FLORIDA STATE UNIVERSITY

DEPARTMENT OF EARTH, OCEAN &
ATMOSPHERIC SCIENCE

MASTERS & PhD
OCEANOGRAPHY GRADUATE PROGRAM

GENERAL GUIDELINES

Revised Fall 2019

ADMISSIONS POLICY FOR OCEANOGRAPHY M.S. AND Ph.D. DEGREES

Any degree-seeking student with at least a B.S. or B.A. degree may apply to enter the Master's program. Most successful applicants, without a Master's degree in oceanography or environmental science or a closely allied field, are accepted into the Master's degree program. However, such applicants, as well as applicants with Master's degrees in oceanography or a related field, may also apply directly to the Ph.D. program. Admission to the M.S. or Ph.D. program is granted upon a favorable majority vote of the oceanography faculty and upon agreement of a faculty member to act as a major professor.

MAINTENANCE OF ACTIVE STUDEN STATUS

Minimum Standards

In order to remain in the Oceanography Graduate Program, a student must

(1) be registered or be on a departmentally approved leave of absence (see below)

(2) be enrolled for 9 – 12 hours each semester as advised

(3) maintain a cumulative grade point average of at least 3.0

(4) make satisfactory progress in research

(5) comply with all other University requirements as stated in the Florida State University General Bulletin

(6) have a major professor

Satisfactory progress in (4) is determined by the student's supervisor committee.

Committee Meetings

The student's thesis/dissertation committee should meet with the student at least once a year and report the student's progress to the Chair.

Leaves of Absence

A student who cannot register for any semester (including summer) should submit a written leave-of-absence request, approved by the major professor, to the Chair of the department.

A student not registered for two or more successive semesters must comply with the University requirement and apply for admission through the University's Office of Admissions. Such admission will not be automatic, but must be reviewed by the student's thesis/dissertation committee and the program faculty.

February 1996/June 2000/July 2010/August 201

Dismissal
A student may be dismissed from the graduate program in Oceanography for not complying with any of the reasons listed above under Minimum Standards. The dismissal of a student who has fallen below any of the minimum standards (1)-(5) will be by majority vote of the student's committee. If a student does not have a committee, one should be formed to consider the student's standing. If the committee votes to dismiss a student, the student and the Department Chair should be notified in writing by the major professor. Dismissal under minimum standard (6) is discussed in the next paragraph.

The Major Professor
Because degrees from this program require research, a student must have a major professor. The major professor sponsors the student's admission and provides guidance and facilities during the student's tenure. A student may change major professors if a new major professor is willing to accept the role. The Chair and the original major professor should be notified in writing by the new major professor when such a change is made.

If a major professor dies, becomes incapacitated or leaves the department, the Chair will arrange for the student and the student's advisory committee to meet with the Chair as soon as possible. At this meeting, the student's options will be discussed and a time limit set for a grace period during which the student does not have a major professor. If a student cannot find a major professor during this grace period, then the student will be informed in writing by the Chair that he or she is no longer a student in the department.

A major professor has the right to resign from the supervision of a student by notifying the student and the Chair in writing. Upon receipt of the resignation, the Chair will arrange for the student and the student's advisory committee, minus the original major professor, to meet with the Chair as soon as possible. At this meeting, the student's options will be discussed and a time limit set for a grace period during which the student does not have a major professor. If a student cannot find a major professor during this grace period, then the student will be informed in writing by the Chair that he or she is no longer a student in the department.

Content and Form of the Thesis and Dissertation
The faculty recognizes that there is no set content and form for the written thesis or dissertation. Each student and his/her committee must agree in advance on the format of the written document. The format should be noted at the time the committee approves the prospectus. Information on formatting is available through the FSU Graduate School (https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines).

Voluntary Separation
A student may leave the program at any time by notifying the Chair in writing and returning all FSU material.

Throughout this document Chair refers to the EOAS Department Chair or his/her designated representative in the Oceanography program.
February 1996/July 2004/July 2010

OCEANOGRAPHY
&
AQUATIC ENVIRONMENTAL SCIENCE

THESIS MASTER'S
DEGREE PROGRAMS

A. GENERAL REQUIREMENTS

The Master's degree program by thesis requires 33 semester hours of course work of which 6 hours must be thesis credits OCE 5971r.

The required course work must be taken in the Earth, Ocean & Atmospheric Science Dept or in other scientific disciplines as the individual's interest and thesis project dictate. At least 18 of the total hours of course work must be taken on a letter grade basis (A, B, C ...). Of the remaining credits, a student may enroll for no more than 6 hours of coursework on a Satisfactory/Unsatisfactory basis during the Master's degree program in courses where letter grades are routinely given. This restriction does not apply to courses normally offered on the basis of the "S/U" grading system.

No more than 3 hours of Supervised Research (OCE 5910) and 3 hours of Supervised Teaching (OCE 5940) may be applied toward fulfilling the 33 hour degree requirement. The Board of Governors funds a maximum of three hours of Supervised Research and three hours of Supervised Teaching per graduate student for M.S. degree program.

A graduate student registered for an individual study course (DIS) must attend at least one conference a week with his/her major professor.

The Oceanography program makes no mandatory program-wide requirement of a foreign language for M.S. degree. In specific cases, however, a student's advisory committee may require demonstration of foreign language skills appropriate to the student's specialty.

Only courses numbered 5000 or above are normally to be taken by graduate students. A graduate student's committee or the department may, however, permit the student to take specified 4000 level courses in the degree program. Such 4000 level courses may be credited toward a graduate degree but they are not factored into the graduate GPA.

The program requires that each student preparing for the M.S. degree attain a grade of A or B in the introductory survey 'core' courses (see Course Requirements). Course credit may be transferred from another department or institution as a substitute for an oceanography core course if approved by the FSU instructor of that particular course, and so requested by the student's advisor and according to the rules set by the University.

The University requires that all work for the Master's degree must be completed within seven years from the time of the student's initial registration. Two to three years are normally needed to complete the course work and research for the Master's degree.

Any degree seeking student with at least a B.S. or B.A. degree* may apply to enter the Master's program. Admission into the program is granted upon a majority vote of the faculty.

* there are some exceptions

B. THESIS COMMITTEE

The Oceanography program has an established procedure for following each student's academic progress. The student must choose a thesis supervisory committee by the end of the student's fourth academic semester in residence. The composition of the committee must be as follows:

a) The committee must consist of at least three faculty members all of which must hold Graduate Faculty Status;

b) One of these must be an Earth Ocean & Atmospheric Science professor whose work lies outside the student's specialty area;

c) Two of the members must be from the Oceanography program;

d) Two members must be well acquainted with the student's area of specialization:

e) The Chair must approve all committees.

Before the end of the student's fourth academic semester in residence in the Oceanography program, the student's committee must submit to the Chair and to the student its assessment of the student's work and capabilities, and its recommendations about the future of the student in the program. The committee must decide whether the student should be allowed to continue in the program. A written committee report covering these points must be put in the student's departmental file by the major professor.

The student's committee, by means of annual conferences and examinations, must evaluate and report in writing the student's progress to the Chair. The reports will be made available to the student and the academic dean.

C. COURSE POLICY
(listed at end of PhD program, page 15)

Thesis Hours
The student must register for thesis credits each term in which a substantial amount of work is being done on the thesis. A student who has completed the required coursework and continues to use campus facilities and/or receive faculty supervision but who has not made a final thesis submission shall register for a minimum of two hours of thesis per term. The exact number of hours shall be determined by the major professor based on the proportion of faculty/staff time, facilities and other resources needed to support the student.

Thesis Prospectus
Each student must, by the end of the fourth academic semester of residence, submit to the committee a thesis prospectus. For example, a student entering the program in the fall would do this before the end of the next fall semester. This prospectus should outline briefly the research proposed by the student; it will be the basis for the subsequent thesis. A written copy, dated and signed by all the members of the advisory committee, must be placed in the student's departmental file.

Thesis Defense
Registration shall be required in the final term in which a degree is granted and shall consist of a minimum of two semester hours of thesis credit even if the student has completed the requirements for the degree in previous semesters. This is to reimburse the university for the administrative costs of manuscript clearance and final degree clearance procedures.

When a student plans to defend a thesis, s/he should register for OCE8976 (Master's Thesis Defense) and sign up for graduation at my.fsu.edu. A student not defending during the anticipated semester will have to sign up for graduation again at the beginning of the following semester. S/He does not need to register for OCE8976 again. A copy of the University guidelines for writing and submitting the thesis may be found at https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/formatting-guidelines. For clarification of information on the web page contact the Manuscript and Final Clearance Advisor in The Graduate School (314 WESCOTT).

The student must submit a copy of the thesis to committee members (electronic or paper as requested) at least four weeks before the announced defense. This defense copy should be essentially complete and legibly typed. The student should meet with each committee member prior to the defense to discuss the defense copy. An additional copy, approved by the student's major professor for this purpose, must be placed in the office of the Academic Coordinator (3008C EOA) at least two weeks before the defense; simultaneously, the student must announce the date, time and place of the defense to the department and separately submit this information to The Graduate School for posting.

The defense seminar will be open to the public and is designed to give the student an opportunity to present his/her research and to respond to criticism. The defense examination will be administered by the student's committee. After the thesis has been successfully defended, the student will prepare a final copy of the thesis acceptable to the student's committee. This corrected version will be signed by the committee and the Department Chair.

Students must complete the entire manuscript clearance process within 60 days of the defense of their thesis. If a student is unable to successfully complete the entire process within the 60 days, he/she will have re-do the defense.

For a list of items that must be submitted to the Manuscript and Final Clearance Advisor see https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal A copy of the final manuscript will be provided to the University libraries.

GUIDELINES FOR BYPASSING THE MASTERS DEGREE

It is also possible that a student in the Master's program may bypass the Master's degree upon completion of the following procedure. The student's M.S. committee should submit to the Admissions Committee:

1. A strong letter of recommendation for by-passing the M.S. degree. This letter should come from the entire committee.

2. The student's complete up-to-date departmental folder, including
   a. Undergraduate record
   b. Complete graduate record
   c. GRE scores, and both undergraduate and graduate GPA's
   d. All letters of recommendation for student's initial admission to FSU
   e. Written records of all meetings of the student's MS committee.

If the Admissions Committee approves admission directly to the Ph.D., the admission must be further approved by a majority vote of the whole academic faculty of the Oceanography program. Following that approval, formal admission will be made through the Office of Graduate Admissions.

OCEANOGRAPHY
&
PHYSICAL ENVIRONMENTAL SCIENCE

PH.D. DEGREE PROGRAMS

A. GENERAL REQUIREMENTS

The Ph.D. degree in Oceanography is not awarded upon the completion of any specific number of courses or at the end of any specific period. The specific course requirements in a student's program of study are selected to meet the needs and career objectives of the individual student. Candidates must demonstrate that they have competence in the subject matter of the core courses and in their field of special interest and that they are capable of doing independent scholarly research leading to a dissertation which should be a contribution to the science of oceanography. The candidate for the Ph.D. degree is required to take at least 18 semester hours in areas related to the student's specialty in addition to the general M.S. requirements. The content of these 18 hours will be determined by the student, their advisor and the student's supervisory committee. These requirements apply to students entering the Ph.D. program with an M.S. degree in a related field as well as students with an M.S. in Oceanography. Also, all students must take 24 semester hours of dissertation (OCE6980).

If a student is working toward the Ph.D. degree without completing the M.S. degree, the M.S. minimum course requirement of 33 semester hours must be fulfilled as well as the Ph.D. requirements.

Students completing the Florida State University M.S. degree may be readmitted to the Ph.D. program upon a favorable majority vote of the faculty.

A graduate student registered for an individual study (DIS) course must attend at least one conference a week with his/her major professor.

The University requires that a student's Ph.D. program may include no more than 9 semester hours of course work on a Satisfactory/Unsatisfactory basis in courses where letter grades are routinely given. Also, no more than 5 semester hours of Supervised Research (OCE 5910) and 5 semester hours of Supervised Teaching (OCE 5940) may be applied toward fulfilling the course requirements. The Board of Governors funds a maximum of five hours of Supervised Research and five hours of Supervised Teaching per graduate student per degree program.

There is no department-wide language requirement for the Ph.D. degree; the student's advisory committee may require demonstration of foreign and native language skills useful in the student's special area of study.

Only courses numbered 5000 or above are normally to be taken by graduate students. A graduate student's committee or department may, however, permit the student to take specified 4000 level courses in the degree program. Such 4000 level courses may be credited toward a graduate degree but they are not factored into the graduate GPA.

The program requires that each student preparing for the Ph.D. degree attain a grade of A or B in the introductory survey 'core' courses (see Course Requirements). Course credit may be transferred from another department or institution as a substitute for an oceanography core course if approved by the FSU instructor of that particular course, and so requested by the student's advisor and according to the rules set by the University. Any student deficient in the core courses must complete these courses or their equivalent promptly, with a grade of A or B.

The student may register for Dissertation (OCE 6980) only after passing the Ph.D. Preliminary Examination.

All requirements for the degree must be completed within five calendar years from the time student passes the Preliminary Examination. Four to seven years are normally needed to complete the course work and research for the Ph.D. degree.

Any degree-seeking student with at least a B.S. or B.A. degree* may apply to enter the Ph.D. program. Admission to the Ph.D. program is granted upon a favorable majority vote of the faculty.

* there may be some exceptions

B. SUPERVISORY COMMITTEE

The Program has an established procedure for following the progress of each student's work. The student must choose a supervisory committee by the end of the student's fourth academic semester in residence. The composition of the committee must be as follows:

a) The committee must consist of at least five faculty members, four of whom must have Graduate Faculty Status;
b) One of these must be an oceanographer whose work lies outside the student's specialty area,
c) Two of the members should be familiar with the student's area of specialization,
d) Two of the members must be from the Oceanography program,
e) One member (the University Representative) must be a tenured Florida State University faculty member with Graduate Faculty Status from outside the Department of Earth, Ocean and Atmospheric Science,
f) The major professor and at least three other members including the Representative at Large must have Graduate Faculty Status,
g) The Chair must approve all committees.

The student must complete a Doctoral Supervisory Committee form, which lists all the members of the committee along with their initials indicating their approval, and submit the form to the Academic Coordinator (3008C EOA).

The students committee, by means of annual conferences and examinations, must evaluate and report in writing the students progress to the student, the chair and the academic dean. The student will receive an annual evaluation from their major professor. The Dean of The Graduate School, the academic dean, and the chair of the major department may attend committee meetings as nonvoting members. Non-graduate faculty may assist a student on a supervisory committee, but cannot vote or sign the dissertation.
The University Representative is responsible for ensuring that University policies are followed, and that decisions made by the supervisory committee reflect the collective judgment of the committee. Therefore, the graduate faculty representative must be someone who is free of conflicts of interest with other members of the committee. If questions arise they should be referred to the Dean of The Graduate School for resolution.

Ph.D. Preliminary Examination

As required in all Ph.D. programs at Florida State University, each student must pass the Preliminary Examination for admission to Ph.D. candidacy. The first attempt of the Exam can be taken as early as the third academic semester, but no later than the fifth academic semester in residence after admission to the Oceanography Ph.D. program. The student should register for Preliminary Doctoral Examination (OCE 8964) at the beginning of the semester in which the exam is scheduled. In the event of a non-satisfactory exam and according to FSU policy, a student may be reexamined only once. The second and final exam attempt, if necessary, must be taken within two semesters of the first attempt. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. A "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a "pass" or a "fail" grade for each attempt.
An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee.

The Preliminary Examination will have both a written section and a subsequent oral section. It must be announced to all Oceanography faculty and to the student's committee at least two weeks before the written portion. The full Oceanography faculty must be solicited for written examination questions. The solicitation will include a list of the student's current and completed coursework (in the degree program), the names of the student's major professor and Ph.D. committee members, and the proposed topic of the dissertation. The student's committee will screen questions and prepare and administer the examination. The oral examination, given after the written examination, must be announced and be open to the full Oceanography faculty. Examination results must be reported to the Chair and to the academic dean. Passed examinations must be reported to the Registrar. Examination questions, scores and answers must be placed in the student's academic folder.

The Physical Oceanography preliminary exam is administered only in the fall and spring semesters to coincide with other departments/programs that cover some similar content.

A folder containing copies of all written Preliminary Examination questions, identifying the

authors of the questions, will be kept on file in the program office. The folder will be open to the students and faculty.

A student must be admitted to candidacy (i.e., passed student's Preliminary Examination) at least six months prior to the granting of the Ph.D. degree.

A student who has passed the Preliminary Examination is considered a candidate for the doctoral degree and is eligible to register for dissertation credits. Dissertation credits may under limited circumstances be retroactively added for the semester in which a preliminary exam was completed.

All requirements for the degree must be completed within five calendar years from the time the student passes the Preliminary Examination or the student's supervisory committee will require that a new Preliminary Examination be passed. However, it is the intent of the department that the student complete the Ph.D. degree program in no more than five years from the date of first registration.

Dissertation Hours

The student must register for dissertation credits each term in which a substantial amount of work is being done on the dissertation. A student who has completed the required coursework and continues to use campus facilities and/or receive faculty supervision but who has not made a final dissertation submission shall register for a minimum of two hours of dissertation per term. The exact number of hours shall be determined by the major professor based on the proportion of faculty/staff time, facilities and other resources needed to support the student.

Dissertation Prospectus

The student's dissertation prospectus should be submitted for consideration by the committee before the end of the semester following the successful completion of the Preliminary Exam. The prospectus, outlining briefly the research proposed by the student, is the basis for the subsequent dissertation and must be discussed with the committee. A written copy, dated and with signatures indicating committee approval, must be placed in the student's departmental file before the end of the second semester following the Preliminary Exam.

Dissertation Defense

Registration shall be required in the final term in which a degree is granted and shall consist of a minimum of two semester hours of dissertation credit even if the student has completed the requirements for the degree in previous semesters. This is to reimburse the university for the administrative costs of manuscript clearance and final degree clearance procedures.

Prior to the defense of dissertation, the student should register for OCE 8985 (Dissertation Defense) and sign up for graduation at my.fsu.edu, Apply for Graduation. A student not defending during the anticipated semester must remove themselves from the Registrars list

and sign up for graduation again at the beginning of the following semester; and does need to register again for Dissertation Defense. A copy of the University guidelines for writing and submitting the dissertation may be found online at https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation. For clarification of information on the web site contact the Manuscript and Final Clearance Advisor in The Graduate School (314 WESCOTT).

The student must submit a paper copy of the dissertation (unless otherwise requested) to all committee members at least four weeks before the announced defense. This defense copy should be complete and must be legibly typed. The student should meet with each committee member prior to the defense to discuss the defense copy. An additional copy, approved by the student's major professor for this purpose, must be placed in the office of the Academic Coordinator (333A OSB) at least two weeks before the defense; simultaneously, the student must prepare and post a flyer announcing the date, time and place of the defense.

At least two weeks prior to the date of the examination in defense of dissertation, the student will present an announcement of the dissertation title, date and place of the defense seminar to The Graduate School. Note this separate from the announcement of the defense to the department.

The defense seminar (required of all Ph.D. candidates) will be open to the public and is designed to give the student an opportunity to present the dissertation research and to respond to criticism. The subsequent defense examination will be administered by the student's committee, and open to all the departmental faculty. After the dissertation has been successfully defended, the student will prepare a final copy acceptable to the committee. This corrected version will be signed by the committee and the Chair.

As of August 2009, students must complete the entire manuscript clearance process within 60 days of the defense of their dissertation. If a student is unable to successfully complete the entire process within the 60 days, he/she will have redo the defense.

For an overview of items that must be submitted to the Manuscript and Final Clearance Advisor see https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation/manuscript-clearance-portal A copy of the final manuscript will be provided to the University libraries.

A University Representative Doctoral Defense Report form should be submitted online by the University Representative on the students committee to the Dean of The Graduate School, within one week after the date of defense.

C. COURSE POLICY (Master's and Ph.D. Programmes)

Course requirements for Aquatic Environmental Science Thesis students

Thesis Master's Aquatic Environmental Science

Aquatic Environmental Science Master's thesis students are required to take the core course
OCE 5018 Current Issues in Environmental Science (this may be waived if the student took the course as an undergraduate at FSU as OCE 4017)

and it is recommended that the AES thesis students also take the core courses:
GLY 5267 Stable Isotopic Tracers in the Environment
MET 6480 Biogeochemical Cycles and Global Change

and three or more of the following specialty courses dependent on the students needs*:
BSC 5932 Modeling in R
BSC 5936 Quantitative Methods in Ecology and Evolutionary Biology
GIS 5038C Advanced Remote Sensing
GIS 5101 Geographic Information Systems
GIS 5101L Geographic Information Systems Lab
GIS 5305 Environmental Analysis and Modeling
GLY 5736 Marine Geology
GLY 5827 Principles of Hydrology
OCB 5050 Basic Biological Oceanography
OCB 5635 Coastal Ecology and Processes
OCB 5636 Marine Microbial Ecology
OCB 5930 Systematic Conservation Planning
OCC 5050 Basic Chemical Oceanography
OCC 5052 Aquatic Chemistry
OCC 5415 Marine Geochemistry
OCC 5554 Atmospheric Chemistry
OCC 5930 Organic Geochemistry of Natural Waters and Sediments
OCC 5930 Rivers and Wetlands
OCE 5065 Marine Conservation Biology
OCE 5077 Marine Environment Pollution
URP 5422 Coastal Planning

* Other classes may meet the students requirements but must be approved by the supervisor and committee.

Course requirements for Biological Oceanography students

Master's Program Biological Oceanography

Master's students are required to take all core courses that are offered:

OCC 5050 Basic Chemical Oceanography
OCG 5051 Basic Geological Oceanography
OCP 5050 Physical Oceanography

Master's students are also required to take the following courses:

OCB 5636 Marine Microbiology
OCB XXXX Marine Plankton
OCB 5639 Marine Benthic Ecology
OCB 5939 Biological Oceanography Seminar (required for all students when offered)

and one of the following specialty courses:

OCB 5015 Marine Nekton: Larval Fish to Whales
XXX XXXX Invertebrate Zoology
OCB 5077 Marine Environment Pollution
OCB 5065 Marine Conservation Biology
OCB 5930 Molecular Ecology
OCB 5636 Marine Microbial Ecology
OCB 5264 Coral Reef Ecology
OCB 5635 Coastal Ocean Processes
OCB 5064 Ecology of Marine Sediments
OCE 5009L Deep-Sea Biology and Field Methods

Ph.D. Program Biological Oceanography

In addition to the courses required for the Master's program, Ph.D. students must take at least 1 additional specialty course

Math, Statistics or GIS classes should be included as needed

GLY 5757c GIS course
XXX XXXX MATLAB
XXX XXXX Parametrics Stats – (STA 5126 Introduction to Applied Statistics)
STA 5507 Applied Non-Parametric Stats
XXX XXXX Multivariate Stats – Primer or R – currently offered as GLY 5595 Geostats

The student's committee should decide on suitable course combinations and additional courses. The program of study should be designed to fit the student's needs.

Course requirements for Chemical Oceanography students

Master's program Chemical Oceanography

The Chemical Oceanography Master's students are required to take the core course
OCC 5050 Basic Chemical Oceanography

and it is recommended that the Master's students also take the other core courses:
OCC 5050 Basic Biological Oceanography
OCG 5051 Basic Geological Oceanography (presently not offered)
OCP 5050 Physical Oceanography

In addition, Master's students are required to take
OCC 5939 Chemical Oceanography Seminar

and two of the following specialty courses:
OCC 5052 Aquatic Chemistry
OCC 5062 Marine Isotopic Chemistry
OCC 5415 Marine Geochemistry
OCC 5416 Organic Geochemistry
OCC 5417 Geochemical Ocean Tracers
OCC 5554 Atmospheric Chemistry
GLY 5267 Stable Isotopic Tracers in the Environment
GLY 5827 Principles of Hydrology
OCB 5636 Marine Microbial Ecology

Ph.D. program Chemical Oceanography

In addition to the courses required for the Master's program, Ph.D. students must take at least 1 additional specialty course.

Math, Statistics or GIS classes should be included as needed
XXX XXXX GIS course
XXX XXXX MATLAB
XXX XXXX Parametrics Stats – **(**STA 5126 Introduction to Applied Statistics)
STA 5507 Applied Non-Parametric Stats
XXX XXXX Multivariate Stats – Primer or R – currently offered as GLY 5595 Geostats

The student's committee should decide on suitable course combinations and additional courses. The program of study should be designed to fit the student's needs

Course requirements for Biogeochemical Oceanography students

The students committee must represent at least 2 of the three traditional areas of the Oceanography program: biological, chemical or physical.

Master's program Biogeochemical Oceanography
Master's students are required to take the core course
OCC 5050 Basic Chemical Oceanography

It is recommended that the Master's students also take the other core courses:
OCC 5050 Basic Biological Oceanography
OCG 5051 Basic Geological Oceanography (presently not offered)
OCP 5050 Physical Oceanography

In addition, Master's students are required to take
OCB 5636 Marine Microbial Ecology
OCC5939 Chemical Oceanography Seminar **or** OCB5939 Biological Oceanography Seminar

and two of the following specialty courses:
OCB 5639 Marine Benthic Ecology
OCB 5565 Marine Primary Production
OCB 5015 Marine Nekton:Larval Fish to Whales
OCC 5052 Aquatic Chemistry
OCC 5062 Marine Isotopic Chemistry
OCC 5415 Marine Geochemistry
OCC 5416 Organic Chemistry
OCC 5417 Geochemical Ocean Tracers
Or GLY 5267 Stable Isotopic Tracers in the Environment
OCC 5554 Atmospheric Chemistry
GLY 5827 Principles of Hydrology
GLY 5825 Physical Hydrology

Ph.D. program Biogeochemical Oceanography
In addition to the courses required for the Master's program, Ph.D. students must take at least one additional specialty course

Math, Statistics or GIS classes should be included as needed
XXX XXXX GIS course
XXX XXXX MATLAB
XXX XXXX Parametrics Stats – (STA 5126 Introduction to Applied Statistics)
STA 5507 Applied Non-Parametric Stats
XXX XXXX Multivariate Stats – Primer or R – currently offered as GLY 5595 Geostats

The student's committee should decide on suitable course combinations and additional courses. The program of study should be designed to fit the student's needs

Course requirements for Physical Oceanography students

The Oceanography Program requires students to complete at least one core course outside their own discipline. The core courses are:
OCB 5050 Basic Biological Oceanography
OCC 5050 Basic Chemical Oceanography
OCG 5051 Basic Geological Oceanography
OCP 5050 Basic Physical Oceanography

Physical Oceanography Master's students are required to take the following courses:
OCP 5056 Introduction to Physical Oceanography
OCP 5285 Dynamic Oceanography

Ph.D. program Physical Oceanography
In addition to the courses required for the Master's program, Ph.D. students must take all of the following courses:
MAP 5431 Introduction to Fluid Dynamics
OCP 5056 Introduction to Physical Oceanography
OCP 5253 Fluid Dynamics: Geophysical Applications
OCP 5285 Dynamic Oceanography

The student's committee should decide on suitable course combinations and additional courses. The program of study should be designed to fit the student's needs

Course Requirements for Physical Environmental Science students

For the PhD in environmental sciences it is recommended that each student enroll on a letter grade basis in one of the following three courses.

OCE 5018 Current Issues In Environmental Science
MET 6480 Biogeochemical Cycles and Global Change
GLY 5267 Stable Isotope Tracers In The Environment

In addition students should enroll in a graduate level seminar for one semester during each year they are in residence.

The department offers a broad range of graduate courses from which the student and major professor can choose and that can help the student achieve the level of mastery necessary to pass their preliminary exam. These include but are not limited to the list below. Courses outside of the EOAS department can be used. Students should form a committee early in their program and seek guidance and approval from that group.

GLY 5825 Physical Hydrology
GLY 5827 Principles of Hydrology
GLY 5826 Numerical Modeling of Groundwater Flow
OCB 5050 Basic Biological Oceanography
OCB 5635 Coastal Ecology and Processes
OCB 5636 Marine Microbial Ecology
OCB 5930 Systematic Conservation Planning
OCC 5050 Basic Chemical Oceanography
OCC 5052 Aquatic Chemistry
OCC 5415 Marine Geochemistry
OCC 5930 Organic Geochemistry of Natural Waters and Sediments
OCC 5930 Rivers and Wetlands
GLY 5516 Stratigraphy and Sequence Analysis
GLY 5576 Stratigraphy and Sediments of Transitional Marine Environments
OCE 5065 Marine Conservation Biology
OCE 5077 Marine Environment Pollution
URP 5422 Coastal Planning
GLY 5887 Environmental Geology
GLY 5595 Geostatistics (Advanced Topics in Sedimentation)
GLY 5757 GIS and Remote Sensing
GLY 5885 Geologic Hazard Assessment
OCP 5930 Marine Modeling
MET 5607 Atmospheric Composition, Chemistry, and Climate
MET 5090 Applied Time Series Analysis
MET 5311 Advanced Dynamic Meteorology I (Atmospheric fluid dynamics)
MET 5312 Advanced Dynamic Meteorology II (Atmospheric waves and instabilities)
MET 5541 Dynamical Weather Prediction

MET 5425 Advanced Physical Meteorology I (Atmospheric thermodynamics and cloud microphysics)
MET 5451 Advanced Physical Meteorology II (Radiative transfer and remote sensing)
MET 5505 Advanced Synoptic Lecture-Laboratory I (Weather systems)
MET 5506 Advanced Synoptic Lecture-Laboratory II (Evolution of weather systems)
MET 5533
MET 5534 Tropical Meteorology II (Hurricanes)
MET 5105 Global Climate System
OCP 5551 Physics of the Air-Sea Boundary Layer
MET 6308, 6480, 6561, 6155 Advanced Topics (content varies by instructor)

GRADUATE APPOINTMENTS - GUIDELINES

Initial Appointments

The initial appointment will in most cases be at the one-half time rate. Less than one-half time appointments may be offered to students with marginal qualifications and are also available to students who wish to take an academic course load greater than that recommended for one-half time assistants.

All graduate assistants are expected to take a normal course load of 9 - 12 credit hours per semester and pay the full registration fee. Matriculation and/or out-of-state tuition may be waived for graduate assistants appointed at one-quarter or greater time rate, depending on availability of waivers and the availability of stipend funds.

Continuing Appointments

Graduate assistants will ordinarily be appointed from semester to semester and from year to year provided they are:

1. making satisfactory progress toward a degree, and
2. are performing satisfactorily in their research and/or teaching duties.

During the academic year, graduate assistants will not be appointed at a rate exceeding one-half time.

Graduate Assistant's Rates

All graduate assistants are paid no less than the minimum stipend as enclosed in Appendix I, contingent upon the availability of funds. The stipend schedule will be periodically updated as appropriate. A graduate assistant may be permitted to transfer from one project to another with mutual consent of both project directors. Assistants interested in making a transfer should also consult with the Chair.

In general, increases within a pay step will be tied to accomplishments in academic, teaching and research duties. Transfers from one pay step to another will be tied to the completion of the indicated academic hurdle.

Summer Appointments

Summer appointments may be available. In special cases graduate assistants may be appointed more than 50% time during summer provided:

1. they enroll for the appropriate number of credit hours and
2. there is a need for their services on the contract or grant on which they are employed.

Graduate assistants are usually appointed for the appropriate bi-weekly pay periods covering the period of registration, classes, and final exams for each semester. If graduate assistants wish to be employed during the break periods (i.e., at Christmas, in May, and mid-August) they must make the appropriate arrangements with the contract supervisor. Since graduate students do not earn leave time, they must work if they expect to be paid during official break periods.

Continuation of support

Graduate students should realize that the existence of their student assistantship is because the major professor has been awarded grant funding to carry out a specific research objective. The continuation of this funding requires the whole hearted cooperation and support of the student.

Research assistantships are contingent upon satisfactory progress on the assigned research project and the availability of funds. Progress on your research project will be subject to continuing review by your major professor

Graduate study is normally considered a full-time, professional commitment. If a student sees a special need for outside employment this should be discussed with the major professor well in advance.

Added Stipends for T/A's

An added stipend mav be paid to students who take on teaching duties, significant supervisory and/or service functions but only during the semester or term that such duties are being performed. It is felt that such duties often distract from progress toward the M.S. or Ph.D. degree and that special compensation is justified. The research supervisor and/or the EOAS Department Chairman will decide when graduate assistants qualify for extra compensation of this type.

Those on fellowship may receive a stipend in addition to their fellowship. Such additional stipend - if approved - is available only to the extent the department or a contract is willing to provide such support.

Termination or Reduction of Appointments

Graduate assistantships are subject to termination or reduction if the incumbent fails to attain satisfactory grades or fails to perform the assigned research or teaching duties in a satisfactory manner, as determined by the appropriate supervisor.

Tuition Waivers
The Oceanography Program follows the University rules for tuition waivers which consist of a matriculation waiver and/or an out-of-state tuition waiver, and are summarized below:

Students receiving waivers because of a graduate assistantship must

a) have at least .25 FTE; covering at least the full academic period from the first day of class through the last day of finals week;

b) be paid at least $1500 for the academic period; and

c) be enrolled and performing satisfactorily in coursework directly pertaining to their degree program.

d) If the assistantship does not meet the above guidelines, the waivers will be cancelled. (as of Fall 2000)

Waivers cover 9 - 12 credit hours.

Students must be aware the waiver does not cover the full fees assessed. There are additional charges (a health fee, financial aid fee, building fee, etc.) which are typically not waived and for which the student must arrange payment.

Courses not related to the academic degree will not be covered by waivers. No recreational courses (bowling, sailing, aerobics, tennis, etc.) will be covered

RESIDENCY for US students (does not apply to International Students)

Out-of-state U.S. citizens are responsible for declaring Florida residency after their first full calendar year of enrollment. This process MUST be initiated prior to the first day of the students first semester. *Students who are eligible for Florida residency and have not declared will have their out-of-state waiver cancelled by the College of Arts and Sciences*. Consult with the department Academic Coordinator about general questions regarding the residency process.

Procedures for reclassification of residency include:

1. Evidence of legal ties to the State of Florida: Declaration of Domicile **(REQUIRED)** obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which the student claims permanent domicile. (The fee in Leon County is currently $15.00.) **Note:** This document **must** be filed prior to the first day of classes for which you have been admitted to Graduate School.

2. Copies of driver's license, voter and vehicle registration. Legal ties with a previous state of residence must be switched to Florida at the time of filing your Declaration of Domicile. In other words, **all** legal ties must be established in Florida prior to the first day of classes for which you have been admitted to Graduate School.

3. Official confirmation of Graduate Assistantship by the School or College with which you have been on appointment. The graduate assistant verification form must be completed by your department representative.

4. Proof of twelve months' continuous physical presence in Florida; immediately prior to the first day of classes for the semester you wish to apply for residency. Documentation may include: Florida lease agreements, utility bills, bank records, etc.

5. Submit an official application for reclassification of residency, with required documentation, prior to the first day of classes for the semester you wish to claim Florida residency. Note: Applications will be accepted no earlier than one (1) month prior to the first day of classes.

6. Graduate students not on assistantship during their first year of enrollment and Undergraduate students should contact the Registrar's Office as soon as possible, as this information does not apply.

If you have questions or need more information, please contact:

Florida State University Office of Admissions and Records A3900 University Center
282 Champions Way
P.O. Box 3062480
Tallahassee, Fl 32306-2480
PHONE: (850) 644-1050
Enrollment Management Specialist

OUTSIDE EMPLOYMENT

Faculty and academic staff at Florida State University interested in seeking outside employment must respect the guidelines set out in the Florida Statutes. We require, as departmental policy, that graduate students adhere to the same guidelines as faculty members. The guidelines guard against conflict of interest between university obligations and outside employment, and selected highlights of these rules are stated below. Fuller discussion can be found in the 1991 Florida State University Faculty Handbook.

Florida Statutes, Part III, Chapter 112, provide that no faculty or staff member shall engage in any outside activity which interferes with the full performance of his or her assigned duties.

The 1991 edition of the Florida State University Faculty Handbook states that "outside activity" is defined to mean any private practice, private consulting, additional teaching or research, or other activity, compensated or uncompensated, which is above and beyond a faculty or staff member's assigned duties and for which the University has provided no compensation.

Faculty and academic staff members have the responsibility to check the possibility of conflict of interest between their outside employment activities and work at the University.

Before engaging in any compensated professional activity or any outside activity which a faculty or academic staff member should reasonably conclude may create a conflict of interest, the faculty or staff member shall submit to the department chairman a written statement on the Florida State University Faculty Outside Employment Statement Form.