the graduate program. In addition, each student is required to submit an updated Student Annual Progress Report form to the departmental Student Services Manager, Ms. Violet Anderson, at the end of each academic year (no later than June 1st). A blank form may be found at the end of this Handbook.

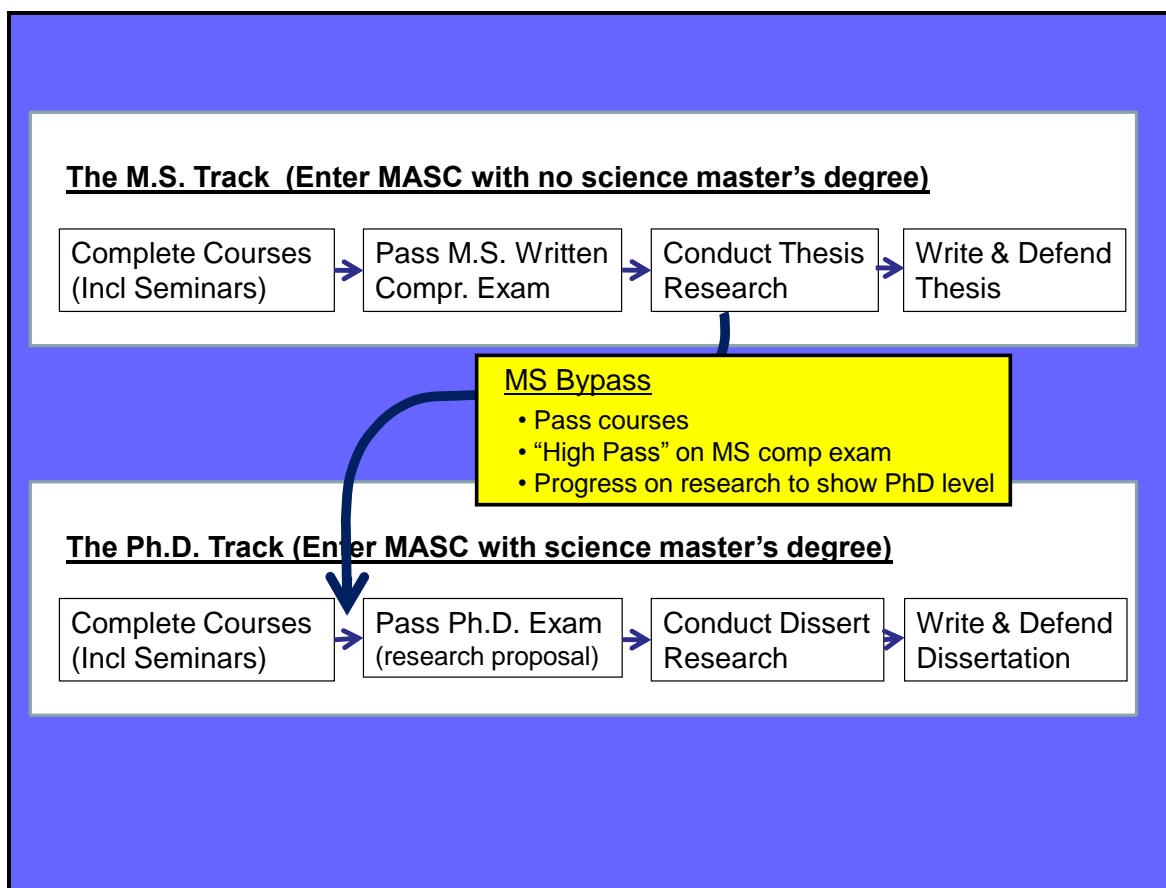
Rules, regulations, requirements and guidelines described in this Handbook are augmented by information provided by the UNC Graduate School and Registrar's Office. The *Graduate School Handbook* may be found online at <http://handbook.unc.edu/>. The web site for the Registrar's office is <http://regweb.unc.edu/>. 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. Brent McKee (bmckee@unc.edu) or the departmental Student Services Manager, Violet Anderson (vmanders@email.unc.edu).

II. Typical Schedule for Graduate Student Progress

The schematic below shows the basic steps within the two-degree tracks, M.S. and Ph.D., in the Department of Marine Sciences. A student who enters the graduate program and who has previously earned a master's degree will directly enter the Ph.D. Track. A student entering the graduate program who has not previously earned a master's degree will begin by progressing along the M.S. Track. Such a student can enter the Ph.D. Track in one of two ways: (i) requesting and being awarded an M.S. Bypass after making appropriate academic progress in the program, or (ii) completing the M.S. degree and requesting to continue towards the Ph.D. A student who has earned an M.S. degree in our graduate program also has the option to not go further than being awarded that degree.



The schematic and information on the next page reveal more details about the steps a student will take through the graduate program. Even greater detail is given in the subsequent sections of this Handbook, including references to other sources for information relevant to a student's program, principally web links for the UNC Graduate School and Graduate School Handbook.

ACTIVITY	SEMESTER									
	FALL-1	SPR-1	Sum.	FALL-2	SPR-2	Sum.	FALL-3	SPR-3		
Core Courses	X _{WAIVER REQUEST}	X		X	X					
Elective Courses	X	X	X	X	X	X	X	X		
Interdisc. Seminar	MASC 705	MASC 706		MASC 705, 706	MASC 706					
Perm. Comm.		X								
Comm. Meeting	X	X		X	X		X	X	→	
MS Comp Exam							← MS Bypass Request			
PhD Comp Exam									→	
MS Res. Seminar				→						
Conduct Research →									
Thesis or Dissertation Defense							→ LAST SEMESTER			

Yellow highlighting indicates an activity that requires a form to be submitted to the Marine Sciences Student Services Manager.

Additionally:

- Apply to become a NC resident for tuition purposes. See: <http://registrar.unc.edu/academic-services/residency/residency-guide/>
- Discuss your permanent Advisory Committee with your major advisor (major professor) early during the first Fall semester and form this committee.
- You should have discussions with your major professor during your first academic year regarding RA, scholarship or fellowship funding for your subsequent years in the Graduate Program.
- Students completing an M.S. degree must have earned 30 credit hours and two semesters of residence credit (see details later in this Handbook) to graduate.
- Students completing a Ph.D. degree must have earned four semesters of residence credit (see details later in this Handbook) to graduate.

III. Checklist of Requirements for Marine Sciences Graduate Degrees

Waiver of One or More Core Courses (if applicable)	_____
Proceed towards Gaining <u>NC Residency for Tuition</u>	_____
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>	_____
Student Seminar Courses Completed**	
MASC 705 <i>How to Give a Seminar</i>	_____
MASC 706 <i>Student Interdisciplinary Seminar</i>	_____
Advanced Courses (as required by Advisory Committee) ...	_____
M.S. Research Seminar	_____
M.S. Written Comprehensive Exam**	_____
M.S. Bypass Requested (if applicable)	_____
Ph.D. Comprehensive Exam and Admission to Candidacy ..	_____
Field Experience	_____
Semesters of Residence Credit Requirement Earned*** ...	_____
30 Hours of Graduate Course Credit Earned for M.S.	_____
Apply for Graduation**** (ConnectCarolina)	_____
M.S. Defense	_____
Ph.D. Defense	_____
Finalized Thesis or Dissertation Submitted to Grad School..	_____

* **Permanent Committee should be formed as soon as possible during the first Fall semester, but it must be formed by the end of the first academic year.**

** **Expected to be completed within 24 calendar months after entering the Marine Sciences graduate program.**

*** **Two semesters of residence credit for M.S. degree, 4 for Ph.D. degree.**

**** **Check latest date to apply during final semester at: <http://handbook.unc.edu/>**

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 components of the program are the Department of Marine Sciences (**MASC**) located in Venable and Murray Halls 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 through the Department. All 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 the Chair of the Department of Marine Sciences; Prof. Richard Luetlich is the 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 or marine geology). This is normally 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. There are two possible exceptions to taking all four core courses: (1) with approval, a student can substitute an alternative course for one of the core courses; and, (2) a waiver can be requested for any/all of the core courses if a similar course(s) has been taken (see **Section VIII.** for more details regarding both exceptions). 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), *Student Interdisciplinary Seminar* (MASC 706), and to have taken a written comprehensive exam (M.S. students) in his or her sub-discipline.

Upon entering the graduate program, the MASC Admissions Committee will assign to each incoming student an interim Advisory Committee. During the first semester, the student and major advisor should determine and form a permanent Advisory Committee. See **Section VII. Student's Advisory Committee** for additional information.

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 *Student 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, MASC 705 or MASC 706 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.

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 considered to be on the M.S. degree track. 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 already hold 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, 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 completion of 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: (1) satisfactorily completed or waived the MASC Core Courses (incl. MASC 705 and 706) and completed other relevant courses; (2) passed the M.S. Written Comprehensive Exam at an appropriately high level ("Pass at the Ph.D. level"); and (3) achieved significant progress in research that is judged by his or her M.S. Advisory Committee to be suitable to expand into a Ph.D. dissertation project. This judgment is based in part on the student’s M.S. Research Seminar presentation.
- b) If, following discussions between the student and his or her Advisory Committee, the Committee approves a Bypass request, a written request for a Bypass is sent to the MASC Director of Graduate Studies. This 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 decline the M.S. Bypass request based on the student’s performance in coursework and on the M.S. written comprehensive exam, and on research progress, including the Research Seminar.
- 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 student's Advisory Committee to five members, scheduling and taking the Ph.D. Comprehensive Examination (see **Section X. M.S. and Ph.D. Comprehensive Examinations**), and completing a 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, is considered to be 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 MASC 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 (and then either bypassing the M.S. or earning both graduate degrees at UNC).

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 (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 appropriate for the student by the student's advisory committee, one hour of MASC 705 *How to Give a Seminar* and one hour of MASC 706 *Student 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 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, and a period of study or research at a marine station or participation on an oceanographic cruise. Requirements for comprehensive examinations, admission to candidacy, semesters of residence credit, the dissertation, and final oral dissertation defense 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.

Final dissertation documents approved by the student's Advisory Committee are due to be submitted to the Graduate School 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 requested by the Graduate School. 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 in Marine Sciences is similar to the Ph.D. program except for the following: the student's Advisory Committee will be composed of at least three faculty members, the comprehensive examination is a written exam only, the student will present a research seminar (in addition to the interdisciplinary seminar), 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 thesis, and final oral thesis defense are provided in the other sections in this Handbook and in the regulations found in *The Graduate School Handbook* (<http://handbook.unc.edu/>).

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. comprehensive 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., s/he 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/academics/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.

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 requested by the Graduate School. 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. Student's 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 weeks and months of the program. Each student should consult with his/her major advisor early in the Fall semester and form a permanent Advisory Committee promptly. It will oversee the continued progress of the student. The permanent Committee must be formed by the end of the first academic year. Once formed, the student must report the members of the permanent Advisory Committee to the MASC Student Services Manager, Violet Anderson (ymanders@email.unc.edu).

An M.S. Advisory Committee is comprised of at least three faculty members. A 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 another organization is to serve on a Ph.D. Advisory Committee, that person must submit a C.V. to the MASC Student Services Manager, Violet Anderson (ymanders@email.unc.edu) for departmental and Graduate School approval of the appointment to the committee.

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 forms his or her permanent Advisory Committee and begins interacting with the committee as soon as possible in the student's first semester. 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 of courses 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 each 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.

Each student is responsible for scheduling his/her committee meeting each semester. 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. Attendance by electronic means (Skype, videoconference, telephone, etc.) may be useful when a faculty member is away from Chapel Hill or the IMS.

If a student fails to hold a meeting twice within a 12-month period (*i.e.*, skips 2 consecutive meetings), the student may be considered “**not in good standing**” and may 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 the assembled committee to determine exactly what is required of the student for degree completion. Regular committee meetings are an important tool for monitoring student progress, and can also serve as a “reality check”. The student should ask the committee members for an honest appraisal of progress. If there is a difference of opinion between student and advisors, the meeting provides an opportunity to discuss these. The student should be open to faculty suggestions for a solution without being defensive. If after talking to the major advisor and to the members of the committee the student still feels that the problem is not being addressed, talking to the MASC Director of Graduate Studies and/or the MASC Department Chair can be requested.

The following are suggestions to students for getting 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, for example spending too much time on only one topic.
- 2) Give a short (15-20 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

feel 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 necessarily have to be a major discussion point, 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 **brief Report** of what transpired. Summarize what you told your committee about your work, and list their key comments about it, as you understand them. The MASC Graduate Student Committee Meeting Report form is found near the end of this Handbook. Then, email your form to your committee members, requesting each member to write his/her comments on it and sign it. Then give the completed and signed Report to the MASC Student Services Manager, Violet Anderson (vmanders@email.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 and how you are progressing in your degree program. Use this to your advantage; for instance, if your committee agrees that you have finished a requirement, the Report should reflect that. This Report is a formal requirement, and the completed Report will be archived in your file for future reference

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 possibly think you haven't done much work since your last committee meeting, but when you write it all down on the outline and in your PowerPoint, you may be pleased 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 Report 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 courses you have taken and your grades, fellowships you've applied for or received, 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 well in the 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 the requirements are for this degree.

VIII. Waiver and/or Substitution of Core Course(s)

A **waiver** for any Core Course may be requested if the student has taken a comparable course at another university. **This request must be made immediately upon the student's arrival in the Department, by email from the student's advisor.** 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 for which the waiver is sought, and this task will be assigned by the Department Chair or the Director of Graduate Studies.

A student's major advisor (in consultation with the student's advisory committee if appropriate) may request the **substitution** of an alternative course for one of the Core Courses. A substitution is intended to enable students to take more courses that are relevant to their research area. A substitution requests must be justified in writing, submitted to the Director of Graduate Studies and approved by the Performance Committee.

IX. Marine Sciences Student Seminars

Every student must present one *Interdisciplinary Seminar*, and each M.S. student must present 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 for M.S. students. 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 enrollment in MASC 706 *Student Interdisciplinary Seminar*, and to 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 and specific requirements for presentation of a seminar on papers covering an interdisciplinary topic will be distributed by the MASC 706 instructor at the beginning of the course each semester.

M.S. 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. thesis defense. There is no required Ph.D. research seminar, but

an oral presentation and defense of the Ph.D. research proposal 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 Monday Marine Sciences seminar period, and it must be made well before the thesis defense (two semesters or so) or prior to an M.S Bypass request.
- b) The presentation should be on preliminary research results, and it should include a discussion of planned research activities and study objectives.
- c) An Abstract is to be written and emailed no later than one week before the seminar to the Marine Sciences Student Services Manager. The SSM will include the abstract in an announcement document, which will be emailed to the MASC seminar list.

Questions regarding the material for, or presentation of, a student seminar may be directed to the student's major advisor or the faculty member in charge of the Marine Sciences Seminar Series during the semester of presentation.

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, administered 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 academic 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 examination 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 and the MASC Student Services Manager.

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 the program or take an examination a third time without approval by the Administrative Board of The Graduate School.

The typical practice for the MS written comprehensive exam is to have each professor on the student's Advisory Committee submit questions to the major professor, who will administer the exam. Each committee member's questions should be answered in writing by the student, and each professor will designate if the student should take the exam as an open-book test or a closed-book test. The time limit for the questions from a given professor is typically about 2 or 3 hours. Thus, an MS student will take three (or 4 or 5, if there are that many Advisory Committee members) individual exams, one from each committee member. This is usually done over a two-day period. Each professor will grade the student's answers to his/her questions, giving a grade of Pass or Fail on the questions. The subject matter in the questions can be anything from the student's academic program (courses or research), but the focus is usually on the student's research area.

A single grade for the overall exam is given. Possible grades are:

- 1) Pass at the Ph.D. Level. This means the student did an excellent job on the exam, showing clear understanding of most or all of the important principles in the various questions. The importance of this overall grade is that a student must achieve this grade on this exam if he/she might want to request an M.S. Bypass at some future time.

2) Pass at the M.S. Level. This means that the student did a completely satisfactory job on the exam, but his/her understanding of some of the important material was not at the level expected of a Ph.D. student, if the student had been in the Ph.D. track in Marine Sciences.

3) Pass at either the M.S. or Ph.D. Level, but with conditions. This would be the case if, as a result of the exam, something in the student's understanding was found to be in need of strengthening. This usually results in the student's committee requiring the student to do some additional reading or to take an additional course, in order to give the student improved understanding.

4) Fail. This means that the student did not demonstrate sufficient understanding of the principles covered by the exam questions. Following Graduate School rules, the student will have the opportunity to take the M.S. written exam again after a period of 3 months has elapsed. Should the student fail the exam a second time, he/she may not continue in the graduate program unless the Department requests a special re-admission from the Graduate School. Please see the UNC Graduate School Handbook for more on this.

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, typically 15 pages of single-spaced text and figures (similar to an NSF proposal), which 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 must be attended by the student's advisory committee members (if at all possible), 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 an M.S. Bypass student and an M.S.-then-Ph.D. student will have taken a written comprehensive exam from a 3-member M.S. committee, and each would then do the Ph.D. research proposal form of the Ph.D. comprehensive exam (written and oral parts). A Ph.D. student coming into MASC after earning an M.S. degree from another institution will likely 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 (written and oral parts) here at UNC.

A Ph.D. 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 the program or take an examination a third time without approval by the Administrative Board of The Graduate School.

XI. M.S. and Ph.D. Defense (final oral examination)


There will be a final oral examination for either the M.S. or the 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 both the comprehensive examinations outlined above and the M.S. Research Seminar. It is required in addition to these other exam requirements. A defense will be in the form of an open seminar given by the student on the thesis or dissertation study, followed by a thesis or dissertation defense that is open only to the student's Advisory 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 either Thesis (MASC 993) or Dissertation (MASC 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 term; or
- B) Registers for a minimum of 3 hours of Thesis (MASC 993) or Dissertation (MASC 994) in a Fall, Spring, or Summer term. 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 MASC 993 or MASC 994 to be considered full-time; or
- C) Registers for fewer than 9 graduate credit hours in a Fall, Spring, or Summer term, exclusive of 993 or 994, and has been granted a "waiver of hours" for that term.

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 – e.g. teaching assignments, research projects – is consistent with the workload of a full-time student.

A student who was registered for the immediately preceding Fall and Spring semesters does not need to enroll during either of the summer sessions to maintain status as a full-time matriculated 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 MASC 993 or MASC 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 MASC 993 or MASC 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 (993) or a minimum of six credit hours of dissertation (994), he or she must continue to register for MASC 993 or MASC 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 993 or 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 (MASC 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 (*e.g.*, the student may do field research). For additional information, see: <http://handbook.unc.edu/residencecredit.html>

Calculation of Program 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 credit.
- 6 to 8.9 credit hours earn three-fourths semester of residence credit.
- 3 to 5.9 credit hours earn one-half semester of residence credit.
- 0 to 2.9 credit hours earn one-fourth semester of residence credit.

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 (“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. (Important: Do not confuse this in-state residency with program residence credit described above.)

In order to be considered for “in-state residency status for tuition purposes” any student admitted to and enrolled in a graduate degree program administered by The Graduate School, with an undetermined or nonresident status is required to submit a residency application in order to be considered for re-classification for in-state tuition benefits. If granted in-state status for tuition purposes, this status will remain in effect unless the student fails to enroll for longer than a 12-month period. Should the student’s residency status change to nonresident, they will need to re-apply in order to be considered for re-classification for in-state tuition benefits.

Who Should Apply

Any student admitted to and enrolled in a graduate degree program administered through The Graduate School, with an undetermined or non-resident status who wishes to be considered for “in-state residency status for tuition purposes” should apply. This includes all undergraduate and continuing studies students and students earning degrees not administered by The Graduate School. Please contact your specific program directly with any questions. Applications must be submitted for a specific semester in accordance to filing period dates. **IMPORTANT:** Please go to this website for more details and instructions:

<http://gradschool.unc.edu/studentlife/resources/residency/>

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 departmental support activities. Student funding types include:

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 you major professor about these.

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

For additional information, please check with the Graduate School (go to this website: <http://gradschool.unc.edu/funding/gradschool/fellowshipsandgrants.html>) and the UNC Office of Sponsored Research (<http://research.unc.edu/offices/sponsored-research/>). 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 several academic 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 University or 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 Annual Progress Report

At the end of each Spring semester, graduate students are required to update the information requested on this form for the Department of Marine Sciences Performance Committee. If you have, or your advisor has 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 this form. The MASC Student Services Manager will send you a copy of the form that has information from previous semesters. The Annual Progress Report Form must be completed and promptly returned to the MASC Student Services Manager, Violet Anderson (vmanders@email.unc.edu). A blank form may be found at the end of this Handbook.

Department of Marine Sciences Every-Semester Student Committee Meeting Form

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 near 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 each committee meeting.
- 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 consecutive required meetings), **the student will be declared "not in good standing" and will become ineligible to enroll during the next semester.**

Graduate School Forms Required for the Master's Degree

A summary of the forms required by the Graduate School for the M.S. degree is listed below. The student is responsible for making sure these materials are forwarded to the MASC Student Services Manager in a timely fashion. They are NOT to be submitted directly to the Graduate School by the student, the major advisor or the Advisory Committee. These forms plus others can be found at <http://gradschool.unc.edu/academics/resources/forms.html>.

- 1) After taking the Written Comprehensive Examination, the **MASTER'S COMPREHENSIVE EXAM or APPROVED SUBSTITUTE REPORT** form is required to be completed and signed by the major advisor. The form will be kept on file in the MASC office until the student has graduated.
- 2) After the Final Oral Examination (M.S. thesis defense) is completed, Part III on the **MASTER'S COMPREHENSIVE EXAM or APPROVED SUBSTITUTE REPORT** must be signed by the Advisory Committee. The form will be kept on file in the MASC office until the student has graduated.

- 3) After the M.S. thesis has been finalized, Part IV on the **MASTER'S COMPREHENSIVE EXAM or APPROVED SUBSTITUTE REPORT** must be signed by the Advisory Committee. The form will be kept on file in the MASC office until the student has graduated
- 4) If the student wants to enter the Ph.D. program by bypassing the M.S. degree, the **RECOMMENDATION TO BYPASS THE MASTER'S DEGREE** form must be signed by the major advisor and submitted to the MASC Student Services Manager. An M.S. Bypass must be approved by the MASC Performance Committee (see **Section V. M.S. Students, Ph.D. Students, and The M.S. Bypass**).
- 5) If the student wants to enter the Ph.D. program after completing the M.S. degree, the **RECOMMENDATION TO PROCEED BEYOND MASTER'S DEGREE** form must be signed by the major advisor and submitted to the MASC Student Services Manager.
- 6) **Process to Apply for Graduation.** All graduate students now apply to graduate through ConnectCarolina only. Please access your StudentCenter and select "Apply for Graduation" in ConnectCarolina's Self Service area.

Log into [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.

If you have any questions, please contact the MASC Students Services Manager, the MASC Director of Graduate Studies, or your [enrolled students specialist](#) in The Graduate School.

Complete the online Graduate School Application to Graduate form at [eGraduation Central](#)

Graduate School Forms Required for the Ph.D. Degree

A summary of the forms required by the Graduate School for the Ph.D. degree is listed below. The student is responsible for making sure these materials are forwarded to the MASC Student Services Manager in a timely fashion. They are NOT to be submitted directly to the Graduate School by the student, the major advisor or the Advisory Committee. These forms plus others can be found at <http://gradschool.unc.edu/academics/resources/forms.html>.

- 1) The **REPORT OF DOCTORAL COMMITTEE COMPOSITION** form is completed once the student's Ph.D. Advisory Committee has been formed. The form is then submitted to the MASC Student Services Manager. For requirements on Ph.D. committee composition, please see **Section VII. Advisory Committee**.

- 2) After the student's dissertation project has been approved by his or her Advisory Committee, the **REPORT OF APPROVED DISSERTATION PROJECT** must be signed by all Advisory Committee members. The form is then submitted to the MASC Student Services Manager. (This is actually Part II on the same form as the **REPORT OF DOCTORAL COMMITTEE COMPOSITION**).
- 3) After the written portion of the Doctoral Comprehensive Examination is evaluated by the Advisory Committee, Part I on the **DOCTORAL EXAM REPORT** must be signed by the major advisor and submitted to the MASC Student Services Manager.
- 4) After the oral portion of the Doctoral Comprehensive Examination is evaluated by the Advisory Committee, Part II on the **DOCTORAL EXAM REPORT** must be signed by the major advisor and submitted to the MASC Student Services Manager.
- 5) After the Final Oral Examination (Ph.D. dissertation defense) is completed, Part III on the **DOCTORAL EXAM REPORT** must be signed by the Advisory Committee and submitted to the MASC Student Services Manager.
- 6) 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. This form will be signed by the MASC Department Chair or Director of Graduate Studies.
- 7) **Process to Apply for Graduation.** All graduate students now apply to graduate through ConnectCarolina only. Please access your StudentCenter and select "Apply for Graduation" in ConnectCarolina's Self Service area.

Log into [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.

If you have any questions, please contact the MASC Students Services Manager, the MASC Director of Graduate Studies, or your [enrolled students specialist](#) in The Graduate School.

Complete the online Graduate School Application to Graduate form at [eGraduation Central](#)

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 immediately 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.)

Direct Payroll Deposit Authorization Form – completed when on payroll in order have your paycheck deposited directly into your bank account.

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

All of the forms below may be obtained at the Graduate School's website:

<http://gradschool.unc.edu/academics/resources/forms.html> .

Program Certification of Degree Requirements 	By approving this form, the graduate program is certifying that the student has met all program requirements for degree clearance.
Transfer Credit Recommendation 	To request transfer of academic credit earned at a previous institution, or at this institution before admission to a degree program at the Graduate School.
Request Extension of Time 	To request an extension of time for 1) completion of degree OR 2) removal of IN/AB grade.
Minor Declaration Form 	To request a Minor field of study be recorded on transcript and required coursework posted within student record
Request Leave of Absence 	To request a formal leave of absence.
Request Reinstatement 	To request reinstatement to the Graduate School after having been declared academically ineligible to proceed.

Readmission Application 	To re-enter a graduate program after being away (not enrolled) a regular semester (spring or fall) while still within 5 year (Masters) or 8 year (Doctoral) to complete degree. Must be received in Graduate School by deadlines at bottom of form.
Request to Teach Course Within Academic Program 	To request permission for graduate student to teach a graduate level course within their own academic program.
Waiver of Hours Form 	To request conferral of full-time student status for a specific term when such status not automatically conferred as a result of registration. Must contain departmental information and be submitted once registration is present.
Parental Leave Application Form 	

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.

MASC Graduate Action Group

Within the Marine Sciences Program, there is a Marine Sciences Graduate Action Group (GAG), whose president is elected annually by a majority of the current Marine Sciences

students. The 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. You may want to 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 Violet Anderson (Room 3202 Venable Hall, 962-1270). 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

Violet Anderson in the MASC Front Office (Room 3202 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: ITS Central Help Desk:

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

Within the Department, you may contact Mr. Baskin Cooper: baskin.cooper@unc.edu, (919) 260-5006. His office is Murray Hall 3202J.

Student Health Insurance and Campus Health Services

As a UNC student, you must have health insurance. To learn more about student health insurance options, please visit the [Campus Health Services website](#).

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/>.

Office Space and Keys

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 Mr. Earl Anderson in Room 3202 Venable Hall (or email evanders@email.unc.edu). Please make sure that you have secured keys prior to needing to work at night or on weekends; Venable-Murray Hall is locked between 7 pm and 7 am 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:

**Department of Marine Sciences
Graduate Student Annual Progress Report**

REPORT DATE: _____

Name _____ **Date Entered** _____ **Degree (M.S. or PhD)** _____

Waiver of One or More Core Courses (if applicable) _____

Application for NC in-state residency for tuition purposes (date): _____

Permanent Advisory Committee: Date Established* _____ Major Prof _____

Members _____

Fall & Spring Advisory Committee Meeting Dates _____

Core Courses Completed (Grade of P or better, or waived)**

MASC 503 *Marine Geology* – Semester & Grade: _____

MASC 504 *Biological Oceanography* – Semester & Grade: _____

MASC 505 *Chemical Oceanography* – Semester & Grade: _____

MASC 506 *Physical Oceanography* – Semester & Grade: _____

Seminar Courses Completed**

MASC 705 *How to Give a Seminar* – Semester & Grade: _____

MASC 706 *Student Interdisciplinary Seminar* – Semester & Grade: _____

Thesis or Dissertation Hours Completed (semester and hours)

MASC 993 *Master's Thesis* _____

MASC 994 *Doctoral Dissertation* _____

Advanced Courses – Course Names, Semesters & Grades: _____

Total Cumulative Hours Completed (30 hours minimum for M.S. degree) _____

M.S. Research Seminar – Date & Grade _____

M.S. Written Comprehensive Exam – Date & Grade** _____

M.S. By-Pass – Request Date _____

Ph.D. Comprehensive Exam – Date & Grade _____

Field or Lab Experience – Date & Describe _____

*** Permanent Committee must be formed at the end of the first academic year
** Expected be completed within 24 calendar months after entering MASC**

**Department of Marine Sciences
Graduate Student Annual Progress Report (page 2)**

Semesters of Residence Credit***		
Semester and Year (e.g. Fall-2008)	Credit Hours	Semesters of Residence Credit
Total Semesters of Residence Credit (2 required for M.S., 4 for Ph.D.)		

****Residence credit is determined by how many credit hours you take each semester, as follows:*

- 9+ credit hours = 1 Semester of Residence Credit*
- 6- 8.9 credit hours = 3/4 of a Semester of Residence Credit*
- 3- 5.9 credit hours = 1/2 of a Semester of Residence Credit*
- 0-2.9 credit hours = 1/4 of a Semester of Residence Credit*

COMMENTS BY STUDENT OR MAJOR ADVISOR (including date of comment)