

6/9/2011

# Graduate Program Handbook

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Jackson School of Geosciences

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# Preamble

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## A. Preamble

The Jackson School of Geosciences endeavors to offer a premier *graduate program* in the geosciences nationally and internationally. This document outlines the formal requirements and informal guidelines and tips for the Graduate Program in Geological Sciences, and it articulates both Departmental policies as well as University requirements. Each student however is personally responsible for being familiar with the University rules and requirements contained in the Graduate Catalog as well as the General Information Catalog. Deadlines for completion of requirements and the filing of essential forms are enforced by the Department and by the Graduate School; the student bears sole responsibility for learning of these deadlines and meeting them. This document represents the initial source of information for many questions about the graduate program, but in the end the Graduate Studies Committee, and the graduate school, are the final authorities on most matters that affect graduate students.

## B. General Guidelines

### Preparatory Coursework

All students admitted to the Graduate program are expected to have completed a minimum of two college-level courses in calculus, and four additional college-level courses in at least two other of the following subjects: physics, chemistry, and biology. These courses must be completed with a grade of C or better. In addition, students are required to have field training appropriate for the subject of interest. Advanced Program (AP) credit can be substituted if it appears on a college transcript. Students lacking any of these required courses must complete them before the completion of their first year of graduate school unless there are extraordinary extenuating circumstances. These courses can be taken at UT or any other accredited university, college, or community college. Supervisory committees may require additional prerequisite coursework.”

### Transfer Credit

#### a. *Master's Degree:*

- No course counted toward a previous degree at another institution may be counted toward a Master's degree, either directly or by substitution.
- A maximum of six semester hours of graduate coursework not used for a previous degree in which the grade is *A* or *B* may be transferred from another institution by petition to the Graduate Studies Committee and with the approval of the Dean of Graduate Studies.

#### b. *Doctoral Degree:*

- The Graduate School requires 30 credit hours for the PhD program of work. Six of those hours may be transferred from another institution, provided those courses were not used for another doctoral degree.
- Any coursework taken toward a Master's degree at the University of Texas, Austin, can be counted toward a subsequent PhD Program of Work provided it is acceptable to the supervising committee and the Graduate Adviser, and providing it has not already been used toward another doctoral degree.

### Full-Time Graduate Student Status/Course Load

Graduate students working as a Teaching or Graduate Research Assistant, an Assistant Instructor, or students on their independent study semester, must be registered for and must remain registered for a full-time load. Students holding a Graduate School administered fellowship or scholarship must also be registered for a full time load, but for other fellowships (e.g. Geology Foundation fellowship) students only need to register for 3 hours unless otherwise stipulated by the fellowship. A student is considered full time when registered for 9 hours (long semester) or 3 hours (summer semester, any session).

Enrollment in University Extension courses does not count toward the full-time enrollment status.

## Grades

### a. *Credit/No Credit*

Some coursework can be taken on a Credit/No Credit basis; the requirements and methods of evaluation are the same for students taking a course Credit/No Credit as they are for a student taking the course for a grade. A performance at the level of C or above is required to earn credit (CR). Students may take no more than 20% of the required semester course hours (not including thesis/dissertation or Tech Sessions) for the degree (typically 6 semester hours), on a Credit/No Credit basis. A student who wishes to take a course for Credit/No Credit may elect this option at the time of registration, and may change the grade status of a course by the 40<sup>th</sup> class day (long semester). After the online registration period a form must be completed and signed by the Graduate Adviser.

### b. *Grades and GPA*

A student must earn a grade of C (not C-) or better to include a course in the Program of Work for a graduate degree. Credit by examination is not accepted for credit toward graduate degrees. To graduate, a student must have a graduate grade point average of at least 3.00; the grade point average is calculated from the graduate and upper-division undergraduate courses in which the student earns a letter grade while he or she is enrolled in the Graduate School. A student whose graduate grade point average falls below 3.0 at the end of any semester or summer session will be warned by the Graduate School that his or her continuance in the Graduate School is in jeopardy. During the next semester or summer session in which the student is registered, he or she must attain a cumulative grade point average of at least 3.0 or be subject to dismissal. During this period the student may not drop any course or withdraw from the university without the approval of the Graduate Adviser and the graduate dean.

### c. *Incomplete Grades*

If a student does not complete all the assignments in a course before the end of the course, the instructor may report the symbol X (incomplete) to the registrar in place of a grade. The student must then complete the course requirements by the last class day of the next long-session semester of enrollment. The instructor must report a final grade by the end of the grade reporting period in that semester. If these deadlines are not met, the symbol X is converted to the symbol I (permanent incomplete). The symbol I cannot be converted to a grade, and when the symbol I is recorded, the symbol X also remains on the student's record. A student cannot be appointed as a Teaching Assistant (TA), Assistant Instructor (AI), or Graduate Research Assistant (GRA), if they have more than one temporary incomplete grade (X) and one permanent incomplete grade (I).

## Registration

### a. *Continuous Registration*

All graduate students are expected to enroll and pay tuition and fees in the fall and spring semesters of each academic year until graduation. If the student has been admitted to candidacy for a doctoral degree, registration in the dissertation course, the equivalent, or

[International Independent Study and Research](#) is required. To assist doctoral candidates in meeting the continuous registration requirement, the Graduate School will automatically register eligible students for the spring and fall semesters, although all students must clear their registration bar. The only alternative to continuous registration is a leave of absence. If the student fails to register and has not been granted a leave of absence by the twelfth class day, the student must apply to be readmitted to the graduate program and pay a readmission application fee of \$50. See [Readmission for Graduate Students](#). If a doctoral candidate misses one or more semesters without an approved leave of absence, and is readmitted, the student must pay the tuition due for all missed semesters.

#### ***b. Late Registration***

The period of late registration is given in the [Course Schedule](#). A late fee of \$25 is assessed for registration through the fourth class day of a long semester (second class day of a summer term), \$50 for registration from the fifth through the twelfth class day of a long semester (third and fourth class days of a summer term), and \$200 for registration after the twelfth class day of a long semester (fourth class day of a summer term). Registration from the fifth through the twelfth class day of a long semester (third and fourth class days of a summer term) requires the permission of the Graduate Dean. The form, [Petition for Late Registration of Graduate Students](#), signed by the Graduate Adviser and the appropriate course instructors, must be submitted to the Graduate School for approval. Registration after the twelfth class day (fourth class day in the summer terms) is permitted only in unusual circumstances.

Students must pay their fee bills by 5:00 p.m. on the day their late registration is processed or their registration will be cancelled. Students who receive financial aid or who have a "zero amount due" must complete their registration via the web, or by submitting their fee bill showing a "zero amount due" to the Cashier's Office by 5:00 p.m. on the day their late registration is processed. Failure to complete registration will result in cancellation.

#### ***c. Adding a Course***

During the first four days of a long semester, students may add courses via the web. If the course is full or restricted, the student must have department approval to add the course. During the fifth through the twelfth class day, students must have the approval of the department in which the course is offered. The twelfth class day is the last day to add a course. After this date, students may not add a course, except for extenuating circumstances as approved by the Graduate Adviser and Graduate Dean. To add a course after the twelfth class day, the Graduate Adviser must write a petition to the Graduate Dean and attach a completed Graduate Add/Drop form with all required signatures. Rules are similar for summer, but with shorter deadlines.

#### ***d. Dropping a Course***

With the required approvals, a student in good standing may drop a course through the last class day of a semester. A student may drop a course through the fourth class day of the fall and spring semesters (the second class day of a summer term) via the web and receive a full refund. A student may drop a course the fifth through the twelfth class days

of the fall and spring semesters (the third and fourth class days of a summer term) through the department offering the course with a full refund. International students, in addition to obtaining the required approvals, must be advised by the International Office before dropping a course if their remaining course load will be fewer than nine hours in a long term or three hours, if registered, during the summer session. Students employed as Assistant Instructors, Teaching Assistants, and Graduate Research Assistants may not reduce their course load to less than full-time status.

**Q-Drop:** From the 13<sup>th</sup> through the 20<sup>th</sup> class day of the fall and spring semesters (the 5<sup>th</sup> through the 10<sup>th</sup> day of a summer term), a student may drop a course with the approval of the Graduate Adviser and the graduate dean, but without a refund. A Graduate Add/Drop form signed by the Graduate Adviser must be submitted to the graduate dean for approval. Courses dropped during this period will appear on the student's transcript with the symbol Q. They are not included in the student's GPA. After the 20<sup>th</sup> class day of the fall and spring semesters (the 10<sup>th</sup> day of a summer term) through the last class day the instructor will determine whether the symbol Q or a grade F will be recorded. Courses assigned the symbol Q appear on the transcript, but are not included in the student's GPA.

## Leave of Absence

Graduate students may apply for a leave of absence of no more than two semesters during their program of study. Granting a [request for a leave of absence](#) for a Masters student, or a PhD student not in candidacy, is left to the discretion of the Graduate Adviser and the Graduate Studies Committee. If the student has been admitted to candidacy for the doctoral degree, [the application for a leave](#) requires a petition from the Graduate Adviser and will be approved only in unusual circumstances. A student on an approved leave may reenter the graduate program by filing an Application for Readmission with the [Graduate and International Admissions Center](#). No readmission application fee is required. Failure to secure a leave of absence in advance of the semester for which a student will be on leave means (1) the student will not be guaranteed readmission and, (2) the student will be assessed an application fee for readmission.

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.

## Clearing Bars to Registration

A bar is a code placed on your record that prevents registration. Any bars you may have will be listed on your [registration info sheet](#), or RIS. Kinds of bars that may appear include:

### a. *Advising*

All students in the graduate program in the Jackson School will have a registration bar every semester, and must be advised by their mentor/supervisor or the graduate Adviser before registering for classes.

**b. *Financial***

In most cases, financial bars may be paid in cash or by check at the cashier's office in Main Bldg room 8, or cleared online at the [What I Owe](#) page.

**c. *Nonfinancial***

You must resolve a nonfinancial bar in person at the administrative office that imposed it.

**d. *School/Departmental***

Financial and non-financial school bars may be placed on a students' record for unreturned equipment, incomplete paperwork, and other items overseen by the department/school and must be cleared with the appropriate office.

## **Progress Reports**

All Graduate students are required to submit progress reports annually on the form provided. The student must obtain his/her supervisor's signature as approval before submitting the original to the Graduate Adviser and copies to all members of the supervisory committee. Approved annual progress reports are due during the spring semester, typically in mid-April. Students who fail to meet this requirement will be barred from further registration until the requirement is met.

## **Check-out**

Each student must comply with a check-out procedure that ensures that all requirements have been fulfilled, that all borrowed books, keys and equipment have been returned, and that thesis copies and materials have been appropriately archived. Before submitting the final thesis, students should obtain a "Check-out Sheet" from the Graduate Coordinator's office, obtain all necessary signatures, and return the form to the Graduate Coordinator's office.

# Doctoral Degree

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## C. Doctoral Degree

The Doctoral degree combines formal coursework with a research project carried out under the supervision of a member of the Graduate Studies Committee that culminates in the preparation of a Doctoral Dissertation. The goal of the doctoral research is the achievement of fundamental research and new knowledge. Every doctoral student is required to prepare work of publishable quality and to submit it to a peer-reviewed journal. Geoscience practice increasingly requires that we work beyond presumed boundaries between disciplines and that we address problems quantitatively. However, we must at the same time train our students to have significant depth within their sub-discipline.

A student is considered a PhD "aspirant" after he or she has been admitted by the Department and has enrolled in graduate courses. After coursework and other requirements are completed and after successful completion of a qualifying examination based on a dissertation research proposal, the aspirant makes formal application to the Graduate School for admission to candidacy for the degree. After the supervisory committee approves the dissertation, and any additional dissertation requirements set forth below are met, the PhD degree is awarded.

### Required Coursework

The Program of Work for the Doctor of Philosophy degree must have a minimum of thirty semester hours of advanced coursework, including dissertation hours.

The Doctoral Program is intended to be flexible, and to be tailored to the student's area of research, with courses divided into the major area and supporting work. The Program of Work should show evidence of formal study in those areas that are relevant or necessary to provide an adequate background to carry out the proposed research. The supporting work in contrast should demonstrate that the student has not specialized too narrowly and is able to bring the discoveries, techniques, and theories of another discipline to bear on the dissertation topic.

#### *a. Major Area:*

A minimum of 18 semester hours must be taken in the major area for a letter grade. This can be as graduate courses taken in the Dept. of Geological Sciences, or appropriate graduate courses taken toward a previous Master's degree at UT or another institution. Each student should design her or his program of courses in consultation with the research supervisor and the examining committee. All of the completed coursework that is included in a degree program at the time of admission to candidacy must have been taken within the preceding six years and a minimum of 18 hours should be taken for a letter grade.

***b. Supporting Work:***

At least 9 semester hours from outside the major area must be included in the Program of Work. These courses are normally taken out of the Department, but on a case by case basis the Graduate Adviser may approve up to 3 semester hours of graduate level coursework (taken for a letter grade) inside the Department, but clearly outside of the student's primary field of study. Courses taken outside of the department may be upper-division or graduate level; lower-division courses may not be included in this total. Courses taken for a previous Master's degree may be counted toward this requirement.

***c. Additional Course Requirements:***

All graduate students are expected must take GEO 298T, Teaching Methods, in their first semester. This course is only offered on a Cr/NC basis, and therefore is not counted toward the 24 hours of formal coursework. A student admitted with a Master's degree, including one from The University of Texas at Austin, is required to receive credit for GEO 193 (Technical Sessions) for two semesters. A student who enters with a bachelor's degree is required to receive credit for GEO 193 for three semesters. Doctoral students admitted on or after Fall 2010 must also take GEO 191, Proposal Writing, during the spring semester of their first year as a PhD aspirant. This course will teach basic proposal preparation, effective writing, and proposal submission and review procedures.

## **Additional Requirements**

***a. Field Training:***

Students are expected to have received credit for a field course as an undergraduate or have comparable field experience. The examining committee will determine whether the field course work or other field experience of a student is appropriate for the individual student.

***b. Publication:***

PhD candidates must submit at least one first-authored publication, that is reviewed by the dissertation committee, and is related to the research conducted while a PhD student in the Jackson school, to a peer-reviewed journal prior to the dissertation defense.

***c. Progress Reports:***

All Graduate students are required to submit progress reports annually. The student must obtain his/her supervisor's signature as approval before submitting the original to the Graduate Adviser and copies to all members of the supervisory committee. Approved annual progress reports are due during the spring semester, typically in mid-April. Students who fail to meet this requirement will be barred from further registration until the requirement is met.

***d. Presentation in Technical Sessions:***

Each student is required to present in Technical Sessions (GEO 193) an oral report of results of the dissertation research. Policies governing scheduling of presentations and eligibility for speaking slots are determined by the faculty member responsible for GEO 193.

**e. *Additional Requirements:***

The Supervising committee may also have additional requirements, such as knowledge of a programming or foreign language.

**Previous Graduate Coursework (from outside UT Austin)**

A student entering with a Master's degree from another institution may apply any of those courses toward their in-program or out-of-program degree requirements, with the approval of the graduate adviser and the student's supervisory committee. However, a maximum of only six credit hours may apply toward the 30 credits that the Graduate School requires.

**Committees**

**a. *Supervisor and Supervisory Committee***

Each student must identify a member of the Graduate Studies Committee who will oversee the student's program of work, direct the student's dissertation research, and serve as chair of the student's supervisory committee. A Research Scientist who is not a member of the Graduate Studies Committee may serve as "research supervisor" when a GSC member is appointed as co-chair of the supervisory committee.

The supervisory committee consists initially of a five-member "examining committee" responsible for overseeing the student's coursework and for conducting the qualifying examination. After the qualifying examination, the supervisory committee will be partially reconstituted into the final "dissertation committee" that is responsible for overseeing the student's research efforts and for evaluating the dissertation. Both the examining committee and the dissertation committee must contain a majority of GSC members that are members of the Graduate Faculty in the Department of Geological Sciences.

**b. *Examining Committee***

The examining committee consists of 5 members: the research supervisor, two permanent members, one examining member selected by the student and supervisor, and a second examining member selected at random. At least three of the committee members must be members of the Graduate Faculty in the Department of Geological Sciences. The examining member of the committee chosen by the student may be any qualified scientist who is approved by the Graduate Adviser, but only in extraordinary circumstances can a person who does not hold the PhD degree be appointed to the committee. The fifth (examining) member of the committee is assigned by the Graduate Adviser from a rotating list of members of the GSC whose area of expertise is outside of the student's research area. The fourth and fifth members of the examining committee are referred to as "examining members."

**c. *Dissertation Committee***

The dissertation committee consists of at least 5 members: the research supervisor and two permanent members, plus two additional scientists. The chairperson (or co-chair) and at least two of the committee members must be members of the Graduate Studies Committee. Two of the committee members must come from outside the Department of

Geological Sciences. A majority of each committee must be composed of GSC members that are members of the faculty of the Department of Geological Sciences.

There is no requirement that these out-of-Department committee members come from outside the University, although that is permitted. A scientist from outside the University must submit acceptable vitae and must provide a signed letter stating that he or she agrees to serve without financial remuneration. Only in extraordinary circumstances can a person who does not hold the PhD degree be appointed. In special circumstances, a six-member dissertation committee may be appointed.

## Qualifying Examination

### a. *Overview*

The purpose of the qualifying examination is to establish that a PhD aspirant has the ability and breadth of knowledge to design and successfully complete a PhD-level research project. The exam consists of two parts: (1) a written proposal of the planned dissertation research similar in style to a NSF proposal, and (2) an oral defense of the proposal before the examining committee. The following steps should be taken by the student:

- i. The student discusses the planned project with her/his mentor. This starts the process of identifying a research supervisor and potential dissertation topic.
- ii. The student and supervisor identify the two permanent members and one examining member of the examining committee. Then the student files a "Notification of Supervisor and Committee Members" form with the Graduate Adviser who will designate the fifth member of the examining committee.
- iii. The student schedules a planning meeting at which all five members of the examining committee are present to: (1) discuss and evaluate the proposed research project, (2) discuss the student's previous coursework and identify specific courses to be taken before (or after) the qualifying examination, (3) agree how the field training, supporting work, and any other requirements will be met, (4) determine the format of the dissertation proposal, and (5) schedule the semester in which the research proposal will be defended. At this meeting, the student should fill out a "Plan for Doctoral Program" form and should secure on it the signatures of all committee members to document their approval of the plan.
- iv. The approved plan is given to the Graduate Coordinator during the student's second or third semester in residence, in accordance with the deadlines set forth below.

### b. *Research Proposal*

The written research proposal should be no longer than 15 pages (12 pt font) including figures, but not including references. It may be written with the support, input, and review of the supervisor. The research proposal should demonstrate that the student can identify a research problem, propose a testable hypothesis around that research problem, and design a pathway to tackle the research problem. The proposal should include a proposal summary, a program of work including a timetable, and a budget. The proposal must be submitted to the examining committee at least two weeks before the scheduled

qualifying exam. The dissertation chair will poll the committee one week prior to the exam and a majority must find the exam acceptable before conducting the oral exam.

*c. Scheduling of Qualifying Exam*

In ordinary circumstances, students entering with a Master degree will complete the qualifying exam before the end of the third semester of residence, and students entering without a Master's degree will complete the qualifying process before the end of their fourth semester in residence. If special circumstances exist, the examining committee may consent to scheduling the exam for a later semester. The semester in which the exam is to be taken must be specified in the Plan for Doctoral Program form filed with the Graduate Office during the second semester in residence. If a student finds that he or she is unable to take the exam in the specified semester, the supervisor must submit a written explanation to the Graduate Adviser no later than two weeks before the end of the specified semester.

The following **JSG guidelines** govern the choice of a specific day for the qualifying examination:

- i. It must be scheduled at a time when all five members of the examining committee will be present. It is the responsibility of the student to ensure that all members attend the examination.
- ii. It must be held in a JSG building during regular university hours. The Graduate Office must be advised in writing of the aspirant's name; the members of the examining committee; the date, time and place; and the dissertation topic at least one week prior to the exam. This permits the Graduate Coordinator to advertise the exam so that interested GSC members may plan to attend.

*d. Content of Examination*

The student briefly presents her/his research proposal to the examining committee. The examining committee typically then asks questions to determine whether the student can, for example, identify a research problem, propose a testable hypothesis around that research problem, and design a pathway to tackle the research problem. The examining committee may also explore the student's technical foundation to determine whether the student has sufficient background to achieve the proposed research.

*e. Report of Examination*

The examining committee can report an unqualified pass, a pass subject to specific conditions (e.g., successful completion of further coursework), a continuation for re-examination, or failure. If the examining committee recommends a re-examination, the supervisor should notify the Graduate Adviser in writing when the re-examination will take place. The research supervisor or designate must formally report the results of the examination and make a motion to advance the student to candidacy at a meeting of the Graduate Studies Committee. The GSC will then vote yes or no on the motion for candidacy. The Chair of the Graduate Studies Committee will notify the student in writing of the Committee's action.

## Application for Candidacy

After the qualifying examination has been passed and the supervisory committee is formed, the PhD aspirant must file an application for candidacy with the Graduate School. A successful application for PhD candidacy requires that all departmental and Graduate School requirements have been met and only the dissertation remains to be completed. The application to candidacy is online at <http://www.utexas.edu/ogs/pdn/candidacy.html>. Students should contact the Graduate Coordinator's office for additional details of the application process or questions regarding the process.

Once a student has been admitted to PhD candidacy, the next semester he/she should register for x99R. They can register for the 3-, 6-, or 9-hour section depending on their hourly requirements for that semester. A student only takes the 'R' portion of dissertation once. In subsequent semesters, through the time they are finished, students should enroll in x99W. Again, this can be the 3-, 6-, or 9-hour section depending on hourly requirements.

## Dissertation and Oral Defense

The dissertation must be read and approved by all members of the dissertation committee, and all members of the dissertation committee should be consulted during the writing of the dissertation. It is expected that preliminary editing of all dissertations will be done by a student editor, who should read the draft, make routine checks for accuracy, and provide stylistic and organizational suggestions. Customarily the dissertation is submitted first to the supervisor, whose preliminary approval is obtained before the dissertation is circulated to the other members of the committee. All members of the committee must be given at least 30 days to read and comment upon the final version of the dissertation before the dissertation defense. Students should ascertain well in advance whether committee members are available and willing to evaluate dissertations during the summer months.

Before the final copy of the dissertation is submitted, it must be successfully defended in a public oral examination conducted by the dissertation committee. The following regulations govern the choice of a specific day for the oral defense:

- a. It must be scheduled at a time when at least four members of the dissertation committee, including the dissertation supervisor, can be present. It is the responsibility of the student to ensure that the committee members attend the defense.
- b. It must be held in the JGB or EPS building during a long-semester session, after the beginning of the registration period and on or before the last day of final examinations. Exceptions require the unanimous consent of the dissertation committee and approval by the Graduate Adviser; they are granted only in extraordinary circumstances.
- c. A [Request for Final Oral Examination](#) (pink) form requesting that the dissertation defense be scheduled must be signed by the members of the committee (refer to the form for signature rules) and filed with the Graduate School at least two weeks prior to the event, so that a notice of the defense can be published in the official University

Calendar, and so that the Graduate Adviser's office can notify faculty. By signing this form the committee members acknowledge that they have received a review copy of the dissertation. All interested students, research staff and faculty members are encouraged to attend the defense of the dissertation. A draft copy of the dissertation in paper and electronic form must be placed in the Geology Library two weeks prior to the defense so that it may be examined by interested persons.

An electronic copy of the final approved dissertation in PDF format must be uploaded to the Office of Graduate Studies; students should consult the OGS Electronic Dissertation website for the latest information about and help with its preparation. The student must provide one paper, unbound, copy of the completed dissertation to the Geology Library.

## **Deadlines, Penalties, and Monitoring of Student Progress**

### ***a. Annual Progress Reports:***

All Graduate students are required to submit progress reports annually on the form provided. The student must obtain his/her supervisor's signature as approval before submitting the original to the Graduate Adviser and copies to all members of the supervisory committee. Approved annual progress reports are due during the spring semester, typically in mid-April. Students who fail to meet this requirement will be barred from further registration until the requirement is met.

### ***b. Completion of Degree:***

Completion of the PhD degree typically requires no more than three years after the qualifying examination has been passed. If three years or more have elapsed since the qualifying examination was passed, the research supervisor has the option to resign. This will cause the student's committee to be dissolved, and the student must then re-qualify for admission to candidacy. All students who have not completed the PhD degree within three years following the qualifying examination or advancing to candidacy are subject to an annual review of progress by the OGS, undertaken by the Graduate Studies Committee each fall. In the course of this review, the Graduate Studies Committee can recommend continuation of the student's program for one year; can establish formal requirements for timely completion of the degree; can impose new requirements that may have been adopted since advancement to candidacy, and can require additional coursework; or can recommend to the Graduate School immediate termination of the student's program for lack of progress. These recommendations are forwarded to the Dean of Graduate Studies for final action.

### ***c. Check-Out***

Each student must comply with a check-out procedure that ensures that all Departmental requirements have been fulfilled, that all borrowed books, keys and equipment have been returned, and that dissertation copies and materials have been appropriately archived. After submitting the final dissertation, students should obtain a "Check-out Sheet" from the Graduate office, obtain all necessary signatures, and return the sheet to the Graduate Office.

*Final approval for award of the degree cannot be granted until this check-out procedure is completed. To allow adequate time for processing, this procedure must be complete at least three working days before the final deadline set by the Office of Graduate Studies for completion of the PhD degree.*

### **PhD Program Timeline**

- Orientation Period:
- **Year 1, Fall Semester:** Identify a research supervisor
- **Year 1, Spring Semester:**
  - Identify examination committee and hold a preliminary committee meeting to prepare the Doctoral Program Plan with proposed coursework and any other requirements identified by the committee members;
  - Complete the Proposal Writing Course in Geological Sciences.
- **Year 2, Fall Semester:** (for students holding a Master's degree) or Spring semester (For students with a Bachelor's degree): Prepare a written proposal and defend the proposal in an oral qualifying examination.
  - After passing the qualifying exam, student files for candidacy on-line.
- **Annually:** Submit a report of progress to the Graduate Office
- **Final Year:**
  - Schedule and complete the final defense of the dissertation
  - Present the results of the dissertation in a departmental seminar

## D. Master's Degree Program

The Master Degree is intended to train the next generation of practitioners in the field and it is one possible stepping stone towards the doctoral degree. We envision that our Master Degree graduates will become leaders in geosciences practice in industry, education, and government service. Two Master Degree options exist in Geological Sciences.

### Master of Science Degree

The Master of Science degree is obtained through a combination of coursework and research. A core component of the MS is the pursuit of an independent research project that ultimately culminates in a thesis. Every MS student is required to prepare work of publishable quality and a strategic goal should be that all MS students present their work in national and international meetings and publish their work in peer-reviewed journals. Geoscience practice increasingly requires that we work beyond presumed boundaries between disciplines and that we address problems quantitatively. However, we must at the same time train our students to have significant depth within their sub-discipline. The MS degree is intended to balance these goals through in-program courses, out-of-program courses, and thesis research.

### Master of Arts Degree

The MA degree is obtained through coursework and the completion of a report, and is designed for professionals or students interested in applied geology. Students who apply for the "Master's Program" are assumed to seek the MS degree. A person seeking the MA degree should inform the graduate coordinator of this at the time of application. MA aspirants are not eligible for Teaching Assistantships.

### Master of Science Degree in Geological Sciences

The Master of Science (MS) degree combines formal coursework with a research project carried out under the supervision of a member of the Graduate Studies Committee that culminates in the completion of a Master's thesis.

#### a. *Required Coursework*

The MS degree requires a minimum of 24 semester hours of formal coursework plus at least 6 semester hours of credit for thesis preparation in GEO 698A and 698B. The distribution of this coursework between courses in Geological Sciences and other subjects is determined jointly by the student and the supervisor, subject to these regulations:

#### **In-Program Coursework:**

- At least 18 semester hours in the Dept. of Geological Sciences are required for the MS degree.
- All courses taken in the Dept. of Geological Sciences and counted toward the MS degree **must be at the graduate level.**

- All in-program courses counting toward the program of study **must be taken for a letter grade**, and the student must earn a grade of C or better.
- An overall GPA of at least 3.00 must be maintained by all graduate students.

**Out-of-Program Coursework:**

- At least 6 semester hours must be taken in an out-of-program area. We desire the MS student to have breadth and to develop techniques, tools, and intellectual approaches outside their discipline in order to further their practice of geosciences. There is a wealth of high quality and exciting courses outside the Jackson School and we urge our students to explore those options.
- These courses are normally taken out of the Department. On a case by case basis, the Graduate Adviser may approve up to 3 semester hours of graduate level coursework (taken for a letter grade) inside the Department, but clearly outside of the student's primary field of study.
- Courses taken outside of the Department may be upper-division undergraduate or graduate level; lower-division courses do not count toward the program of work.
- The specific courses taken must be approved by the student's supervisor.
- All courses must be completed with a grade of C or better, or Credit.

**Additional Course Requirements:**

- MS students are required to take 2 semesters of Technical Sessions (GEO 193). Our students are expected to attend these seminars to learn about the field, to understand techniques for presenting technical work, and to gain insight into how modern science is practiced.
- All graduate students are expected to take GEO 298T, Teaching Methods, in their first semester. This course is only offered on a Cr/NC basis, and therefore is not counted toward the 24 hours of formal coursework.

**Exclusions:**

- Individual instruction or supervised research courses (e.g., GEO 394) do not count toward the required total number of semester hours for the degree.
- Courses counted toward another degree (MS or BS) may not be counted toward the MS degree.
- Credit by examination is not accepted for credit toward graduate degrees.
- Courses taken by correspondence through this or any other university may not be counted toward a graduate degree, but can be counted toward completion of the required college level calculus, physics, and chemistry.

**b. Residency**

Generally all coursework for the MS degree is taken at the University of Texas. Under some circumstances, a maximum of six semester hours of graduate coursework in which the grade is *A* or *B* may be transferred to the Program of Work from another institution, but only on the basis of a petition by the Graduate Studies Committee and with the approval of the graduate dean, and only if it was not used toward either a Bachelor's degree or a previous graduate degree.

**c. Thesis**

**Supervisor and Supervisory Committee:** A MS supervisory committee is typically 3 members, and at least two members must be from the Faculty of Geological Sciences. A majority of the GSC members must be members of the Graduate Faculty in the Department of Geological Sciences. The third member may be any qualified scientist who is approved by the Graduate Adviser. Only in extraordinary circumstances can a person who does not hold the PhD degree be appointed to a supervisory committee. Each student must identify a member of the Graduate Studies Committee (GSC) to assume responsibility for overseeing the student's program of work, to direct the student's thesis research, and to serve as chair of the student's supervisory committee. A Research Scientist who is not a member of the Graduate Studies Committee may serve as "research supervisor" if a member of the faculty or the GSC is appointed as co-chair of the supervisory committee.

**Identification of Research Topic, Supervisor, and Committee:** During the second semester in residence, every MS student must file with the Graduate Adviser the *Notification of Supervisor and Committee* form identifying a supervisor, supervisory committee, and thesis topic. This form must be submitted at least one week prior to the beginning of registration for the following semester, which is typically in mid-April (for students beginning in the fall semester) or mid-October (for students beginning in the spring semester).

**Annual Progress Reports:** All Graduate students are required to submit progress reports annually on the form provided. The student must obtain his/her supervisor's signature as approval before submitting the original to the Graduate Adviser and copies to all members of the supervisory committee. Approved annual progress reports are due during the spring semester, typically in mid-April. Students who fail to meet this requirement will be barred from further registration until the requirement is met.

**Presentation in Technical Sessions:** Each student is required to present in Technical Sessions (GEO 193) a satisfactory oral report of results of his/her thesis research. Policies governing scheduling of presentations and eligibility for speaking slots are determined by the faculty member responsible for GEO 193 in consultation with the Technical Sessions Chair. It is recommended but not required that a draft of the thesis be distributed to the committee prior to the presentation.

**Thesis Evaluation:** The thesis must be evaluated by all members of the Supervisory Committee, and all members of the Supervisory Committee should be consulted during the writing of the thesis. Preliminary editing of the thesis should be done by a student editor, who should read the draft, make routine checks for accuracy, and provide stylistic and organizational suggestions. Customarily the thesis is submitted first to the supervisor, who will work with the student on possibly several drafts before approving the thesis to be circulated to the other committee members. All members of the committee must be given at least 14 days to read and comment upon the final version of the thesis before being asked to approve it by signing the title page. Students should ascertain well in advance whether or not committee members are available and willing to evaluate theses

during the summer months. The student must provide a copy of the completed thesis with original signature page to the Geology Library.

**d. Admission to the PhD Program Following Completion of the MS**

A student admitted to the graduate program in Geological sciences as a MS aspirant may, with approval of their mentor, change to a PhD program of study within the first two long semesters in residence. After that time period, the student must complete all requirements for his/her MS degree including submission of a thesis in order to become eligible to enter the PhD program.

A student that wishes to enter the PhD program, immediately after completing an MS degree, does not need to reapply to the University. The student must write a brief letter to the Admissions and Support Committee requesting admission to the PhD program. This letter should include a new "Statement of Interest" describing the student's plan for the PhD degree. The MS supervisor and committee members must submit formal letters of recommendation to the Graduate Adviser supporting the student's admission to the PhD program. In addition, a statement must be included from a member of the Graduate Faculty agreeing to supervise the student's PhD program. These applications will be considered by the Admissions and Support Committee together with those of new applicants, so all materials should be submitted to meet the published application deadlines. Admission to the PhD program (and any resultant change in a student's support status) will not be effective until all MS degree requirements are fulfilled.

## **MA Degree in Geological Sciences**

This degree option is designed for students who have been working professionals and seek coursework to enhance their technical knowledge. The MA degree is designed to require three semesters of graduate work. Students in this degree option are not eligible to be a Teaching Assistant in the DGS. The requirements for the MA degree are similar to those above for the MS degree except that at least 30 credit hours of course work plus 3 hours of GEO 398R for preparing the report are required. **A student who enters as an aspirant for a MS degree and receives support (TA, Fellowship, or RA match) from the Jackson School may not switch to a MA except under unusual and exceptional circumstances.**

**a. Degree Requirements**

**Degree Options:**

One of the MA with Report degree options must be declared in the application for admission. Currently the following programs exist:

- MA with Report in Petroleum Geology
- MA with Report in Hydrogeology

**Admission:**

A faculty member in the Department of Geological Sciences must be identified who will supervise the preparation of the required report.

6/9/2011

**Required Coursework:**

A minimum of 30 credit hours of course work is required (requirements for degree options may vary) with at least 24 hours at the graduate level and at least 18 hours of course work in Geological Sciences (GEO). All coursework including the final approval of the report must be completed before six semesters have elapsed

**Report:**

A written technical "Master Report" must be prepared, evaluated and approved by a report committee consisting of three members, at least two of which must be members of the faculty in Geological Sciences. This report is generally based upon a synthesis of library research of a subject approved by the report supervisor, but may also include field studies or collection of basic data. No more than one summer or one semester is to be devoted to production and evaluation of the report.

# For Graduate Students

---

## E. Graduate Student FAQ

- 1. Is summer support included in my support package?**
  - A. Not at present. There are however many opportunities for summer internships, TA appointments, research appointments, or other forms of support.
- 2. Does my medical insurance continue into the summer?**
  - A. If you are appointed as a TA, in the spring semester your summer insurance costs are deducted from your May paycheck and your insurance continues through the summer. If you are appointed as an RA or independent study, or on a Fellowship then you will need to 'Cobra' your summer insurance coverage.
- 3. Can I take a GEO class credit/no credit?**
  - A. Not and have it count toward your program of study (required hours). If you are taking a class beyond your required hours, you can take that Cr/NC.
- 4. I am graduating in August. Do I need to register for summer semester?**
  - A. Yes, you must be registered for your "terminal" semester.
- 5. I heard I need to be continuously registered – does that include summer?**
  - A. Only if you are graduating in August. See #4.
- 6. I have a calculus deficiency. Can I take that class at ACC?**
  - A. Yes. Most basic classes like calculus taken at ACC are accepted at UT directly without petition.
- 7. Can I take a GEO class for my out-of-program requirement?**
  - A. Yes-But. This can be requested, and will be evaluated on a case by case basis by the Graduate Adviser, and only one course out of the 2 (MS) or 3(PhD) required.
- 8. Can I take an engineering class and have it count in-program?**
  - A. No. Only GEO courses count as "in-program".
- 9. If I TA a summer course, does that count against my support guarantee?**
  - A. No. If you hustle support for the summer, it does not count as a semester of support.
- 10. If I am not employed this semester with UT how many credit hours do I need?**
  - A. You must be continuously registered for at least 3 semester hours every long semester, or summer if you are graduating in August, unless you are on an approved Leave of Absence.
- 11. Can I drop a class after the 12<sup>th</sup> class day?**

- A. Yes. You can drop a class up to the last day of the semester, but there could be complications depending on your situation (warning status, employment). Check with the Graduate office to explore the situation if you need to drop.

**12. Do I have to pay income taxes on my fellowship?**

- A. Yes. Unfortunately all forms of income (RA, TA, Fellowship, Independent study) are subject to withholding and income tax.

**13. Can I change supervisors if I don't like my situation?**

- A. Yes. You are free to work with any qualified scientist in the JSG. It is most efficient for your program to settle on a permanent supervisor before the end of the second semester, but if things go sour later, you can change groups as long as you find someone that is willing to supervise you. Your support guarantee does not change, but your source of support may (e.g. you may be a TA instead of an RA).

**14. What is an ERG?**

- A. An ERG is an Education and Research Group, a collection of scientists, faculty, and students of similar interests and related disciplines. ERGs are increasingly taking an active role in governance within the school, and in the oversight of the graduate students working with their members. Every ERG has a leader, and there may be more or less administrative structure, depending on the ERG.

**15. If I enter in one ERG is it OK to switch to another?**

- A. Yes. See #13. You do not "belong" to an ERG, or to a particular supervisor for that matter. If you realize that you are interested in a completely different subject area, you can change ERGs, although it may be a bit of a challenge to find a member of that new ERG to supervise you if you lack critical background training.

**16. Is my degree from the ERG, and does it have the title of my ERG?**

- A. All of the graduate degrees in our program are in Geological Sciences (MA, MS, PhD). While you may be in, for example the Geophysics ERG, you do not have a degree in Geophysics.

**17. Can I have a research scientist at the BEG (or IG, or DGS) who is not a member of the GSC act as my research supervisor?**

- A. Yes, but officially only as a Co-Supervisor. A member of the GSC must at least be your co-supervisor with that research scientist.

**18. I have a Master's degree from \*\* University. Can I use those courses toward my PhD program of study?**

- A. Yes, although not all of them unless your Master's degree is from UT. You should be able to apply at least 4, but it is up to you, your supervisor, and the Graduate Adviser to determine which courses will be transferred.

**19. When do I need to choose a supervisor and committee?**

- A. This is typically done during the spring semester of your first year, although earlier is fine. If you are a PhD student entering with a Bachelor's degree, it may be in your 3<sup>rd</sup> semester.

**20. Do I need to get permission from UT to travel to a conference or field trip?**

- A. Yes! You must fill out a Request for Travel Authorization (RTA) any time you travel on University business, but not if it is personal travel. The form is available on line, or in the departmental office and must be turned in at least 2 weeks before your departure date.

**21. I was on a field trip and was not able to turn in my support application on time, is this a problem?**

- A. Yes, this is a problem. Failure to turn in your paperwork on time could result in a determination that you are no longer a student in good standing. That means JSG provides no support for you until you are reinstated with good standing. Deadlines for filing paperwork are provided well in advance and must be met - do not procrastinate.

**22. If I was admitted with support, but don't TA my first semester, do I have to take 298T?**

- A. Yes. Your support package guarantees support, but not the source of the support, and any semester you may be asked to TA a course, even if your supervisor has guaranteed that you are supported on a grant, and 298T is required to be able to TA. All incoming students take 298T their first semester.

## **F. University Rules and Regulations**

### **Grades**

Students must maintain a B average (GPA 3.00) in all upper-division and graduate courses in both the major (courses within Geological Sciences) and the minor (supporting work in other Departments). No more than 20% of the credit hours may be taken on a Credit / No Credit basis.

### **University Travel**

Graduate students traveling on University business must fill out a Request for Travel Authorization at least 2 weeks before the start of travel. For class-related field trips, a blanket RTA can be submitted to Financial Services at the start of the semester.

**Cash advances** are possible for student travel, but requests must be accompanied by all documentation pertinent to the trip or event. A cash advance requires a three week lead time to ensure all documents can be processed through the system, and requests made less than three weeks prior to the start of the trip may be denied. The cash advance request will be signed by the Dean, a copy will be made for the files, and the request will be forwarded to the Office of Accounting for processing.

### **Driving for Official UT Business**

Driving University or rental vehicles may be a necessary part of your duties as a TA or RA, or may be required as part of your research related travel. All graduate students are encouraged to obtain their State of Texas Driver's License as soon as practical after moving to Austin. The use of personal vehicles for official business is strongly discouraged. There are a number University and System policies and regulations that

govern driving for University business, and these are summarized at <http://www.utexas.edu/policies/hoppm/12.B.02.html>. In addition, the JSG also has specific policies for student drivers, and these are summarized at <https://intranet.jsg.utexas.edu/Policies%20Procedures%20%20Forms/Travel/Student%20Travel%20Driver%20Authorization.pdf>. Driving one of the departmental 12 passenger vans require additional training and authorization.

## Auditing a Course

Permission to audit a course entitles the student to attend class but not to hand in papers, take part in discussion, or receive evaluations. An auditor does not receive University credit for the course audited. **A class cannot be later repeated for credit after the student has audited it.**

A University student who wishes to audit a course obtains a Class Auditor Permit from the Office of the Registrar and secures the consent of the course instructor and the student's dean. A nonstudent must obtain the Class Auditor Permit and the consent of the instructor. Nonstudents under the age of sixty-five are charged an audit fee of \$20 a course. Auditors are permitted only when space is available. An instructor or dean may refuse any request to audit a course. Nothing in these rules prohibits an instructor from permitting guests and visitors in a class.

## Life as a Graduate Student:

### a. *The Grad Program at the Jackson School*

As a graduate student you are part of two organizations, the Jackson School of Geosciences, and the Graduate school, at the University of Texas. From the University's perspective, your "College" is the graduate school, and many of the rules and regulations that are a large part of this document originate at the Graduate School, or even further up, with the UT Handbook of Operating Procedures (HOP). But you are also a member of the Jackson School family, and the Department of Geological Sciences, a group of undergraduate and graduate students working with educators, researchers, and staff members, all interested in the broad topic of Earth Sciences. In the Jackson School, the graduate program is under the authority of the Graduate Studies Committee (GSC). It is common practice at the Jackson School for the Graduate Advisor to be the chairperson of the GSC, but this is not required. Ultimately, the GSC administers most of the program decisions and governing rules, and the Graduate School has granted a great deal of authority to that group.

### b. *Mentors and Supervisors*

In the JSG, all students accepted into the graduate program are initially assigned to work with a *mentor*, a member of the Graduate Studies Committee in Geological Sciences, and typically the person the student was communicating with during the application process. The mentor is an initial point of contact for the student, and the new student becomes a temporary member of the mentor's research group. During the second semester most students select their thesis/dissertation supervisor, and notify the graduate office of that choice.

The policy of the Jackson School is that graduate students are free to work with whomever they wish, in any ERG. Often the initial mentor becomes the student's permanent research supervisor for his/her thesis or dissertation, but that is not automatic, and the student is not obligated to work with their initial mentor. It is not uncommon for students to take advantage of their "free agent" status the first semester to talk to other members of the ERG to see what kinds of research is going on, and develop a Thesis topic. At any time the student can change Mentors, after talking about it with both the initial and the new Mentor, by notifying the Graduate Coordinator.

Typically at the end of the second semester the student and their Mentor agree on a Thesis topic and a research committee and supervisor, and the student completes the committee form and gives that to the graduate coordinator.

***c. Graduate Student Executive Committee (GSEC)***

This committee is composed of graduate students in good standing with the Jackson School and the Graduate School and are elected by the JSG graduate student body.

***d. Deadlines and Required Forms***

This document contains lots of rules, with references to required forms and deadlines when decisions need to be made or paperwork turned in. Usually you will be notified of upcoming deadlines via e-mail messages from the Graduate Coordinator, or they will be explained to you during orientation, or they are referred to in this document. It is YOUR responsibility however to know these deadlines, and get your forms, applications, reports or whatever turned in on time and to the right office. Failure to turn something in may result in late fees, loss of access to funds for off campus research, or it may cost your supervisor funds for your project because you did not turn in a grant application. We are trying our best to provide you these deadlines in this document, and to have copies of the forms available here, but in the end, it still is your responsibility to get it in on time.

***e. Recruiting and Career Services***

Extensive Career services for our graduate students are provided by the Jackson School [Career Services Center](#).

***f. Summer Support and Internships***

Generally support is not guaranteed for our students during the summer. However, many of our students are supported on research projects or fellowships. In addition, many students intern with companies and governmental agencies during the summer.

***g. Dealing with Two Campuses***

The Jackson School of Geosciences is located both on campus, and at the Pickle Research Center (PRC). The Department of Geological Sciences is located on the main campus, and this is where most of the classes are held, and where the departmental and dean's offices are located. The Bureau of Economic Geology and the Institute for Geophysics are both located at the PRC, and if you have an office there, you will need to be prepared to commute between the two locations to get to classes or other meetings. Several labs operated by faculty in the Department are also located at Pickle.

The commute time can vary from 20-40 minutes, depending on the time of day and the route you take (Surface v. Freeway). There is a free shuttle bus (PRC route) that goes between the Commons and the corner of 26<sup>th</sup> and Speedway, and leaves every 30 minutes, taking about 30 minutes for the trip. Be sure to allow sufficient time to make your classes. The shuttle schedule is challenging for our students over breaks and during the summer. We are trying to soften the impact of the split campuses. There is a representative of the Dean's office out at Pickle at the UTIG most days, and if you have questions or problems you can contact that person during regular business hours. Seminars, including Technical Sessions, are now being webcast so that you can watch them (although not ask questions) without coming to campus. There is also a video conference facility so that you can set up meetings between the two locations with a fully interactive audio, video, and computer display capability.

#### ***h. Computers and Software***

Extraordinary computing support is provided for all of our graduate students. The Jackson computing center can be accessed here:

<http://www.geo.utexas.edu/resources/computing.html>.

#### ***i. Graduate Student Offices***

Graduate student offices are assigned during the Fall semester orientation period. We make every effort to group students into logical research groups, often grouping students with their Mentor or supervisor. This is not always possible however, and you may be in another area or even another building. It is possible to move offices later, but it is a shell game, and will involve several parties. In general, the priority for office space in the JGB or EPS buildings are for those students holding teaching appointments that require a location for office hours. Second priority is to students on Fellowships, or research assignments in one of those buildings. For those with research assignments and mentors at the PRC, it is possible that your office will be there, and that you will not have a campus office.

### **Graduate Student Support**

Standard offers of admission guarantee support from Jackson School resources (fellowships, teaching assistantships, grants and contracts) for established durations, as set forth below, are subject to the requirements of satisfactory work performance and progress toward a graduate degree. Admission without support from Jackson School resources will be reserved for special instances, including students who seek the MA with report degree, those who do not seek support because they have independent funding (such as international students with home country support), and the rare student who would not be eligible for support under University rules but whom we desire nonetheless to recruit.

#### ***a. TA Appointments***

Qualified TAs must be appointed each semester in sufficient number to staff courses and such appointments receive priority. For individuals on grants and contracts and on fellowships, one semester of TA service is encouraged during their time as a student. All TA's must take Teaching Methods, GEO 298T, and must be proficient in English.

The appointment of TAs on research and fellowship support must be designed to minimize impact on research programs and time to degree. This is best served by advance planning of TA duties between the student, and the department. If necessary, the DGS Chair will work with ORU Directors or individual faculty to move selected persons from GRA positions or fellowships to TA positions. In order to ensure a qualified pool of potential TAs, all students admitted with support must also complete the International TA Certification process if applicable. This responsibility rests with the student and the mentor / advisor, although funds may be available within the Geology Foundation to pay for the certification process.

#### ***b. Guaranteed Support***

Durations of institutional guaranteed support underwritten by the Jackson School of Geosciences are as follows:

- MS Program – 4 semesters (fall and spring).
- PhD Program – 10 semesters (fall and spring).

For students who earn a MS at the Jackson School and decide to continue for a PhD, they are guaranteed at least 8 additional semesters of support to complete the PhD degree.

#### ***c. Independent Study Semester***

TAs carry an element of Jackson School of Geosciences service that enhances the overall experience of the student, and better prepares him or her for University teaching, but could impede his or her progress relative to other students whose support derives from thesis / dissertation-advancing activities. In recognition of this TA service component, and to assist these students' progress, two semesters of TA duties within the Department of Geological Sciences that are completed with documented satisfactory performance will entitle a student to one semester of GRA independent studies support (which could come from the Geology Foundation or from other sources). GRA support of this kind (i.e., granted in recognition of the contributions made by a TA) is limited to one semester for a Masters student and two semesters for a PhD student. MS students continuing to the PhD are eligible for two IS semesters in their Doctoral program. An independent study appointment is free of any assignment other than supervised research on the individual's thesis or dissertation, and is to be taken during the support period listed above.

#### ***d. Professional Development***

The Jackson School encourages students to engage in professional development activities such as presenting papers and posters at professional meetings and participating in workshops and fieldtrips. The School will provide professional development support to all graduate students admitted with support.

- Students pursuing an MS degree will be afforded a maximum of \$1,500
- Students pursuing a PhD will be provided a maximum of \$3,000.
- These funds will be disbursed and accounted for based on approval by the supervisor or mentor. The student must complete a Request for Professional Development Assistance (see attached) and submit it to his / her supervisor. The supervisor will either approve or disapprove the request. Approvals are based on the following:
  - The merit of the student's participation in the activity. Students requesting funds for attendance at professional meetings should present a paper or poster.

- The status of the student's progress toward completing their degree.
- The amount of funding requested based on the student's timeline to graduation. It is not in the student's best interest to approve a request for \$1,500 in assistance during his / her first semester.
- The amount of funding provided to the student does not usually cover 100% of the costs of the activity as the student is expected to fund some of the activity on his own.
- Once these funds are exhausted the students may not receive additional funds from the School for professional development.

**e. *Off Campus Research***

Students doing research off campus may apply for partial support from the Jackson School to help with expenses. Applications are made to the Admissions and Support Committee for OCR funding although supervisors are expected to be actively helping to fund the student's research program. It is solely the student's responsibility to be aware of the deadlines and to submit requests for OCR to the A&S committee.

**f. *Scholarships and Fellowships***

There are several scholarships and fellowship opportunities for our graduate students. Calls for applications occur throughout the year and the students should stay in contact with the Graduate Coordinator to receive notice of application deadlines.

**g. *Exit Fellowships***

Exit Fellowships may be awarded to students who are required to register for an additional three hours because their thesis or dissertation was not filed by the graduation deadline for a given semester. Exit Fellowships are intended for those students who are finishing final revisions of their thesis/dissertation. Exit Fellowships do not serve as an additional semester of support. An Exit Fellowship represents the termination of support from the Jackson School. No concurrent or additional support may be received from within the Jackson School when a student accepts an Exit Fellowship.

The Exit Fellowship takes the form of a tuition payment for the three required hours of coursework necessary to graduate (i.e., 698B, 399W).

Students must apply for an Exit Fellowship through the Graduate Admissions and Support Committee. The application materials are turned in to the Graduate Coordinator by the date posted by the Graduate Coordinator (usually within one week of the posted date for OGS thesis/dissertation submission). The application must include the following:

1. A letter from the student explaining the circumstances for the delay in filing, future employment plans (including start date), and a proposed submission date for the thesis/dissertation; this letter must be signed by the student and the Research Supervisor.
2. A copy of the Student's Progress Report from the current academic year and/or previous academic year.
3. An independent letter from the Research Supervisor indicating the date that a draft of the thesis or dissertation was turned in by the student, and a realistic

assessment of the remaining time to completion of degree requirements. The letter should include a specific statement of endorsement (or not) for an Exit Fellowship.

4. An independent letter of endorsement from each member of the student Committee indicating that a draft of the thesis or dissertation has been received from the student, and a realistic assessment of the remaining time to completion of degree requirements. The letter should include a specific statement of endorsement (or not) for an Exit Fellowship.

Under special circumstances of financial hardship the Graduate Admissions and Support Committee may consider a request for financial aid beyond payment of tuition. Additional support of up to \$3,000 may be awarded. Such additional support will be unusual, and will be awarded only under truly extenuating circumstances.

***h. Matching Funds for Student Research Grants***

The Jackson School encourages its students to apply for external research grants to supplement their academic careers. JSG will provide matching funds up to \$1,000 per academic year (September–August) for external research grants received by our students.

***i. Analytical Fees***

When funds are available, students may apply to the Admissions and Support Committee for partial support for fees charged for analytical work needed to complete their research. Deadlines are announced by the Graduate Office and application forms will be made available. The deadline is normally toward the end of Spring semester.