DEPARTMENT OF MARINE SCIENCE

The University of Texas at Austin

GRADUATE STUDENT HANDBOOK

2019-2020

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I. ORGANIZATION AND ADMINISTRATION OF THE GRADUATE PROGRAM

The graduate program at UT Austin is administered through some 70 graduate studies committees (GSC), most of which correspond to a department, but some of which are interdisciplinary. Members of the GSC are assistant professors, associate professors, or professors who are active in the particular graduate degree program. Each GSC elects its own chairman. The GSC recommends admission of students to the program, sets requirements for graduate degrees in that area, recommends students for admission to candidacy for the Ph.D., and in general is responsible for assuring that the high quality of graduate education in its area is maintained.

The Graduate Adviser is a member of the GSC appointed by the Graduate Dean to advise and register all graduate students, maintain records, and represent the Graduate School in most matters relating to graduate students. Questions about degree requirements and academic policies should be directed to the Graduate Adviser.

The GSC chair serves a 3-year term, is elected by the GSC, organizes candidacy exam, and is authorized to approve actions for the GSC.

The Graduate Coordinator keeps the records on all students and ensures that paper documents are processed in a correct and timely manner. Most questions concerning routine procedures should be addressed to the Graduate Coordinator.

The following individuals currently administer the Marine Science graduate program:

Dr. Robert W. Dickey – Chair
Dr. Kenneth H. Dunton - Graduate Adviser
Dr. James W. McClelland – Assistant Graduate Adviser
Dr. Tracy A. Villareal - Graduate Studies Committee Chairman
Mrs. Patricia S. Webb – Administrative Services Officer II
Mrs. Jamey L. Pelfrey – Graduate Program Coordinator II
Mrs. Olivia Gonzalez – Administrative Associate

II. PROGRAM AREAS AND RESEARCH INTERESTS

Research programs are based at the Marine Science Institute at Port Aransas, Texas. Faculty are currently conducting research on basic and applied aspects of the following marine science subdisciplines: fish physiology and ecology, ecosystem dynamics, and biogeochemistry. Students will normally select one of these three subdisciplines as the major area of interest. However, graduate education is highly individual, and students may pursue programs that cut across two or more of these areas.

Members of the Marine Science Graduate Studies Committee and Their Research Interests

Brett J. Baker, Assistant Professor, Port Aransas; Ph.D., University of Michigan, 2013. Resolving the metabolisms of microbes involved in petroleum degradation in the Gulf of Mexico; characterizing the diversity and physiology of microbes involved in the cycling of nutrients, elements and organic matter in the deep sea and sediments; understanding how microbial nutrient cycling in the northern Gulf of Mexico is affected by (hypoxia) the dead zone; development of computer methods for analysis of DNA sequencing data from natural microbial communities. Email: brett_baker@utexas.edu

Edward J. Buskey, Associate Chair/Professor, Port Aransas; Ph.D., University of Rhode Island, 1983. Research Coordinator, Mission-Aransas National Estuarine Research Reserve. Estuarine ecology, environmental monitoring and effects of climate change on plankton communities. Behavior and sensory perception of zooplankton; bioluminescence of marine plankton; predator-prey interactions; role of zooplankton grazers in phytoplankton bloom dynamics. Email: ed.buskey@utexas.edu

Robert W. Dickey, Chair, Port Aransas; Ph.D., Southern Illinois University, 1984. Marine botany/phycology, marine toxins, and bioactive natural products, and seafood safety. Email: robt.dickey@austin.utexas.edu

Kenneth H. Dunton, Professor, Port Aransas; Ph.D., University of Alaska (Fairbanks), 1985. Transport and fate of carbon and nitrogen into estuarine food webs from adjacent watersheds; benthic-pelagic coupling and role of sediment biogeochemical processes; biology of high latitude kelps; use of stable isotopes in the elucidation of trophic structure and carbon flow in aquatic food webs; application of nitrogen isotopes as tracers of anthropogenic-N in estuarine and coastal habitats. Email: ken.dunton@utexas.edu

Deana L. Erdner, Associate Professor, Port Aransas; Ph.D., Massachusetts Institute of Technology/Woods Hole Oceanographic Institution, 1997. Harmful algae; marine dinoflagellates; physiology, biochemistry and genetics of nutrient stress; population biology; molecular methods for cell identification and enumeration. Email: derdner@utexas.edu

Brad E. Erisman, Assistant Professor, Port Aransas; Ph.D., Scripps Institution of Oceanography, University of California San Diego, 2008. Fisheries ecologist with specific interests in reproductive biology, behavioral ecology, population dynamics, fisheries management, and conservation biology. Email: berisman@utexas.edu

Andrew J. Esbaugh, Associate Professor, Port Aransas; Ph.D., Queen's University, 2005. Environmental physiology; respiratory gas exchange; acid-base and osmoregulatory balance; the evolution of physiological systems; aquatic toxicology. Email: a.esbaugh@austin.utexas.edu

Lee A. Fuiman, Professor, Port Aransas; Ph.D., University of Michigan, 1983. Behavioral, sensory, and developmental ecology of aquatic animals; development of fish larvae. Email: lee.fuiman@utexas.edu

Amber K. Hardison, Assistant Professor, Port Aransas; Ph.D., Virginia Institute of Marine Science, College of William & Mary, 2010. Carbon (C) and nitrogen (N) cycling in estuarine and marine sediments; the role of autotrophic and heterotrophic sediment microbes in processing C and N, including benthic microalgae and anammox and denitrifying bacteria; lipid geochemistry; stable isotope geochemistry; characterization of organic matter; analytical techniques including gas chromatography (GC), mass spectrometry (MS). Email: amber.hardison@utexas.edu

Zhanfei Liu, Associate Professor, Port Aransas; Ph.D., Stony Brook University, 2006. Behavior and distribution of biogenic organic compounds including biomarkers in the ocean; biogeochemistry of marine particles including plankton matter and sinking particles; sorption and degradation of biogenic and anthropogenic compounds in sediment and soil; advanced analytical techniques including HPLC, GC-MS, FTICR-MS and NMR. Email: zhanfei.liu@utexas.edu

James W. McClelland, Professor, Port Aransas; Ph.D., Boston University, 1998. Effects of human activity on water, carbon, and nutrient fluxes from land to sea; responses of estuarine and coastal food webs to changes in land-derived resources; use of stable isotopes and other natural tracers to follow water and water-borne constituents across the land-sea interface. Email: jimm@utexas.edu

Peter Thomas, Professor, Port Aransas; Ph.D., University of Leicester (England), 1977. Environmental and neuroendocrine control of reproduction, molecular mechanisms of steroid hormone action, cloning and characterization of steroid nuclear and membrane receptors, gonadal and gamete physiology, applications of endocrinology in fish culture; environmental and reproductive toxicology of marine fishes, especially mechanisms of endocrine disruption and molecular biomarkers of reproductive impairment in fish populations exposed to pollutants and hypoxia. Email: peter.thomas@utexas.edu

Tracy A. Villareal, Professor, Port Aransas; Ph.D., University of Rhode Island, 1989., biological oceanography focusing on oceanic phytoplankton. Email: tracyv@austin.utexas.edu

Lauren A. Yeager, Assistant Professor, Port Aransas; Ph.D., Florida International University, 2013. Ecologist whose research focuses on understanding how global change is altering patterns in marine biodiversity, and what these altered patterns mean for associated ecosystem functions and services. Email: lyeager@utexas.edu

III. DEGREE REQUIREMENTS AND PROCEDURES

General Information

All graduate students are identified by their UTEID instead of social security number. The UTEID is assigned when you apply to graduate school. If you have questions concerning your UTEID, please access *https://idmanager.its.utexas.edu/eid_self_help/* and select *Prospective Students.* Once you have claimed your UTEID, you will be permitted to access a variety of online services, open supplemental accounts, and initiate and conduct certain transactions online using your personal UTEID and Password.

Scientific Integrity, Ethics and Misconduct
Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from The University. Since such dishonesty harm the individual, all students, and the integrity of The University, policies on scholastic dishonesty will be strictly enforced.

(1) "Academic Integrity" is authored by the Student Judicial Services of the Office of the Dean of Students and is available at *http://deanofstudents.utexas.edu/sjs/acint_student.php*. It discusses misconduct involving improper use of words, ideas and work of others; this includes for example, plagiarism and unauthorized collaboration.
(2) "Copyrights, copyright registration and permission letters" is available from the Student Services Division of the Graduate Studies Office (MAI 101). It discusses some thorny issues pertaining to copyrighting a thesis.
(3) The Office of the Vice President and Dean of Graduate Studies offers various courses in ethics during new graduate student orientation in late August. The Audio-Visual Library at UGL has videotapes of these lectures.
(4) The Office of the Vice President for Research has information on integrity and misconduct in scientific research.
(5) University of Texas Nondiscrimination policy and related issues can be found at *http://catalog.utexas.edu/general-information/appendices/appendix-i/*.

The University of Texas at Austin is committed to the highest standards of ethics and compliance with applicable laws, policies and regulations. Ethical conduct and compliance are personal responsibilities, and each person should be accountable for his and her conduct and decision-making. All graduate students should review requirements for training and approvals that must be completed based on their research or their *employment* at the university. Information about Ethics Training can be found at: *https://gradschool.utexas.edu/academics/research/ethics-training*.

The University of Texas Marine Science Institute
Guidelines for Ethical Research Conduct

The University Student Honor Code:

"As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity."

The university Code of Conduct is applicable to all members of The University of Texas community:

"The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community."

Purpose

We recognize that the freedom we are given to perform research by the University and the State of Texas carries with it the responsibility to ensure that research is conducted with an honest search for the truth and with the highest possible ethical standards. We understand that fulfilling our responsibilities rests on both individual and collective endeavors to assure the highest standards of academic integrity, professional courtesy, and individual accountability. This statement has been adopted in order to establish guidelines by which we will conduct ourselves and our research.

Applicability

The actions of all members of the faculty, staff, and student body of the University of Texas Marine Science Institute (hereinafter called the Institute) shall be guided by this statement. Individuals are responsible for knowing and following the ethical guidelines set forth by the University as well as the guidelines of the Institute addressed in this document.

Responsibility and Accountability in Research Conduct

1. The Institute is committed to promoting a respectful working environment for its members. Such an environment provides equal opportunity for individuals and is free of any unlawful discrimination or harassment based on ethnicity, religion, age, disability, citizenship, veteran status, gender, or sexual orientation as defined by the UT Handbook of Operating Procedures. The Institute is also committed to promoting an academic and work environment free of any verbal or physical abuse of power by an advisor, mentor, or superior with higher authority.
2. The integrity of the Institute rests on the shoulders of each of us, and lapses in academic integrity cannot be tolerated. While honest error and differences of opinion can occur, we must strive to avoid the appearance of misconduct such as fabrication or falsification of data, plagiarism, or academic dishonesty. We should always try our best to allocate proper credit where credit is due.
3. The strength of the Institute lies in our multidisciplinary nature and the ease of collaboration among individuals. We must always be conscious, however, that collaboration is a team effort which is expected that all collaborators understand the: (a) expectations, goals, outcomes, or products; (b) estimation of an initial time frame, expected contributions, and allocation of responsibilities; (c) criteria by which authorship and credit will be assigned, legal obligations of each party, intellectual property requirements, and regulatory compliance; and (d) accountability to research institutions, funding agencies, the profession, and the public.
4. The foundation of teamwork is trust and we strive to build the best team possible at the Institute. Accordingly, individuals are responsible for avoiding real or apparent potential biases, which may occur due to prior or existing personal or professional relationships. Individuals within the Institute should strive to avoid real or perceived conflicts of interest through open and honest communication of personal, financial, and professional interests, or

relationships that may compromise objective and reliable fulfillment of duties. Should a conflict of interest be identified, this individual or group should abstain from participating in relevant activities.

5. Publication of scientific literature is one of the major goals of any scientific endeavor and we believe that authorship should never be considered a reward or a benefit. In order to be considered as an author on a professional manuscript or research report, an individual must accept responsibility for the accuracy and merit of the work being published and have had a role in both of the following areas: (a) conception of the hypothesis being tested, design of the experimental methods, and/or analysis of collected data; and (b) preparation of the manuscript and/or final approval before submission. Individuals who are unwilling to accept this responsibility and those who have merely assisted financially, with lab space, occasional analysis, or sample materials should be acknowledged in the text but may not necessarily be listed as authors.
6. As members of the scientific community, we are often asked to review manuscripts for publication. We recognize that peer review is the primary process by which scientists ensure the quality, integrity, originality and ethical standards of research published in a journal or a grant proposal. We accept the responsibility for unbiased, in-depth evaluation of the research.
7. Some research performed at the Institute may involve tissues, live animals, or people and we must treat these subjects with the highest possible ethical standards. Researchers should carefully evaluate the potential impact or benefit to be derived from the research project and the amount of pain to be inflicted on any experimental subjects to avoid undue pain and distress. Researchers should strive to utilize non-sentient materials whenever possible. We must always remember that the interests of science or society should never take priority over the welfare of any human subject.
8. We believe that any member of the Institute who has witnessed any form of misconduct has an ethical obligation to act. Individuals witnessing any form of misconduct should first be reasonably certain that some form of misconduct has taken place and then report the act to a superior. Reporting misconduct allows the Institute to address potential problems and to redress wrongs. Because we firmly believe that the only way to fix a problem is to first identify it, we support all state and federal laws designed to protect whistle-blowers from harassment, discharge, suspension and other actions as a result of reporting misconduct.
9. Due to the nature of our work, we often collect samples and data from field sites around the world. It is the responsibility of each individual to maintain the integrity of the environment during field research and data collection by obtaining appropriate permits and by limiting impact required to complete the research. Waste and hazardous materials will be handled according to the rules of UT Environmental Health and Safety.
10. Finally, as members of the Institute, it is our responsibility to provide service to the community by clarifying conclusions of research relevant to the Gulf of Mexico and beyond. No member of the Institute should claim a level of competency that they do not possess and should distinguish between fact and opinion when engaging in scientific discourse with the public.

Degrees Offered
The two degrees offered through the Marine Science graduate program are the M.S. and the Ph.D. The M.S. must be with a thesis and based on original research. It is not necessary to obtain an M.S. before starting the Ph.D.

Location
Graduate students take part of their course work in Austin, including supporting work in related natural science areas, and the remainder of their course work in Port Aransas. The student's research is conducted in Port Aransas. Students with prior graduate coursework can petition to have some of this coursework apply to the Ph.D. requirements.

Special Requirements for Foreign Students
Each new international student will have a "J" bar on their registration and will not be allowed to register until they have had an English screening. The screenings will take place before registration and will be handled by the International Office, English as a Second Language Services office. These students must check in with the International Office before registration. At that time, they will be given a letter explaining screening details, dates, times and location. Copies of the Recommendation Report will be given to the student and faxed to the departmental office. The "J" bar will be cleared by noon of the following day.

The State of Texas requires that all public universities in Texas provide a program to ensure that courses are taught clearly in English. In order to comply, UT Austin conducts English Certification for TAs and AIs whose first language is not English and who will hold positions with student contact. The English Certification process includes an Oral English Proficiency Assessment and an ITA Communication Workshop. In addition, some individuals may be required to take an ITA course. Your supervising professor may have additional English requirements.

The following contains detailed information and instructions on each of the steps in the English Certification process. In order to be certified for an ITA/IAI appointment with student contact, you must complete all the required components of English Certification.

If you have any questions or require additional information, please contact the ITA Program by telephone at (512) 471-2482.

Step 1. The Graduate Adviser or Graduate Coordinator of the employing department will need to register you on the ITA program web site. You must be registered in order to begin the certification process.

Step 2. If your native language is not English, you will need to schedule an appointment to take the **Oral English Proficiency Assessment**.

- Foreign language TAs are exempt from the English Proficiency Assessment; however, foreign language AIs are not exempt and must thus take the Assessment.

- All Assessments are conducted by the Texas Intensive English Program (TIEP). Detailed information about making appointments is available at their website, *http://tiec.org/tiep/ita.htm* (email: *mailto:ita.test@tiec.org*, phone: (512) 477-9283, extension 145).

Step 3. If your score on the Assessment is 230 or higher, you will need to complete the ITA Workshop, which is offered online. *Note: You do not have to complete the Workshop in the same semester as the Assessment, but you must take the Assessment before you can complete the Workshop.

Step 4. If you have *conditionally* passed the Assessment (with a score of **230-245**) and if you will be appointed to a position with student contact, you must be enrolled in the **ITA course** during the semester of your appointment.

Step 5. If you did not pass your initial Assessment, you may schedule an appointment to take an additional Assessment the following semester. Students may take the Assessment only **once per semester** and are limited to **three** attempts per year, with a maximum of **five** total Assessments. In order to receive unconditional English Certification as a TA or AI with student contact, you need to obtain a score of 250 or higher on the Assessment and complete the ITA Workshop. Note that, after the initial Assessment, the **student** must pay for all additional Assessments. You will also be charged the Assessment fee if you schedule an appointment but do not show up.

Graduate Student Orientation
Incoming students are provided a variety of online videos for orientation and information. This training is constantly changing and will be provided to each incoming class. Information about Graduate Student Orientation can be found here: *https://gradschool.utexas.edu/content/orientation-presentations*.

If a student wants to see what activities and deadlines are available, they can go to *Key Dates* or *Upcoming Events*(at the bottom of page).

Request for Refund of General Property Deposit
Every student enrolling for the first time at The University of Texas at Austin is required to pay a $10.00 General Property Deposit. This deposit is eligible for refund, upon request, when the student leaves The University with no intention to return, provided the student has no currently due or past due outstanding balances. Any deposit not claimed after four years from the date of last attendance will be applied toward the Student Property Deposit Scholarship Fund, as allowed by the Texas Education Code, Section 54.5021(a).

Refunds will be directly deposited into the student's bank account if that information has been previously provided to The University. Otherwise, they will be mailed to the local address on the student's record at the time the refund is granted. If there are any currently due or past due balances, the deposit will be applied to those amounts first, and any remaining funds will be distributed to the student. It is important to keep all addresses updated in your student record, regardless of whether you are currently attending school. Your UT EID and password do not expire. Directory Information updates can be made at *http://registrar.utexas.edu/services/* Please call Student Accounts Receivable

at (512) 475-7777 if you have any questions about the General Property Deposit or how to complete this form. Return the completed form to Student Accounts Receivable via e-mail at *tuition@austin.utexas.edu*

To request your refund, complete a General Property Deposit form found online at: *https://utexas.app.box.com/v/gen-property-deposit-refund*

Master of Science

The purpose of the master's program is to prepare students for careers in government, industry, and as research assistants. The Master's is not a terminal degree, and students who want careers in teaching and research can prepare for a Ph.D. at a later time.

The exact number of hours in the major area and in supporting work is determined in consultation with the graduate adviser. The Graduate Studies Committee must then review and approve the Program of Work, made up of the proposed courses in the major area and in supporting work.

The M.S. degree requires at least 30 semester hours of acceptable course work in marine science and related natural science disciplines, which includes original research and practical experience as a Teaching Assistant. The Graduate School requires 18 to 24 hours in the major, including 6 thesis hours. A *Proposed Program of Work* (Appendix B) (due October 15) will include all Marine Science and supporting course work and will ensure that you meet all requirements for graduation. Under normal circumstances the M.S. degree should be completed within three years. Students are expected to attend departmental seminars whenever possible. Each student will have an annual meeting with their major professor and advisory committee (called readers in the Graduate Catalog) in each full academic year they are present in Port Aransas. A committee evaluation of making/not making adequate progress along with a progress statement shall be submitted to the Graduate Advisor with a copy placed in the student's file by May. 15 of that academic year.

Course Requirements

1. The three core courses (12 hours): Marine Ecosystem Dynamics (MNS 481C), Marine Biogeochemistry (MNS 482C), Adaptations to the Marine Environment (MNS 483C). Students are expected to pass each core course with a grade of B- or better. Students can retake the course to improve their grade. Only one retake is permitted.
2. A minimum of 6 hours of advanced graduate courses in Marine Science. Students must achieve a grade of "B-" or better in each course. Undergraduate MNS courses offered with a graduate section may be used to fulfill this requirement. Courses taken at another University may be used to fulfill this requirement if they have not been used for another degree.
3. A minimum of two (6 hours) in a supporting natural science or subjects outside of Marine Science.
4. Take MNS 191 twice.
5. Fundamentals for Teaching Assistants (GRS 097) or Introduction to Evidence Based Teaching (NSC 088L). Does not count toward the 30-hour course requirement. Note the NSC 088L is the first of a three-seminar requirement leading to a Concentration in Teaching and Mentoring.
6. Thesis research (MNS 698 A and B) will count for 6 hours of the total program.

7. Research in Marine Science courses (MNS 180, 380, 680) will not normally count toward the 30-hour course requirement.
8. The GPA for each semester must meet the Graduate School requirement of 3.0.

Other Considerations

1. The *Proposed Program of Work* (Appendix B) must be submitted to the Graduate Coordinator in the first semester by 15 October. To include a course in the Program of Work for a graduate degree, a graduate student must earn a grade of at least *C (as per graduate school requirements)*
2. Approval of the Graduate Adviser is required prior to registration for a Credit/No Credit course. No more than three hours of Credit/No Credit courses can be counted. The Credit/No Credit option is strongly discouraged. Approval will not be granted for Marine Science courses.
3. Six hours of upper-division undergraduate courses may be counted toward the supporting course work. Undergraduate courses in Marine Science will not be counted; however, graduate sections of MNS undergraduate classes will be acceptable. Students may petition the major professor, the Graduate Advisor and the GSC Chair to accept non-UT courses for their supporting course work.
4. No course counted toward another degree may be counted towards a master's degree in Marine Science.
5. Annual reviews are required for all students. Please consult the sections on academic requirements. Submit written documentation of the meeting to the Graduate Advisor and the Graduate Coordinator by May 15 of that year.
6. The research proposal approved by the thesis committee must be provided to the Graduate Coordinator and will become a permanent part of the student's record.
7. Present a seminar based on your thesis research before graduation.
8. Submit a copy of the final thesis to the Marine Science Library.
9. All requirements for a master's degree must be completed within one six-year period.
10. Only MNS graduate credit can be used to satisfy the advanced MNS course options.
11. There are several very important deadlines in the final semester or term. The student should be familiar with them and adhere to them rigidly.

Teaching Requirement

All graduate students who are working toward an M.S. are required to teach a minimum of 20 hours a week for one semester. Foreign students should consult section "*Special Requirements for Foreign Students*." Foreign students must have passed the English oral and writing exams to receive a teaching assistantship.

Selecting a Supervising Professor, Proposed Program of Work and Advisory Committee

Most students will have selected an area of research specialization and a Supervising Professor prior to admission to the program. At the beginning of the first semester in residence at The University of Texas, a student who has not yet selected a Supervising Professor should select a faculty member who is also a member of the Marine Science GSC to serve as Supervising Professor and chairman of the thesis committee. The student should consult with the Graduate Adviser before approaching a non-GSC member to serve as co-supervisor. On rare occasions, when a student does not want to select a research program area and Supervising Professor at the beginning of the first semester, the Graduate Adviser will assign the student a temporary Supervising Professor.

By October 15 in the first semester, the student should prepare, after consultation with his/her Supervising Professor and the Graduate Adviser, a *Proposed Program of Work* (Appendix B) and submit it to the Graduate Coordinator. The proposed program lists all courses to be counted toward the M.S. and all other academic work. Adhering to the *Proposed Program of Work* ensures that a student will meet all requirements for graduation. Once approved by the Graduate Adviser, the student and graduate adviser will sign it and a copy will be given to the student and the original placed in the student's file. Changes to the Program of Work must be agreed upon by the Supervising Professor and the Graduate Adviser. An Individual Development Plan (IDP) must be initiated at the same time as the *Proposed Program of Work*. Ideally, the IDP should be started prior to enrollment in fall courses so that the student can take full advantage of offerings in Austin. The Graduate Coordinator and Graduate Advisor must be notified by email that the IDP is in place. A copy is not required to be submitted for the student's permanent record.

A Master's Advisory Committee must be formed before the end of the student's second long semester (Spring). The committee consists of three members: the supervising professor and two other faculty members in appropriate fields. Membership of the committee should be discussed with the Supervising Professor and Graduate Adviser. Formation and composition of the Advisory Committee shall be documented in writing to the GSC chair and Graduate Coordinator by the end of the second long session at the University. Committee meetings should be scheduled each year (see other considerations #5, above). The function of the committee is to approve the thesis and recommend to the Dean that the M.S. be awarded. The student must present a seminar based on their thesis research before graduation.

Registration for Thesis

The student must register for the thesis course; 698A and 698B. A student must first register for the A course for one semester upon their arrival in Port Aransas and then for the B course every semester until the degree is completed. Registration for an A course and a B course in the same semester is not permitted; the courses must be taken over at least two semesters. Registration for thesis course applies toward the 9-hour requirement for teaching assistants, assistant instructors, or fellowship holders. 698A and 698B only count as 3 hours during a semester. A student must be registered for 698B in the semester they apply to graduate.

Review of the Thesis Proposal

The Advisory Committee should be engaged early in the proposal development through annual meetings at the minimum in order to insure a smooth completion of the thesis. They are under no obligation to sign the thesis if provided with inadequate time to review or if it is unacceptable in their judgement. The proposal should include a short review of the literature, a description of the goals, hypotheses to be tested, procedures, and methods to be used to analyze the results. Typically, the proposal is no longer than ten double-pages. Consult with your Supervising Professor regarding the most appropriate presentation format. A copy will also be provided to the Graduate Coordinator for the student's file. When the thesis proposal has been accepted by the committee, the Major Professor will notify the Graduate Coordinator. Approval of the proposal should occur no later than the end of the third long semester in residence and at least one semester prior to graduation. In addition, the student should distribute a final detailed proposal for the thesis research to the Advisory Committee

a**t least two weeks (10 business days) prior to meeting with the committee for the final thesis review**

Certification of Academic Credentials
The Program of Work (list of courses taken toward the M.S.) is submitted to the graduate school by the Graduate Advisor and Graduate Coordinator when student applies to graduate.

The Program of Work must:

- Meet all requirements established by the Graduate Studies Committee and the Graduate School;
- Include only courses taken within the past six years; and
- Include coursework sufficient in academic breadth/depth.

When writing a thesis, you are required to be registered for 698B in the semester in which you graduate. Once the Application for Graduation is submitted, you will be required to successfully complete your degree requirements, or you will be required to re-register and submit a new Application for Graduation.

Master's Students Who Are Submitting a Thesis
In consultation with your Committee Supervisor(s), you are responsible for the following:

- Choice of at least two people who have agreed in advance to serve on your thesis Advisory committee. Please note that they should play an active role in development of your proposal. This committee will also be conducting the required annual evaluation starting the second year.
- Selection of a supervisor or co-supervisors. Your supervisor (also called 'first reader') must be from your department and a member of the Graduate Studies committee.
- Delivery to *Graduate School Degree Evaluators* of a curriculum vita for any committee member who is not a member of the Graduate Studies Committee. Curriculum vitae may be delivered to the Graduate School Degree Evaluators in person in Main Building 101; via campus mail at Mail Code G0400; or via fax at 512-475-8851. To expedite processing, please include your UT EID with all vitae submissions.
- Delivery to *Graduate School Degree Evaluators* of a curriculum vita and a ***letter stating the nominee's willingness to serve at no expense to the University*** (.pdf) is required when an off-campus committee member is recommended for your committee by the Graduate Adviser. Curriculum vitae and no-expense letters may be delivered to the Graduate School Degree Evaluators in person in Main Building 101; via campus mail at Mail Code G0400; or via fax at 512-475-8851. To expedite processing, please include your UT EID with all vitae and no-expense letter submissions.

Changes to the Committee Membership require special approval, so you should be certain the membership is complete and correct before initiating the application. Questions should be directed to the Graduate Coordinator, Graduate Advisor, or GSC Chair.

Changing from the M.S. Program to the Ph.D. Program

The Supervising Professor must contact the Chair of the Graduate Studies Committee to inform the chair of the student's wishes. The student should submit a letter to the GSC faculty addressing their) reasons for requesting the change and summarizing their research progress. The Supervising Professor will also submit a letter of support for the student, summarizing the student's strengths, progress and accomplishments, along with the professor's recommendation for action. The chair of the GSC will arrange to have a file available for faculty members to review which will include these letters, the student's transcripts and GRE scores, and other information that might support the student's application. The student's request will be considered by the Graduate Studies Committee, once the completed file has been available to faculty for at least one week (5 working days). The GSC faculty will discuss the qualifications of the student and vote on the student's request.

Doctor of Philosophy

The purpose of the Ph.D. program is to train people for a career in research. Demonstration that the purpose has been achieved is by submission of a dissertation, which should be a major contribution to knowledge, indicating not only that the individual has a mature knowledge of the particular field but also that the individual can design and execute original studies. Under normal circumstances the Ph.D. degree should be completed within 6 years. The student must give a copy of the approved thesis to the Marine Science Library and present a seminar based on the research before graduation.

The Graduate School has two formal course requirements for the Ph.D.: 1) a minimum of 30 hours of advanced course work is required including dissertation hours and 2) no more than 6 hours of course work may be transferred from other institutions without special permission by the Graduate Studies Committee and the Graduate School. The Department of Marine Science has several additional requirements, which include acceptable graduate work in Marine Science and related science disciplines, original research, and practical experience as a Teaching Assistant. Students are also expected to attend departmental seminars while in residence in Port Aransas.

Course Requirements

1. The three core courses (12 hours): Marine Ecosystem Dynamics (MNS 481C), Marine Biogeochemistry (MNS 482C), Adaptations to the Marine Environment (MNS 483C) with a grade of at least a "B-" in each one. Only one retake is permitted.
2. A minimum of 6 hours in advanced graduate courses in Marine Science. Students must achieve a grade of "B-" or better in each course. Undergraduate MNS courses offered with a graduate section may be used to fulfill this requirement.
3. A minimum of two (6 hours) in a supporting natural science or subjects outside of Marine Science. Courses taken at another university may be used to fulfill this requirement.
4. Take MNS 191 twice.
5. Take Fundamentals for Teaching Assistants (GRS 097) or Introduction to Evidence Based Teaching (NSC 088L). These hours do not count toward the 30-hour course requirement. Note the NSC 088L is the first of a three-seminar requirement leading to a Concentration in Teaching and Mentoring.
6. Dissertation research (MNS *x*99W) will count for 6 hours of the total program.

7. Additional course requirements will depend on the student's educational background and performance in graduate school and will be recommended by the GSC, Supervising Professor or examination committee, and subject to approval by the Graduate Adviser.
8. The GPA for each semester must meet the Graduate School requirement of 3.0.

Other Considerations

1. A Proposed Program of Work (Appendix B) should be complete by October 15 in the 1st long semester (see below). To include a course in the Program of Work for a graduate degree, a graduate student must earn a grade of at least *C (as per graduate school requirements)*
2. Approval of the Graduate Adviser is required prior to registration for a Credit/No Credit course. No more than three hours of Credit/No Credit courses can be counted. The Credit/No Credit option is strongly discouraged. Approval will not be granted for Marine Science courses.
3. Six hours of upper-division undergraduate courses may be taken to provide supporting knowledge. Undergraduate courses in Marine Science will not be counted; however, graduate sections of undergraduate classes are acceptable. External classes may be approved for use; however, students must consult the Graduate Advisor prior to taking the class.
4. Petitions to accept graduate courses from another University for credit in the Ph.D. Program of Work must be made by the student's Major Professor to the Graduate Advisor. The petition must be approved by the Graduate Advisor and Graduate Studies Committee Chair. All coursework must be completed within 6 years of admission to candidacy. Both Dept. of Marine Science core course and advanced courses taken at UT for a M.S. degree can be counted towards the Ph.D.
5. Starting in year 2, the student shall schedule a committee meeting to review dissertation research each academic year and submit a report to the Graduate Adviser signed by the entire committee by May 15.
6. The student shall present a seminar (the Defense) based on the dissertation research before graduation.

Teaching Requirement

All graduate students who are working toward a Ph.D. are required to teach a minimum of 1/2 time (20 hours a week) for one semester. Foreign students should consult section "*Special Requirements for Foreign Students*." Foreign students must have passed the English oral and writing exams to receive a teaching assistantship.

Selecting a Supervising Professor and Submitting a Proposed Program of Work

Most students will have selected an area of research specialization and a Supervising Professor prior to admission to the graduate program. Students who have not selected a Supervising Professor should meet with individual faculty in their program area at the beginning of the first semester of residence to discuss research interests. By October 15 in the first semester, every student should have identified a faculty member who is willing to supervise research for the dissertation. The Supervising Professor and Graduate Adviser will advise the student in planning a "*Proposed Program of Work,"* which is a list of the courses taken and proposed that are to be counted toward the Ph.D.

Once approved by the Graduate Adviser, the student and graduate adviser will sign the document and a copy will be given to the student and the original placed in the student's file. Changes to the Program of Work must be agreed upon by the Supervising Professor and the Graduate Adviser. A student must

make these arrangements before the beginning of the second semester. In order to make appropriate progress toward completion of the Ph.D., it is imperative that the student initiate research as soon as possible, not later than the end of the first year. This should not discourage students from changing directions later. Rather, it is often only after a student has become actively involved in research that interests become well defined.

Selecting a Temporary Advisory Committee

A Temporary Advisory Committee shall be formed by the end of the student's second long semester. The committee consists of four members - the Supervising Professor and three additional faculty members in appropriate fields. One of these members may be from outside the Department, but must hold a Ph.D. in order to serve on the Oral Examination Committee (see below). The student must propose faculty to be members of the Temporary Advisory Committee in consultation with the Supervising Professor and with the approval of the Graduate Adviser. Students should then contact faculty members and obtain written consent to serve on the Temporary Advisory Committee. The role of the committee is to provide general guidance, help in formulating a thesis proposal, and advice on preliminary research until the dissertation committee is formed. It also serves as the Oral Examination Committee during the candidacy exams. Starting in year 2, an annual meeting with this committee (or the dissertation committee after formation) is required for any year (including the summer) where a portion is spent in residence at Port Aransas. Written documentation of this meeting must be submitted to the Graduate Advisor and Graduate Coordinator by May 15 of each year. Failure to have this meeting can result in a decision of "failure to make adequate progress" and trigger GSC review of the student's progress. This can also result in delays in GRA or TA appointments.

Ordinarily, the Supervising Professor must be a member of the GSC. However, a person who is academically qualified, but not a member of the MNS GSC, may be appointed to co-chair the dissertation committee and act as the research supervisor. Students who are considering that possibility should consult with the Graduate Adviser.

Procedures for Admission to Candidacy for the Ph.D.

Students should apply for admission to candidacy after passing each of the three core courses with a grade of B- or better. Candidacy exams are given in the first weeks of the fall semester with the expectation that the candidacy exam should be taken no later than the 5th long session semester after admission to UT. Students planning on taking the candidacy exams should notify the Graduate Studies Committee Chair in the spring semester to insure time to organize the examination committees. Recommendation for admission to candidacy by the Graduate Studies Committee is based on successfully taking the written and oral candidacy exams. The Chair of the Graduate Studies Committee will arrange for examining committees. Students should keep the Graduate Adviser and Chair of the GSC advised as to their progress toward taking the exams.

The Candidacy Examination

The Candidacy Examination is a significant step in the progression towards earning a Ph.D. It is a test of both general and specific knowledge as well as an evaluation of critical thinking skills appropriate for a Ph.D. The examination will determine if the student has adequate scholarly preparation in the marine sciences and an ability to integrate knowledge across disciplines. In the Department of Marine Science (DMS), the examination consists of two parts. There is a written examination taken over 2 days and an oral examination. Recommendation for admission to

candidacy by the DMS Graduate Studies Committee (GSC) is based on passing both the written and oral candidacy examinations. Students should apply for admission to candidacy after passing each of the three core courses with a grade of B- or better. The candidacy exam must be taken within 2 years of completion of all core courses.

Each student will have a Written Examination Committee consisting of three GSC members chosen by the GSC Chair plus the student's Supervising Professor. The written exam will be administered on two successive days. The three GSC members will create an exam that all students take the first day. Each day the student will have 8 hours to complete the exam, although it is intended to take only 4 hours on each day. The questions will cover the field of marine science and will be integrative across the disciplines. The core courses are a foundation, but the scope of the questions may be much broader and will require substantive additional study by the candidate. The student's Supervising Professor will develop the exam for the second day. The Supervising Professor has considerable latitude in this written examination and the student is encouraged to discuss the scope of the examination with the student's Supervising Professor. While a full 8-hour day is allocated for this exam, it is expected that the test will only take 4 hours.

The first day's examination will be graded by the three GSC members who created the examination. The student's name will be redacted from the text and the committee will have no knowledge of whose exam it is while evaluating it. The Supervising Professor will assess performance on the second day's exam. All four members of the Written Examination Committee will determine the final grade on the written exam and determine if the student may take the oral examination. The grade may be one of the following:

(1) advancing to the oral exam with no conditions;
(2) advancing to the oral exam with specific conditions, such as additional course work;
(3) re-examination at a later date;
(4) termination from the pre-doctoral program with approval to pursue a master's degree; or
(5) dismissal from the graduate program.

No condition can be imposed where failing to pass the oral exam results in a retroactive failure of the written exam. If a Conditional Pass is granted, the Written Examination Committee must identify the time frame for completion of the requirements and whether or not they must be fulfilled before the student may take the oral exam.

Results will be reported to the GSC Chair using the document "Written Examination Candidacy Certification" (Appendix C in this handbook). A student may be allowed two attempts to pass the written examination. If a retake is required, the student must retake the entire written examination in the next annual examination period. Any student who is unsuccessful after two attempts will not be permitted to advance to candidacy.

After receiving notice from the Written Examination Committee that the student has passed the exam or fulfilled the requirements imposed by the Written Examination Committee, the GSC Chair will request the student to schedule the oral examination. The oral examination must be taken within six weeks of this notice. The Supervising Professor may request an extension from the Graduate Adviser and GSC Chair.

The Oral Examination Committee will consist of all members of a student's Temporary Advisory Committee that hold a Ph.D. The Chair of the Oral Examination Committee will be appointed by the GSC Chair and will be responsible for leading the examination. Should the Committee have less than four members, the GSC, in consultation with the Graduate Adviser and Supervising Professor, will appoint additional examiners to bring the number of examiners up to four. Any GSC member from the Department of Marine Science is allowed to attend and ask questions. However, only members of the Oral Examination Committee may vote on the outcome of the examination.

In general, the format of the oral exam is that following a brief (15 minute) presentation on the proposed work, each member will ask a series of questions, then pass the questioning on to the next member. This continues until all members of the committee are satisfied that they have examined the student adequately, generally two hours or more. Two weeks prior to the exam (10 business days), the student will provide the Oral Examination Committee a 10-15-page dissertation research proposal which includes a review of relevant literature, a statement of the purpose of the research, questions or hypothesis to be tested, experimental approach, and an expected approach to analysis of results. The oral exam is designed to allow the student to demonstrate that he/she can conceive, design and interpret a research project suitable for a Ph.D. dissertation. The student should expect to be questioned in considerable depth on the topic of the proposed research as well as on the relationship of the research topic to related aspects of marine science. However, the questioning may venture into any area deemed appropriate by the examiner.

After the oral exam, the Oral Examination Committee will report the results to the GSC Chair using the document "Oral Candidacy Exam Certification" (Appendix D in this handbook). The exam results must be one of the following:

(1) admission to candidacy with no conditions;
(2) admission to candidacy with specific conditions, such as additional course work. Any conditions must have a timeline for completion;
(3) re-examination at a later date;
(4) termination from the pre-doctoral program with approval to pursue a master's degree; or
(5) dismissal from the graduate program.

If option (1) or (2) is approved, the student should proceed to work with the Graduate Adviser to propose a Dissertation Committee and seek approval of a dissertation proposal. If re-examination is permitted, the Certification document must specify the timeframe for the subsequent examination. A student may be permitted two attempts to pass. Any student who is unsuccessful after two attempts will not be permitted to advance to candidacy.

Selecting a Dissertation Committee and Approval of Dissertation Proposal.
After the candidacy exam is passed, the official Dissertation Committee will be formed. This can include members from the Temporary Advisory Committee, but changes can be made at this point. A student must propose faculty to be members of a dissertation committee in consultation with the Supervising Professor and with the approval of the Graduate Adviser. It should consist of four faculty members with at least three members from the Marine Science Department Graduate

Studies Committee, including the supervisor, and one member from outside the Department. The Supervising Professor chairs the committee. The outside member should have sufficient knowledge of the student's content area to provide an evaluation of the student's mastery of the subject. The student should ascertain that all the proposed members of the committee are willing to serve in that role. A committee meeting to review the dissertation research shall be scheduled each fall (see other considerations #5, above).

Advancing to Doctoral Candidacy

Students ready to apply for doctoral candidacy should consult with your department regarding policies related to your program of work and to ensure you've completed any steps that must be taken prior to candidacy. More information about Advancing to Doctoral Candidacy can be found on the Graduate School website at *https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy*.

Forming the Dissertation Committee

The dissertation committee has the responsibility for general supervision of the student's research and ultimately certifying to the Graduate Dean that an acceptable dissertation has been submitted and that all degree requirements are completed. Although the Supervising Professor provides day-to-day guidance to the student, all members of the committee are available for consultation, and the student should feel free to ask for advice. The dissertation committee also has general responsibility for monitoring the student's progress.

All doctoral students, in consultation with the committee supervisor(s), must secure the agreement of a minimum of four people to serve on their dissertation committee. You are responsible for the following:

- Selection of a supervisor or co-supervisors. Your supervisor and at least two other committee members must be from the Department of Marine Science and Graduate Studies Committee (GSC) members.
- Selection of at least one person on your committee from outside your department.

Submitting CVs for Non-GSC Committee Members

- Students are responsible for providing a curriculum vita for any committee member who is not a member of the Graduate Studies Committee. The CV should be delivered to the *doctoral degree evaluators* in the Graduate School, *Main* 101. To expedite processing, include your UT EID with all submissions. Committee members will not receive remuneration for their service on a student's committee.

It is sometimes necessary to change the membership of the dissertation committee prior to completion of the dissertation. There is a special Graduate School form for this purpose (*Request for Change in Doctoral Committee*). Consult with the Graduate Adviser before filling out this form. The Graduate Dean's office will not approve changes for the sole purpose of constituting a more compliant committee. Changes in the committee should be completed well in advance of the final oral examination.

Changes to the Committee Membership require *special approval*, so you should be certain the membership is complete and correct before initiating the application.

Applying for Candidacy
After your committee is formed, visit *All My Addresses* to update your name, address and phone number, if necessary, then complete the online *Degree Candidacy Application Form*. Students must have registered and paid tuition during the semester in which the candidacy application is submitted.

You will be required to include a brief (60 lines or less) description of your dissertation proposal approved by your committee supervisor. This should be prepared in advance; the application will time out after 30 minutes of inactivity and you will lose any changes not yet submitted or saved.

Certification of Academic Credentials
A Program of Work (list of courses taken toward the Ph.D.) must be submitted to the Chair of your Graduate Studies Committee. The Chair of the Graduate Studies Committee must approve the Certification of Academic Credentials.

The Program of Work must:

- Meet all requirements established by the Graduate Studies Committee and the Graduate School;
- Include only courses taken within the past six year; and
- Include coursework sufficient in academic breadth/depth.

Contact your Graduate Advisor to determine the specific requirements for your degree.

Registration Requirements
Once the Dean of Graduate Studies approves your application and you have been admitted to candidacy, you are required to **continuously** register for the dissertation course MNS *x*99W.

You must be admitted to candidacy before you will be allowed to register for the dissertation courses; MNS 399W, MNS 699W, or MNS 999W. The course numbers vary in credit. You must continuously register for *x*99W Dissertation every semester until the degree is awarded. Registration for dissertation courses applies toward the 9-hour requirement for teaching assistants, assistant instructors, or fellowship holders. Under unusual circumstances, doctoral candidates may petition for a leave of absence. This petition must be presented through the Graduate Adviser before the semester for which the leave is sought. Students who do not register continuously and who are not on leave will be dropped from candidacy. For additional information, see the Graduate Adviser.

Progress toward the Degree
All students are expected to make reasonable progress toward the degree. Once a student has been admitted to candidacy for the Ph.D., the dissertation committee will convene annually to review progress made by the student. Following this meeting, the student will prepare a written summary of recommendations that emerged from the meeting, each member of the committee will indicate approval by endorsing the summary, and the final document will be submitted to the Graduate Adviser to become part of the student's file. The reports become part of the file that is considered during reviews for financial aid. If the student has not completed the dissertation within two years of admission to candidacy, the results of the annual review will be presented with recommendations to the GSC. The GSC will decide what actions, if any, are required and will then transmit its recommendations to the Graduate Dean.

Application for the Degree
Very early in the semester in which a student plans to graduate, he or she must apply to the Graduate School for the degree. Deadlines and submission instructions for graduation can be found online at: *https://gradschool.utexas.edu/academics/graduation*.

The Final Oral Examination
When the dissertation is in essentially final form, it is circulated to the dissertation committee four weeks prior to the scheduled defense. When all members of the committee agree, the final oral exam (Defense of Dissertation) should be scheduled by the student with the Chair of the Graduate Studies Committee and Graduate Coordinator notified of the appropriate time and place. The request is submitted to the Graduate School at least two weeks prior to the exam, following procedures specified by the Graduate School. Please note that effective Fall 2020, dissertation defenses must be held at least two weeks prior to the Graduate School's final submission deadline for dissertations.

In the Department of Marine Science, the final oral exam consists of two parts. The first is a public seminar that is open to all faculty and students. Immediately following the seminar, the student meets privately with the dissertation committee and any other faculty members who wish to be present to answer questions from committee members. If at least four members of the committee approve, the committee chairman notifies the Graduate Dean of successful completion of the exam and that all degree requirements have been met.

The following timetable summarizes some of the landmarks of progress that should be followed as closely as possible. There is no penalty for completing them sooner.

(1) *Select a Supervising Professor*. This should be done before the first semester at UT Austin or by the end of the first semester at the latest. As soon as a Supervising Professor is selected, inform the Graduate Adviser.
(2) *Prepare a Proposed Program of Work and Individual Development Plan*. This should be completed by 15 Oct of the first fall semester.
(3) *Establish a Temporary Advising Committee*. This should be done by the end of the second long semester.
(4) *Prepare a dissertation proposal*. This should be presented to the Temporary Advising Committee 10 days before taking the oral candidacy exam.
(5) *Pass the candidacy exam*. The candidacy exam can be taken in the first long semester after completion of the three core courses.

(6) *Establish a Dissertation Committee*. This should be done as soon as the candidacy exam is passed.
(7) *Apply for admission to candidacy*. This should be done no later than the end of the semester or term in which the candidacy exam has been passed and the dissertation proposal has been approved.
(8) *Annual review of dissertation in progress*. A report of the review should be submitted by no later than May 15, each year.
(9) *Submit a copy of the dissertation to the supervising committee no less than 4 weeks prior to the scheduled defense*.
(10) *Present a seminar based on your dissertation research before graduation*.
(11) *Submission of completed dissertation and schedule of final oral exam*. Deadlines are set by the Office of Graduate Studies and are published in the calendar each year. Note them well. They are observed strictly.
(12) *Submit a copy of the dissertation to the Marine Science Library*.

Annual Review

The annual review is an important metric used to determine adequate progress. The GSC chair will examine student records each year to assure that both MS and PhD students have met the annual meeting requirement. Please consult the sections on academic requirements for more information.

Students are responsible for keeping communication open with their advisor. Students are permitted to change major professors. While not to be undertaken lightly, there are clear reasons for doing so in many cases that are an advantage to both student and old/new advisor.

Dismissal: Students may be dismissed from the program for lack of adequate progress or failure to maintain grade requirements. Annual reports and meeting with committees are important for all to document since that will be the written basis of such an action. Students have the right to appeal dismissal. This information can be found in the University operating procedures (*http://policies.utexas.edu/policies/graduate-school*, section D. Graduate Students).

Leaves of Absence

Graduate students at The University of Texas at Austin may apply for a leave of absence of no more than two semesters.

A student on leave may not use any University facilities nor is the student entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or course work.

Requesting a Leave of Absence

Master's students and students not yet admitted to candidacy for the doctoral degree must submit an *Authorization for Leave of Absence form* for approval by the graduate adviser. The decision of whether to grant a leave of absence for a student not in candidacy is left to the discretion of the graduate adviser and Graduate Studies Committee. The only rule is that the decision be made "in the

best interests of the academic progress of the student" and the form must be returned to the Graduate School in advance of the semester for which a leave is granted.

If the student has been admitted to candidacy for the doctoral degree, the application for leave must be petitioned in advance by the graduate adviser to the graduate dean and will be approved only in rare and unusual circumstances. Use the *Petition for Leave of Absence form*, which must be accompanied by a letter from the graduate adviser to the dean of the Graduate School specifying the reason(s) for the leave.

Readmission

A student on an approved leave may reenter the graduate program by applying for *readmission*. Failure to secure a leave of absence in advance of the semester for which a student will be on leave means the student will not be guaranteed readmission and will be assessed an application fee for readmission.

Applying to Graduate

At the beginning of the semester that a student intends to graduate, they must notify the Graduate Program Coordinator and their supervising professor of their intent to graduate.

Students ready to apply for graduation should view the Graduate School's *Graduation* information for *Deadlines & Submission Instructions* as well as *Convocation* information.

The Application for Graduation must have accurate information for it to be correctly routed to the appropriate people for signatures. Visit *All My Addresses* to update your name, address and phone number, if necessary, before submitting this application.

IV. STUDENT RECORDS

The Graduate Coordinator maintains the official departmental records of graduate students. It is the responsibility of the student to be sure that records are current. Each student has legal access to all materials in his or her file. Other persons whose job responsibilities require it also have access. This includes all members of the Marine Science Graduate Studies Committee, any other person who is appointed to a dissertation committee, and the Graduate Coordinator. No other person has access without written permission of the student unless authorized by the Department Chair or the Graduate Adviser, who will only give authorization to staff members whose assistance is necessary to carry out administrative responsibilities.

The following items should be in each file:

(1) *Curriculum Vitae*. Each student should prepare a CV in the standard format (Appendix E). This will provide ready answers to many questions that come up during considerations of the Awards Committee. This format is conventional and will be useful for other purposes, particularly when the student starts looking for a job. It should be updated every year - or more often in the case of momentous events.

(2) *Annual reviews of dissertation in progress*.
(3) Other items that provide a record of the student's activities and progress. Students are urged to place reprints of any published articles in their files. Information on awards, prizes, grants, etc., that do not come through the department should be added to the files, otherwise the Awards Committee will not know about the student's successes.

V. COURSES AND COURSE LOADS

Long Semesters

Graduate students may register for a minimum of 3 hours to a maximum of 15 hours per semester. To be eligible for an appointment as an assistant instructor, teaching assistant, graduate research assistant or for fellowships, the student must be registered for full-time status. For these purposes, the Graduate School defines full time as 9 hours for a long semester. (The only exception to this rule occurs in the case of Ph.D. candidates in their final semester. If all other course requirements for the Ph.D. have been completed, registration for 399W Dissertation is considered a full course load for the final semester in which the Ph.D. is to be granted. This reduced course load will be approved only once.) Immigration requires international students to be registered on a full-time basis regardless of their appointment status. The University requires that students occupying UT housing be registered as full-time students.

Summer Sessions

The Department requires that graduate students, fellowship or scholarship recipients be registered on a full-time basis during the Summer, which is defined as three hours of graduate level work in any combination of six-, nine-, or twelve-week Summer sessions. Teaching assistants, assistant instructors, and graduate research assistants (all academic titles) must be registered for a minimum of three hours during the summer session or sessions to which they are appointed. The University requires that students occupying UT housing be registered as full-time students.

Students must maintain a B (3.0) average overall or better in both major and minor fields of study in order to remain in Graduate School. Students must score a B- or better in all core courses and maintain and overall 3.0 GPA in order to advance to candidacy in the Ph.D. program.

VI. FINANCIAL SUPPORT AND CONSIDERATIONS

The primary means of support through the University is through receipt of a University Fellowship or appointment as a teaching assistant (TA), assistant instructor (AI), graduate research assistant (GRA), or academic assistant. In addition, several fellowships are administered within the department. Appointment to any of the above (at least half time except in the case of fellowships) qualifies the students for resident tuition rates.

If the student wishes to be considered for a teaching assistantship in the Department of Marine Science the student should complete the section for Financial Aid in the Graduate Application plus all the

materials supporting your application for admission: transcripts, GRE scores, statement of objectives, and three letters of reference. These must be received by the Department's Graduate Adviser no later than December 1. Applications received after that date will be considered for an alternate list only.

Graduate Research Assistants are hired directly by individual faculty members and research scientists at the Marine Science Institute or in Austin. It is necessary for you to personally contact the professor with whom you seek employment. The Graduate Adviser will help you identify potential supervisors.

Non-resident students, who are employed half-time (20 hours a week) by the University as teaching and research assistants, are eligible to receive a waiver of the non-resident tuition and fees and will pay the same charges as a Texas state resident.

Fellowships

Departmental Fellowships

The Marine Science Institute offers tuition and full-support scholarships for graduate research. To be eligible, students must meet academic progress and performance standards. They must also pursue research at UTMSI during the period of award. Recipients are selected based on a combination of need and merit criteria. Funding for these scholarships is provided by generous endowments from supporters of the institute. Two or three tuition awards are also funded by the Coastal Conservation Association each year. Applications are solicited during the summer semester of each year.

University Fellowships

The Office of Graduate Studies administers a small number of highly competitive fellowships. The recipients are selected on the basis of merit and academic excellence. These University Fellows receive tuition and fees in addition to their stipend. Awards are offered as soon as an eligible candidate is identified until all the funding has been committed. Obviously, it is urgent that the application be completed at the earliest possible date. More information about Graduate School Fellowships can be found at *https://gradschool.utexas.edu/finances/fellowships/graduate-school*. Insurance information for Graduate Student Fellows can be found at *https://hr.utexas.edu/student/insurance-graduate-student-fellows*.

Requirements and Stipulations for Fellows

Satisfactory Progress & Continuing Eligibility

Departmental fellows must maintain a 3.0 grade-point average and make satisfactory progress toward the degree. Specific conditions for making satisfactory progress are defined in writing by the student's advisor. In addition, if a PhD student has not graduated within two years of advancing to candidacy, the Graduate Studies Committee must annually vote to extend candidacy one year. Fellowships administered by the Department of Marine Science will be terminated when these conditions are not met.

Registration Requirements

Students are selected for departmental fellowships on the basis of merit and academic excellence and are required to be "full-time" graduate students. Graduate fellows must register for a minimum of nine credit hours each long semester (i.e. fall and spring semester) and three credit hours each

summer. Course work not completed in a given session (fall, spring or summer) must be finished in time for the grade-change form to be processed before the end of the following long semester. Any such makeup is in addition to the regular course load requirement given above. Registration must be confirmed (tuition bill paid) before any fellowship payments will be released. This means it is important to be pre-registered or the initial fellowship payment for a semester might be delayed.

Supplemental Support

While on fellowship, a student is not obligated or required to work in their advisor's lab unless the work pertains directly to their thesis/dissertation. However, students are encouraged to maintain a strong collegial and productive relationship with their advisor and fellow students. When possible, this includes assisting their lab team in achieving common goals that help enhance their professional development. Graduate fellows may have opportunities for additional support in the form of a prestigious outside fellowship, a teaching assistantship or a graduate research assistantship. The department reserves the right to defer part or all of the fellowship when a student is receiving supplemental funding.

Limit on the Number of Hours of an Appointment per Semester

Graduate students may not be appointed as TA, AI, or GRA, alone or in combination, for more than 20 hours during the first two long semesters of graduate study. In the third semester of graduate study or beyond, a graduate student may not be appointed to these titles, alone or in combination, for more than 30 hours. International students on F-1 or J-1 visas may not be appointed for more than 20 hours during any fall or spring semester.

Limit on the Number of Semesters of Support

The GSC does not allow appointment as TA or AI after 14 long semesters of support except by special approval of the GSC and the Office of Graduate Studies. The 14-semester limit includes support as TA, AI, GRA, fellowship or training grant appointment.

Approval of Academic Appointments

A student must meet a number of eligibility requirements to hold an academic appointment (TA, AI, or GRA). The Graduate School audits each academic appointment to determine if these requirements have been met. If *any* of these requirements is not met, the appointment will not be processed until the problem is resolved or a petition has been approved requesting an exception to the requirement. Failure to comply with eligibility requirements when appointments are processed may delay the initial paycheck of the appointment.

Eligibility Requirements for Academic Appointments

To be eligible for an academic appointment, a student must:

1) be admitted to Graduate School without condition;

2) have a GPA of 3.0 or better;

3) make satisfactory progress toward an advanced degree;

4) be registered for at least nine hours that can be counted toward the graduate degree in the long session and three hours during the term of employment in the Summer;

5) have no more than one grade of X (temporary incomplete) from the previous semester or summer term of registration;

6) not be appointed as a TA, AI, GRA, AA or A (G) alone or in combination, for more than 20 hours during the first two long semesters of graduate study at UT;

7) not be appointed for more than 30 hours in a long session as a TA, AI, GRA, AA or A(G), alone or in combination, if they are in the third semester of graduate study or beyond;

8) have held no more than 14 long semesters of employment as a TA, AI, GRA, AA or A (G) alone or in combination;

Additional requirements for international students

9) have English language certification; and

10) have attended the International TA/AI orientation if appointed as a TA or AI with student contact (Foreign Language TAs need an "Alternate Certificate Request Letter" and the orientation).

Financial Aid

Students may apply for financial awards based on need through the Office of Student Financial Services, located at Wooldridge Hall, 600 West 24th Street (512/475-6282) or at *http://finaid.utexas.edu*. Awards include grants and long-term loans. The amount and type of award are determined through the application process. Interested students are encouraged to apply for financial awards as early as possible. Please refer to the recommended mailing dates for student financial aid applications in the *Calendar of Events*.

Information about institutional tuition/emergency loans and tuition and fee rates is provided by **Student Accounts Receivable** (*http://www.utexas.edu/business/accounting/sar/*), in addition to related information regarding fee payment and deadlines, loans, tax credits, etc.

Payroll Information

All employees must complete Onboarding Tasks through Workday. You will receive an email from Workday once your initial payroll assignment is complete. You should complete your Onboarding Tasks within 30 days of employment. In addition, all employees are required to complete Sexual Harassment (CW121), Intro to UT Compliance (CW101) and Equal Employment (CW123) within

30 days of their initial appointment. This can be done online using your UTEID. More details can be obtained from the Administrative Office. Any male between the ages of 18 and 25 who is eligible to register for Selective Service must produce verification or exemption as a condition of employment. International students must also complete a Payment Request Form and apply for a Social Security Number. The Payment Request Form verifies the student's tax status (see below for additional information on taxes). International students must have the proper visa (either F1 or J-1) to work on campus. The International Office helps process these forms prior to the initial appointment.

Taxes

U.S. Citizens and Permanent Residents

Income and Social Security taxes are withheld by the University from all earned income, such as employee wages, and sent directly to the Internal Revenue Service (IRS). Any fellowship money a student receives that is over the amount paid for tuition, fees, and books is treated as income and is therefore taxable. However, fellowships are not considered wages by the IRS, so no income tax is withheld at the time the fellowship is issued and no Social Security tax is levied. The student is responsible for reporting any fellowships on his or her annual income tax return, allowing for a deduction for tuition, fees, and books. Deductions may also be allowed for any fellowship money used "for the benefit of the University," such as travel to a professional meeting or research equipment. Please refer to IRS Publication 520 (available in the Office of Accounting, MAI 132 (512/471-3723), this form changes yearly) for rules and regulations concerning taxes and scholarships. Students should retain receipts for tuition and fees, books, airline tickets, equipment, etc., to justify any deductions listed on the income tax return.

International Students

Income, such as employee wages, is taxable unless the student is from a country that has a tax treaty with the U.S. To claim exemption from withholding taxes (income and Social Security taxes) due to tax treaty status, the student must complete Form 8233 available from the International Office (512/471-2464) each January and during the initial semester of employment. Income tax will be withheld from any fellowship money received over the amount paid for tuition, fees, and books unless the student is from a country that has a tax treaty with the U.S., and the student has completed Form 1001 (also available from the International Office, 2622 Wichita, 512/471-2464) and submitted to Payroll (MAI 134).

VII. REGISTRATION

All students are able to register on-line at *https://registrar.utexas.edu/students/registration*.

Fall, Spring, and Summer Registration

Spring registration occurs in October, and summer and fall registration take place in April. The Graduate Coordinator will distribute registration materials and Marine Science course descriptions, prior to each registration period.

First-Time Registrants

1. The Course Schedule lists the dates and times you are scheduled to register. You may access this online at *http://www.utexas.edu/student/registrar/schedules*.

2. Students can choose courses from the online *Course Schedule* located at *http://www.utexas.edu/student/registrar/schedules/*. (Different sections of a course are identified by 5 digit "unique numbers." These are the numbers students will use when registering.) Students should consult with their Supervising Professor and have the courses approved by the Graduate Adviser. TA's must sign up for Teaching Assistant Fundamentals (GRS 097) or Introduction to Evidence Based Teaching (NSC 088L) prior to or during their first TA appointment.

3. After the student and the student's Supervising Professor and the Graduate Adviser have discussed the student's proposed registration, the Graduate Coordinator will then lift the advising bar. Students cannot register until the advising bar is lifted.

4. Students go online at *https://registrar.utexas.edu/students/registration* and register for classes. Students should be aware of their registration and add/drop access periods.

5. Out-of-state tuition waivers. Non-Texas residents qualify for in-state tuition if appointed as a teaching assistant or graduate research assistant for 20 hours a week. The completion of this waiver is the responsibility of the student. Please complete the out-of-state waiver at: *https://utdirect.utexas.edu/acct/fb/waivers*.

6. Student ID cards (for first-time students). After the student has paid the fees, the student may obtain a University identification card on the first floor of the Flawn Academic Center (FAC). The paid fee receipt and photo identification (e.g., driver's license, passport, or some form of government issued identification) must be presented to have an ID card issued.

7. Useful getting started info can be found at:
   https://gradschool.utexas.edu/

   Note to international students: International students should have another ID card made *as soon* as they receive a social security number. International students must also notify Registration Supervision (Main Building Room 16) immediately after they have a social security number by showing them their new social security card and old ID card.

   Fellowship recipients - important! If the student has a fellowship that pays tuition, the student must confirm their registration. Remember, this is the only way a student will get into the official University records as a registered student and the only way he/she will receive a validated fee receipt. **Failure to obtain a validated fee receipt by the designated deadline will result in cancellation of the student's registration**.

Late Registration

If you miss the registration deadline, you may register late by paying a late fee during the first four class days of each long semester and during the first two class days of each summer session. Check the *Course Schedule* for procedures. Be aware that a student appointed to an academic title must be registered before the appointment can be processed. Late registration may delay the initial paycheck.

Late-Late Registration

Under unusual circumstances, students may register by petition up to the 12th class day of a long semester and up to the fourth class day of a summer session. Please pay attention to the course load requirements for graduate students so that the petitions will not be necessary.

The late registration fee for all students will be applied as follows:

Late registration through the 4th class day = $25
Late registration on 5th – 12th class day = $50
Late registration after the 12th class day = $200

The reason for this change is to encourage timely registration. For students who register after the 12th class day, the University receives no state funding. For graduate students, this can mean the loss of thousands of dollars in the salary funding formulas alone.

Confirming Your Registration

If you have a zero-fee bill (i.e., a third party is paying your tuition and fees) you must still confirm your registration, or it will be cancelled. To confirm your registration, go to the tuition payment website at *https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX* and click the "CONFIRM" button.

In Absentia Registration

Ordinarily, students must be registered for the semester in which they graduate and must apply for graduation by the deadline published in the ***academic calendar***. There are no exceptions to this policy for fall semester and spring semester graduation. If a student completes all degree requirements but misses the deadline for acceptance of the thesis, or dissertation, then he or she must register and pay tuition and fees the following semester or summer session in order to receive the degree.

An exception is made for students who apply to graduate in the summer session but miss the deadline for acceptance of the thesis or dissertation. In this case, degree evaluators in the Office of Graduate Studies will register students *in absentia* for the fall semester for the purpose of receiving the degree. The thesis, report, recital, dissertation, or treatise must be accepted by the deadline for *in absentia* registration, which falls before the beginning of the following fall semester. The fee for *in absentia* registration is $25. The student will be registered *in absentia* only once.

Master's Degree. A student may register *in absentia* if (1) all requirements for the degree B including acceptance of the thesis, completion of all examinations, and removal of incompletes from the program of work (1) are completed before the *in absentia* deadline and (2) he or she was registered for 698B during the preceding semester. Only one *in absentia* registration will be approved.

Doctoral Degree. A student may register *in absentia* if (1) all course work for the degree has been completed, the dissertation has been successfully defended, and the approved copy has been submitted by the *in absentia* deadline and (2) he or she registered for the dissertation course during the preceding semester.

VIII. HEALTH CARE BENEFITS AND SERVICES

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. Go to *www.ed.gov/policy/gen/guid/fpco* to learn more.

Students with medical issues that affect their work need to contact the office of Division of Diversity and Community Engagement, Services for Students with Disabilities (512) 471-6259 or *ssd@austin.utexas.edu*. We are not allowed to ask students medical conditions, but students may volunteer this information, if they wish.

Health Insurance for Graduate Students

https://hr.utexas.edu/student/student-employee-insurance-benefits

With a few exceptions, single graduate students receive nearly free health benefits if they are employed by the University. The University provides employees with a salary supplement called "premium sharing" to cover the costs of health insurance. This premium is automatically added and then subtracted from the employee's paycheck each month. To participate in the university's group insurance plan an eligible graduate student academic employee must be appointed to work at least 20 hours per week for a minimum period of 4.5 continuous months (135 calendar days). All eligible employees are covered under the UT System Employee Health Plan and may choose among the offered carriers and coverages. Benefits include medical and optional dental, vision, life, accidental death and dismemberment, and long-term disability insurance. New employees have 31 days to choose among the different carriers and optional insurance coverages offered by the University. If no specific carrier or optional coverage is chosen during that time period, "automatic coverage" will be assigned to the employee. Automatic coverage includes medical/prescription, $40,000 term life insurance and $40,000 accidental death and dismemberment coverage at no cost. Changes to an employee's coverage may be made only once per year, during the annual insurance enrollment/change period (usually during July), unless there is a "family status change" (marriage, birth or adoption of child, dependents loss or gain of health care benefits, death in the family or court ordered medical support of a child). An employee has 31 days from the date of the qualifying event to make the appropriate changes. The official period of insurance coverage each year is from September 1- August 31.

Students not employed by the University (i.e., fellowship recipients and training grant appointees) must purchase their own health insurance. They may purchase the UT System Health Insurance Plan through the Student Health Center (512/471-1040) or choose their own carrier (approved by the University). *https://hr.utexas.edu/student/gradfellows.html*

International students are subject to special insurance requirements. Please read below for additional information particular to teaching assistants, assistant instructors, graduate research assistants, training grant appointees, fellowship recipients, and international students.

Teaching Assistantships (TA)

Most TAs/AIs are appointed at 20 hours per week for a period of four and one-half months. The official appointment dates are as follows:

Fall semester	September 1 - January 15
Spring semester	January 16 - May 31
Summer (1st term)	June 1 - July 15
Summer (2nd term)	July 16 - August 31

Graduate Research Assistantships (GRA)

GRAs are usually appointed like TAs, during the same appointment dates listed above. **A student appointed as a GRA through May 31 will NOT have insurance coverage during the summer, unless he or she is appointed during the summer (from June 1 through August 31) and will hold an academic title the following fall.** If the student does not hold a summer appointment, insurance coverage can only be maintained if he or she pays the premium out-of-pocket (additional information on continuation of coverage is available from the Office of Human Resources).

GRAs should go to the Office of Human Resources in Austin or see Patty Webb in Port Aransas for a package of health care benefits and forms. Completed enrollment forms for UT employee insurance should be submitted to the Human Resources Office or to Patty Webb in Port Aransas.

Fellowships

As of September 1, 2011, graduate students receiving certain fellowships of $10,000 or more per year are now eligible to participate in UT's group health insurance plan (i.e., basic medical for the fellow and dependents, dental and/or vision insurance). An additional award will be made to cover the medical premium. The funds from this additional award will equal the premium sharing paid to you as a Graduate Research Assistant. For additional information about insurance enrollment, please visit *Insurance for Eligible Graduate Student Fellows*, on the Human Resource Services website. You will be required to provide proof of coverage and the amount paid in order to continue receiving this additional award.

International Students

All international students are required to maintain approved comprehensive health insurance. Insurance and repatriation coverage is also required for spouses and dependents accompanying these students. Therefore, all international students will be billed for the UT System Student Health Insurance unless they show proof of qualifying insurance and receive a waiver from the International Office. In addition, all new international students will be automatically enrolled in, and billed for, one month's additional, non-refundable premium so that they will have health insurance coverage during the orientation period prior to the beginning of their first semester.

An international student working as a TA or GRA should notify the International Office of their UT System Employee Health insurance so that he or she will not be billed for the student health insurance described above. The student will be charged for repatriation and medical evacuation benefits. The additional one-month premium during the orientation period will also be charged since employee health insurance benefits are not available until September 1. Additional information on health insurance coverage for international students is available at the International Office (2622 Wichita, 512/471-1211).

Temporary Health Coverage

For students who are between permanent health plans because they are between employment, short term medical insurance is available for a minimum period of coverage of 30 days and a maximum period of coverage of 185 days. Different premium rates are available. Further information is available at the Student Health Center (512/471-1040).

University Health Services (UHS)

The *University Health Services* (UHS) (Division of Student Affairs) is located in the Student Services Building (SSB) at 100 West Dean Keeton, and provides medical care to currently-registered UT Austin undergraduate and graduate students. Services include general medicine, nurse advise line, women's health, urgent care, physical therapy, sports medicine, nutrition services, travel health, laboratory, STI testing, radiology, immunizations/allergy shots, sexual assault resources, emergency HIV risk reduction, LGBTQIA + inclusive care and more.

The UHS is ordinarily open for medical evaluations and care from 8:00 a.m. to 5:00 p.m., Monday through Friday by appointment. The patient responsibility for most office visit charges is $10. The patient responsibility may be higher for certain visit types, and there are additional charges for all medications, supplies, diagnostic testing, procedures, etc. You do not need insurance to use UHS.

There is not a University Health Services in Port Aransas. Each semester an email will be sent out with information about surrounding facilities available for UT Select BCBS participants.

Mental Health in Graduate School

Graduate school can be a stressful time for students and recent studies have shown that there is a high incidence of mental health issues amongst graduate students from all disciplines. The University of Texas at Austin *Counseling and Mental Health Center* makes some services available to students, as outlined below. In addition, the GSA organizes periodic workshops on-site in Port Aransas, and circulates a list of providers based in Corpus Christi who take the UT System insurance. All general information for CMHC can be found online at

http://cmhc.utexas.edu/, and is partially summarized below. Telephone services are free to students and all counseling or psychiatric services are $5/session. The individual counseling and psychiatric services are only available in Austin, but you can use the Crisis Line from anywhere. The following form lists a few mental health professionals in the Port Aransas area who are on the BCBS insurance. You can search the *BCBS provider finder* online for more.

Counselors in Port Aransas
Eric Hardison, LPC-S
LCDC Port Aransas Counseling and Consultation counselor@pacc.hush.com

Psychiatrists near Port Aransas, TX
Dr. Nestor Praderio
1711 W. Wheeler Ave. Ste 2 Aransas Pass, TX 78336 361-887-9600

Raul Capitaine, MD
6000 S. Staples Ste #406 Corpus Christi, TX 78413 361-993-4835

Counselors near Port Aransas, TX
Kimberly Stroud, LPC
102 Alma Lane Rockport, TX 78382 361-972-9345

Access Counseling
901 E. Main St. Rockport, TX 78382 361-729-0633

Professional Counseling Services
221 S. Commercial Street Bank of America Bldg., Suite B Aransas Pass, Texas 361-238-0431

Psychiatrists in Corpus Christi, TX
Thelma Lopez-Lira, MD
4525 S. Staples St. Corpus Christi, TX 78411 361-980-1201

Gulf Coast Behavioral Clinic
Mario Quintanilla, MD Hatira Watts, PNP 3216 Rodd Field Rd Corpus Christi, TX 78414

Counselors in Corpus Christi, TX Area
Vicki Adler, LPC
6000 S. Staples St. Corpus Christi, TX 78413 361-980-8005

Kenda Dietrich, LPC
4444 Corona Dr. Ste 160 Corpus Christi, TX 78411 361-906-0166

Gail Blanpied, LPC
2727 Morgan Ave Ste 200 Corpus Christi, TX 78405 361-549-3925

Tim Tate, LPC
6625 Wooldridge Rd. Ste 101 Corpus Christi, TX 78414 361-876-0019

CMHC Crisis Line
512-471-2255

"CMHC Crisis Line is a confidential service of CMHC that offers an opportunity for UT-Austin students to talk with trained counselors about urgent concerns. A counselor is available every day of the year, including holidays. You can call us when you want, at your convenience. Our telephone counselors will spend time addressing your immediate concerns. Our telephone counselors also have specific training in responding to crisis situations."

Concerns about others

"If you have concerns about a student, faculty, or staff member in the UT-Austin community, contact the 24-hour Behavior Concerns Advice Line (BCAL) at *512-232-5050*. The BCAL line was developed by UT-Austin in order to provide a central resource for those who are concerned about an individual and are not sure how to help them."

IX. COMPUTER FACILITIES AND SERVICES

Computer Facilities

The UT campus houses many computer labs.

Student Microcomputer Facility. (available to all students). The Student Microcomputer Facility (SMF), located on the second floor of the Flawn Academic Center (FAC 212), is open seven days a week. Because you log in whenever you use one of the workstations at the SMF, you must get a user number before you can actually start using the lab. This user number gives you a login name and password usable at any workstation in the facility, and permission to send printed output to a laser printer. To obtain a user number, show your current UT ID card to the proctor at the lab. The proctor can assign a user number and password for your immediate use.

Your student fees pay for computer access, lab support staffing, and short courses taught in the SMF training room. Black and white laser printer output and color output are provided for a fee per page. You may also validate your user number, at an extra charge, for a number of other services, such as the TELESYS dial-up service that allows you access to campus computers from your microcomputer at home. At the end of each semester, you will receive a bill from the bursar's office for your accumulated printing and miscellaneous charges.

Computer Services

The University offers electronic mail and information services, in addition to consultation services, to the UT Austin community.

Graduate students will be emailed instructions from the Graduate Coordinator on how to setup their University Email Account. If problems arise please contact the MSI IT Department in room 204 for assistance.

X. RESOURCES

Graduate Student Association (GSA)

The UTMSI Graduate Student Association (GSA) is open to all graduate students at The University of Texas at Austin who reside permanently in Port Aransas. The organization serves a variety of functions which help facilitate student research and activity at the Marine Science Institute in Port Aransas. Representatives are elected each year with the responsibility of communicating student concerns through direct interaction with the faculty and staff of the Department of Marine Science.

Libraries

Most library holdings in Marine Science are at the Resource Center in the Estuarine Research Center Building in Port Aransas, Biology holdings are in the Science Library, located in Main Building 220 of the main campus. A valid UT ID is required to check out books. The Chemistry Library is located in Welch Hall, the Geology Library is in the Geology Building, and the Math Library is in R.L. Moore Hall. The copy machines in the libraries require cash or plastic cards.

Online resource of the Marine Science Resource Center
http://guides.lib.utexas.edu/c.php?g=519415&p=3551961

Career Development Resources
http://guides.lib.utexas.edu/c.php?g=519415&p=4288789

Statistics
http://guides.lib.utexas.edu/c.php?g=519415&p=4293144

Mail

Mailboxes are provided to Marine Science graduate students in BIO 12G in Austin and the photocopier room in Port Aransas. Some Departmental and University notices received in the department are placed in these mailboxes but most communication is by email. Mail should be checked regularly. Personal mail must be delivered to your home address.

Change of Address

It is important that you keep your local address up-to-date in the University's computer system. Registration fee bills, fellowship checks, and official University correspondence are examples of items mailed to your local address. You can update your address at any time through the Registrar's office utilizing UT DIRECT or in the Graduate Coordinator's office.

When you have received your degree, you should leave a forwarding address with the Administration Office in Port Aransas.

Offices and Keys

Austin: Office space is provided to TAs and a limited amount of office space is available for Marine Science students.

Port Aransas: Office space is assigned by the Director of the Marine Science Institute and provided by the Supervising Professor within the faculty member's area. Space is tight, so there is not much flexibility in the policy.

Austin: Keys require an authorization letter from the Marine Science Coordinator, Heather Herrick. Keys are issued by the University Lock and Key office (Service Building 101) on presentation of the permit and a photo ID.

Port Aransas: Keys and Estuarine Research Center building code credentials are issued by Security in Port Aransas for the Marine Science Institute (Main Campus Building M112). These keys remain the property of the University but are the students' responsibility. Upon leaving UT Austin & MSI at termination of employment and/or student status, all keys must be returned.

Telephones

Port Aransas: Telephones are not generally supplied to graduate students, so access is usually obtained through individual supervisors.

Departmental Copy Machines

Austin: There is a copy machine in BIO 12G for TA use. If you need to make personal copies, please contact UT Copy Services.

Port Aransas: Copy codes are available from the Administrative office for personal use. Your bill must be paid monthly.

Parking

Austin graduate students who meet certain criteria are eligible to purchase "A" parking permits. Permits may be purchased at the Parking and Traffic Services office at the Trinity Parking Garage (P67) at 1815 Trinity Street. Proof of eligibility must accompany the application.

Eligible applicants:

Registered graduate students who are employed by the University for at least 20 hours per week. Proof of eligibility for a teaching assistant is: 1) a signed copy of your appointment or reappointment form or 2) a departmental letter stating you are appointed for 20 hours a week by the Department of Marine Science (available from the Human Resources Coordinator, in Port Aransas at 361/749-6783).

Purchase of a permit does not guarantee a parking place on any given day since the number of permits issued is greater than the number of available parking places. Personal vehicles at the Port Aransas campus should have a UTMSI ID sticker. They are free. Please contact UTMSI security for more information.

Housing

Furnished University apartments are available for registered single and married students in Port Aransas on a first-come, first-served basis. Absolutely no pets are allowed in The University of Texas housing. See Patty Webb in the Administrative Office.

Supplies

Austin: Office supplies are located in BIO 12G.

Port Aransas: Office supplies are available in M203. Please see Olivia Gonzalez in the Administrative Office for access to the supply room. If Olivia is unavailable, see any of the administrative staff.

Reservations

Vehicles, conference rooms, and research vessels are available at the Marine Science Institute for research purposes and are reserved through the Event Management System (EMS) a web based reservation system used by the University. For access to EMS to reserve meeting rooms, vehicles, and small boats, please email *msi-admin@utlists.utexas.edu* and include a contact phone number and your UTEID in the email.

Boats

There are strict procedures for the reservation, authorization and operation of boats and for logging boat trips. A separate handbook has been prepared for users of the small boats and is available from Salvador Rojas, Assistant Director, Operations and Facilities. Personnel must also pass both a written and practical test, which is administered by Salvador Rojas, in order to become qualified operators of small boats. Life jackets are required to be worn whenever the boats are moving.

Vehicles

Vehicles are available at the Marine Science Institute for a variety of purposes. There are strict procedures for the reservation, authorization and operation of vehicles and for logging the trips. Information can be obtained at the UTMSI administration office. The driver of the UT vehicle must have a valid Texas Driver's License and must complete required driver safety training online. Details on training can be obtained at the UTMSI administration office. Non-UT employees are not allowed to ride in UT vehicles, and alcoholic beverages and smoking are prohibited.

Diving

Scientific diving conducted under the auspices of the Marine Science Institute (the Scientific Diving Program, SDP) is administered by the Diving Control Board. The SDP has adopted, and subscribes to, the standards set forth by the American Academy of Underwater Sciences. At this time, the SDP is not responsible for any form of recreational diving nor does it sanction the use of personal equipment under this program or allow the use of MSI equipment for non-university sponsored activities. No diving instruction or training is provided under this program. The specific requirements of entry as a participant in SDP are detailed in the Diving Manual which is available in the UTMSI administration office.

XI. APPENDICES

Appendix A: Graduate Student Grievance Procedures

Regulations related to admission, registration, continuation, transfer between programs, requirements for degrees, and the grades of scholarship are contained in the Graduate Catalog and the General Information Catalog.

Graduate students at The University of Texas at Austin are represented principally by the Graduate Student Assembly, which is their official means of communication with the administration of the University. The Graduate Student Assembly selects six of its members to serve as voting members of the Graduate Assembly. The Graduate Student Assembly reports administratively to the Vice Provost and Dean of Graduate Studies. The Constitution and Bylaws of the Graduate Student Assembly are maintained in the office of the Graduate Student Assembly.

1. Adjudicating Grievances of Graduate Students

    a. A graduate student has the right to seek redress of any grievance related to his or her academic affairs.

    b. Every effort should be made to resolve grievances informally between the student and the faculty member most directly involved or, such efforts failing, by the graduate adviser, the chair of the graduate studies committee of the student's degree program, and/or the chair of the department (or the director of the academic program if there is no department). When serious issues cannot be resolved informally, the graduate student will have recourse to the formal grievance procedure as outlined below in Subsections 2-4. It should be noted that the precise procedure to be followed in adjudicating a given grievance will depend on the particular circumstances surrounding the case.

Grade disputes are handled according to departmental review policies by the department offering the course in question. The order of review for grade disputes is the course instructor, graduate

adviser, department chair (or the director of the academic program if there is no department), and dean of the college or school offering the course. The decision of the college or school dean is final.

Non-academic grievances submitted to the Graduate School will be referred by the Vice Provost and Dean of Graduate Studies to the appropriate University administrative office, normally the Office of the Dean of Students, the Office of Human Resources, or the college/school dean in which the incident of grievance occurred. Only in cases of multiple points of grievance will the complaint be reviewed by more than one administrative unit of the University.

Grievances related to nonacademic issues and scholastic dishonesty are handled according to the procedures outlined in the General Information Catalog.

c. A graduate student may express a formal grievance through the following procedures with the assurance of timely and thorough consideration. Grievant's are assured freedom from reprisals for the filing of their grievances.

d. All complaints must be submitted in writing to the Office of Graduate Studies, which will notify the chair of the graduate studies committee, the department chair (or the director of the academic program if there is no department), and the dean of the college or school that a grievance has been filed and of the procedures for handling the grievance.

e. A student must initiate his or her complaint within six months of the incident that is the subject of the grievance.

2. First Level of Adjudication: Graduate Studies Committee

a. The first level of consideration is the appropriate graduate studies committee. If the chair of the graduate studies committee, having received formal notification of the grievance from the Office of Graduate Studies, cannot resolve the matter himself or herself, he or she will convene an ad hoc panel normally consisting of three to five members of the graduate studies committee to review the complaint and render a decision to the graduate studies committee. The student will be granted the right to exclude one person from the panel.

b. After consideration of the student's grievance, including a meeting with the student if requested, the ad hoc panel will report its findings to the graduate studies committee, the student, and the faculty member in writing. A copy of the findings will be retained in the files of the chair of the graduate studies committee. The graduate studies committee will ratify, reverse, or change the decision of the ad hoc panel.

3. Second Level of Adjudication: Office of the Vice Provost and Dean of Graduate Studies

a. If the issues cannot be resolved to the satisfaction of both parties concerned at the level of the graduate studies committee, the grievance and the decisions of the previous

review panel and the graduate studies committee will be forwarded to the Vice Provost and Dean of Graduate Studies. The Vice Provost and Dean of Graduate Studies in consultation with the college or school dean(s) may decide the case on his or her own review and authority, or if he or she deems it appropriate, convene an ad hoc committee to review the case and provide advice.

b. The Vice Provost and Dean of Graduate Studies will review the facts of the case, including any recommendations received from an ad hoc committee, and render a ruling. This ruling will be sent to the student, the ad hoc panel, the chair of the graduate studies committee, the graduate adviser, the department chair, and the college or school dean(s).

4. Third Level of Adjudication: Office of the Executive Vice President and Provost: The decision of the Vice Provost and Dean of Graduate Studies may be appealed in writing to the Executive Vice President and Provost for a final decision.

Appendix B: Proposed Program of Work

Department of Marine Science

(You must complete this form and have it approved by your major professor and the Graduate Adviser by 15 Oct. your first fall semester)

Student		Graduate Adviser			
Supervisor		Degree Sought:		Date:	
Tentative thesis or dissertation title or subject area:					
Co-Supervisor (if any):					
Committee member(s):					

All classes must be taken on a letter grade basis only (not credit/no credit) unless approved in advance of registration by the Graduate Adviser

Fall	Course Number	Course Title or Subject Area
1.		
2.		
3.		
4.		
Spring	Course Number	Course Title or Subject Area
1.		
2.		
3.		
4.		
Summer	Course Number	Course Title or Subject Area
1.		
2.		
3.		
Additional Courses	Course Number	Course Title or Subject Area
1.		
2.		
3.		
4.		

Appendix C: Written Exam Candidacy Certification

The undersigned oral examination committee members hereby certify that

_____

(Student's name)

Has taken the written examination portion of the candidacy exam on _____.

The results are:

_____ passed unconditionally.

_____ passed conditionally. The conditions are listed on the attached sheet.

_____ failed with a retake permitted.

_____ failed with no retake permitted. The student is recommended for termination from the pre-doctoral program with approval to pursue a M.S. degree

_____ failed with a recommendation for dismissal from the Department of Marine Science

Examination Committee:

Supervising Professor: _____

Member: _____

Member: _____

Member: _____

Revised: May, 2016

Appendix D: Oral Exam Candidacy Certification

The undersigned oral examination committee members hereby certify that

_____

(student's name)

has taken the oral examination portion of the candidacy exam on _____.

The results are:

_____ passed unconditionally.

_____ passed conditionally. The conditions are listed on the attached sheet.

_____ failed with a retake permitted.

_____ failed with no retake permitted. The student is recommended for termination from the pre-doctoral program with approval to pursue a M.S. degree

_____ failed with a recommendation for dismissal from the Department of Marine Science

Committee members:

Chair: _____

1. _____

2. _____

3. _____

Revised: May, 2016

Appendix E: Sample Curriculum Vitae

CURRICULUM VITAE

Date

ELMER FISHHEAD

PERSONAL

Citizenship: USA

ADDRESS & TELEPHONE

The University of Texas at Austin
Department of Marine Science
1 University Station, A-5200
Austin, Texas 78712
Phone: 512-471-4819
Fax: 512-471-6732
Email: elmer@mail.utexas.edu

EDUCATION

M.S., Marine Environmental Science, State University of New York at Stony Brook, 2001
B.A., Biology, Columbia College, Columbia University, 1999.

PROFESSIONAL EXPERIENCE

Hatchery Assistant, U.S. Fish and Wildlife Service, Palm Springs. National Mermaid Hatchery, 2003-2004.

AWARDS

2014-2015 Ward Melville Summer Research Fellowship
2013-2014 E.J. Lund Fellowship
2012-2013 E.J. Lund Fellowship
2011-2012 University Fellowship

PROFESSIONAL SOCIETIES

American Society for Microbiology
American Society of Limnology and Oceanography
Phycological Society of America

PARTICIPATION IN SCIENTIFIC EXPEDITIONS (Cruises)

16-29 April 2015, Eastern Pacific, *R/V/ NEW HORIZON*, Dissolved Free Amino Acid Dynamics
1-7 November 2014, Bermuda Biological Station; *R/V WEATHERBIRD*, Dissolved Free Amino Acid Dynamics

PUBLICATIONS

Fishhead, E. 2015. Re-evaluation of nitrogenase oxygen-protective mechanisms in the planktonic marine C*yanobacterium trichodesmium*. *Mar. Ecol. Prog. Ser*. 65:151-158.

Fishhead, E., C. Tuttle. 2014. Wide spread occurrence and clonal variation in viruses which cause lysis of a cosmopolitan, eukaryotic marine phytoplankton, *Micromonas pusilla*. *Mar. Ecol. Prog. Ser*. 78:1-9.

PUBLISHED ABSTRACTS AND/OR ORAL PRESENTATIONS (*=Invited Paper)

Fishhead, E., J.A. Wide Spread Occurrences and Clonal Variation in Viruses Which Lyse the Marine Micro-Alga, *Micromonas pusilla*. Aquatic Sciences Meeting, ASLO 2015, Santa Fe, New Mexico.