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DEPARTMENT OF GEOLOGY GRADUATE STUDENT HANDBOOK

Revised April 2005

This handbook provides information related to graduate programs in the Department of Geology. Its contents are in compliance with the University Graduate Handbook (updated annually), which can be obtained from the Graduate School office (Edwards Building, room 733; (513) 556-0128) or on-line at <http://www.grad.uc.edu/> (current handbook pdf: http://www.grad.uc.edu/file_pdf/handbook2004.pdf). General information for University of Cincinnati graduate students may be found on the graduate school's website <http://www.grad.uc.edu/index.cfm?fuseaction=home.Programs>.

The basic governing structure for graduate education at UC consists of the University Dean, the Graduate Council, and the Graduate Faculty. The all-University Graduate Faculty is responsible for determining educational policies and regulating requirements for the admission of students, their candidacy, and the awarding to them of degrees. The executive officer of the faculty is the University Dean who is assisted in his/her duties by a Graduate Council, the members of which are chosen as representatives of the major graduate program groupings. The University Dean serves as coordinator to graduate programs; provides central administrative services; helps define and maintain standards; serves as the advocate for graduate education at the University; and exercises leadership in strengthening existing graduate programs and initiating new ones to foster excellence in teaching and research.

The Graduate Faculty determines the educational policy of the Graduate Division, regulates the admission of students, their candidacy and the awarding to them of degrees.

The Graduate Council assists the Dean in enforcing the rules and regulations of the Graduate Faculty; proposes and considers measures and policies for the improvement of the Graduate Division; and indicates to the Dean its approval or disapproval of appointments to student fellowships and scholarships, and to Fellowships of the Graduate Division after nomination by the departments concerned.

APPLICATION & ADMISSION

Application Procedure

Application File.—Applicants must submit an application form, a \$40 non-refundable application fee, and supporting documents. Required supporting documents include:

- Transcripts of all coursework undertaken by the applicant at institutions of higher education;
- A personal essay (covering the applicant's background, scientific interests, and professional goals);
- Three letters of recommendation; and
- GRE scores (taken no earlier than five years prior to the date of application).

It is strongly recommended that applicants plan to take GRE examinations not later than December of the year preceding their desired entry into the program. Scores are required only for the general aptitude exam (i.e., verbal, quantitative, analytical) and not for any subject exams (including the geology subject exam).

Application to the graduate school should be done on-line at <https://www.grad.uc.edu/admissions/app/Program.cfm>. All supporting documents (i.e., transcripts, personal essay, letters of recommendation, and GRE scores) should be sent to the Director of Graduate Studies, Department of Geology, University of Cincinnati, Cincinnati, OH 45221-0013.

Application Deadline.—In order to be considered for financial aid for the Fall Quarter of a given academic year, applications must be complete and on file by February 1st.

Additional Requirements for Foreign Students.—In addition to the requirements above, applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and must meet or exceed a minimum score determined by the University of Cincinnati (the present minimum score is 190 for the electronic test, but is subject to change). For applicants residing abroad, the test must be taken in the student's own country before admission will be granted. This requirement may be waived for a foreign student who has completed an academic program of two or more years in duration at an accredited American college or university.

ADMISSION AND FINANCIAL AID

Types of Admission.—Applicants may be (1) admitted to the graduate program with a Graduate Assistantship, a departmental fellowship, or a University Graduate Scholarship or (2) admitted to the graduate program without financial support. The main types of financial support offered by the Department of Geology are:

- Graduate Assistantships (GAs)—provide 9 months of financial support (academic year) and full tuition remission. This stipend is currently \$12,300 but subject to change from year to year. Students receiving teaching assistantships (TAs) are expected to teach one or more class(es) or laboratory section(s) per quarter, while those receiving research assistantships (RAs) are expected to carry out specific research assignments in collaboration with their principal advisor. All GAs include a University Graduate Scholarship (UGS), which provides 100% tuition remission (currently about \$9,696 and \$18,126 for Ohio residents and out-of-state residents respectively per academic year).
- Departmental Fellowships (DFs)—provide 9 months of financial support (academic year) and full tuition remission. This stipend is currently \$12,300 but subject to change from year to year. These awards carry no teaching duties, but recipients are expected to make substantial progress in coursework and research leading to completion of their degree. DFs all include a University Graduate Scholarship (UGS), which provides 100% tuition remission (currently about \$9,696 and \$18,126 for Ohio residents and out-of-state residents respectively per academic year).
- University Graduate Scholarships (UGSs)—provide 100% tuition remission if granted in conjunction with a GA or DF and 90% tuition remission if granted alone. These awards provide no annual stipend and carry no teaching duties.
- Departmental Summer Research Fellowships (SRFs)—Summer research fellowships are awarded competitively (current stipend is \$2,500 for the summer). Students receiving an award are expected to work full-time for two months during the summer on thesis- or dissertation-related research. All graduate students, regardless of the type of academic-year appointment held, are eligible to apply for these awards.

Admission and Financial Aid Decisions.—Admission to the graduate program in geology is by vote of the geology faculty. Consideration is given to grades, test scores, letters of recommendation, and the applicant's personal statement. Particular weight is given to evidence of ability to do research and to work independently. Candidates for financial aid are ranked using these criteria, and financial awards are made to the top candidates, in order, until that year's available awards are exhausted. Candidates will be notified as early as possible of awards; initial offers are generally made by mid-March for the following Fall Quarter. Applicants are strongly encouraged to contact faculty members (contact information on the departmental website, http://www.uc.edu/geology/geo_fac_staf.html) to explore mutual research interests before decisions are made.

Full Graduate Standing.—For admission to full graduate standing, applicants must have (1) a Bachelor's degree from a college or university that is accredited by a major academic accrediting agency, (2) usually at least a B (3.0) grade-point average in undergraduate science and mathematics coursework as shown by an official transcript, and (3) acceptable scores on the Graduate Record Exam (GRE).

Provisional Admission.—Provisional admission may be granted to applicants who lack undergraduate course work considered essential for successful graduate study in geology. This category is most appropriate for students who need a full year or more in order to complete remedial geology course work. Course work earning no graduate credit may be required of provisionally admitted students before admission to full graduate standing can be granted. Foreign students cannot be admitted to the graduate program with provisional standing.

Pre-Registration Procedures

Course Checklist.—A Supplementary Information Form must be completed prior to registration by the following individuals:

- New students entering the University;
- Students not enrolled during the previous academic year; or

- Students who have earned a Master's degree and are admitted to a Ph.D. program.

The checklist form may be obtained online from the departmental website. When filling out this form, the student is to enter both the program name (Geology) and its code number on the line for program major.

Oral English Proficiency Test.—Upon arrival at the University, students whose native language is not English and who are receiving a GA, DF, or UGS must take the Oral English Proficiency Test (OEPT) prior to registering for classes. This test is administered by the Office of English as a Second Language, located in Teacher's College (tel: 556-3590, website <http://www.uc.edu/cesl/contactus.htm>). Those failing this test will be advised by the Office of International Services (tel: 556-4278, website <http://www.isso.uc.edu/>) of ways to enhance their English language skills, and their progress toward that goal will be monitored by that office.

Tuition and Fees.—All students must pay tuition or receive a tuition waiver. At present, graduate tuition is \$2,408 per quarter for in-state students and \$4,489 per quarter for out-of-state students. Tuition rates are subject to change annually. In addition, all students must pay certain university-mandated fees, regardless of whether they have received a tuition waiver. The main fees assessed are the Information Technology and Instructional Equipment (ITIE) fee, which is \$70 per quarter, and the general (or student activity) fee, which is \$218 per quarter. These, too, are subject to change annually.

Health Insurance.—All students must be covered by a health insurance plan during their period of enrollment at the University of Cincinnati. A student must provide proof of health insurance coverage before he/she will be permitted to register for classes. If a student has outside health insurance, he/she must check the appropriate box on the registration form in order to avoid being billed for University health insurance. All foreign students are required to pay for the University Student Health Insurance (\$365 per quarter for individuals; \$1,951 per quarter for families). This insurance covers general health problems, but not dental or optical care. The Student Health Service is located on the second floor of Scioto Hall and provides free consultation for all students with picture IDs and registration verification, whether a student carries University Health Insurance or not; University Health Insurance is required for treatment, however. A physical examination, including a tuberculin tine test or chest x-ray, may be required of each student prior to registration, at the discretion of the University.

Other Insurance.—Students are encouraged to obtain renter's insurance to cover thefts on University property. In practice, graduate student possessions on campus are not covered by the University's insurance. Make sure the renter's insurance policy covers on-campus possessions. Ohio State law requires all car owners to carry auto insurance; be sure your insurance is current.

Advisory Interview.—In order to ensure that new graduate students have the necessary breadth of background to be successful in the graduate program, incoming students will be interviewed by the Graduate Policy Committee (GPC) and other interested faculty members during the week prior to the beginning of classes. This interview will be chaired by the Director of Graduate Studies (DGS), who will serve as an informal advisor to students who have not yet selected a faculty advisor. Based on results of this interview and a review of each student's academic background, the GPC may decide to require students to take one or more courses considered important for the geological training of the graduate student. A record of these decisions will be entered in each student's file. Once the student has formed an advisory committee, this committee is responsible for overseeing the student's progress toward completion of the necessary coursework.

TYPES OF FINANCIAL AID

The Geology Department and the University of Cincinnati provide financial support on an academic-year basis for many graduate students in the form of assistantships, tuition scholarships, endowed fellowships, and outside grants and contracts. Financial support is limited to a maximum of two years for M.S. students and four years (beyond the M.S.) for Ph.D. students; support beyond the first year is contingent upon evidence of satisfactory progress toward completion of degree requirements. All students receiving financial aid must be full-time, i.e. registered for a minimum of 12 graduate credits each quarter during the academic year.

The principal responsibility of all graduate students in the Department of Geology is to complete their degree program successfully within the specified timeframe, i.e. two years for Master's students, and four years for Ph.D. students.

Students awarded university Graduate Assistantships (GAs) are assigned to either a Teaching Assistantship (TA) or, less commonly, a Research Assistantship (RA).

Teaching Assistantships.—Teaching Assistantships (TAs) are professional academic appointments, with the expectations that the recipients will gain useful experience as teachers of Earth Science and improve their general communication skills. Graduate Teaching Assistants are assigned to specific courses; course assignments may remain the same throughout a given academic year, but typically change from year-to-year to provide TAs with more diverse teaching experience and to even out possible inequities in teaching load. Any questions about TA assignments should be brought to the attention of the Director of Graduate Studies for clarification.

The Department of Geology requires no more than 20 hours per week of work from each TA. All work assignments should relate specifically to the course to which the TA is assigned. Teaching assistant duties may include:

- Preparation and presentation of laboratories in undergraduate courses;
- Assisting in the preparation of teaching materials for lecture and laboratories;
- Assisting in the preparation of examinations;
- Assisting in the grading of exams and laboratory exercises;
- Assisting in Audio-Visual presentation of lecture materials; and
- Tutoring and advising students on a one-to-one basis.

Research Assistantships. —A Research Assistantship (RA) may be assigned if the student's advisor has an external grant or contract to support one. Research assistants are freed from teaching responsibilities, although RAs may have specific duties that will be determined by agreement between the recipient, the supporting faculty member, and the Director of Graduate Studies.

Departmental Fellowships.

The Geology Department offers departmental fellowships (DFs), which are awarded to outstanding incoming students at either the Master's or Ph.D. level. They carry full support (stipend and tuition) derived from one of the following endowed departmental funds: Walter H. Bucher, Kenneth E. Caster, Nevin M. Fenneman, or Rawlinson Sedimentology Fund. These awards come without teaching duties and are equivalent to RAs.

Nevin M. Fenneman Doctoral Fellowship.

The Fenneman Fund provides one or more fellowships per year that do not require teaching service to the department, hence, equivalent to RAs. These are usually given to Ph.D. students in their final year. Students may be nominated by the faculty for this award.

Wycoff Scholarship Fellowship

The Geology Department reserves the Wycoff Scholarship for the top applicant of Latin American or Hispanic ethnicity. The award includes a stipend and tuition remission comparable to a GA and is subject to comparable expectations and assignments. This award is open only to students of Latin American or Hispanic ethnicity.

College and University Scholarships

University Graduate Scholarships.

University Graduate Scholarships (UGSs) provide a 90% remission of tuition, i.e., a 10% tuition "co-pay" is required. These awards carry no annual stipend and have no assigned teaching or research duties, although recipients are expected to perform general departmental duties as outlined below.

The Isabel and Mary Neff Scholarship

The Neff Scholarship is awarded annually by the College of Arts and Sciences to a female graduate student of exceptional merit. The scholarship is a nine month award and the benefits include (1) no associated duties aside from full-time registration and conscientious pursuit of the degree, (2) a full stipend (comparable to GA support), and (3) full tuition remission.

Distinguished Dissertation Fellowships.

The University Research Council competitively awards Distinguished Dissertation Fellowships. The purpose of this award program is to recognize especially outstanding graduate students whose dissertations seem likely to make significant contributions to their fields of inquiry. The Fellowships carry no associated obligations except full-time graduate registration and conscientious pursuit of the research and writing of the dissertation.

The Distinguished Dissertation Fellowships include a stipend of \$1,700 per month up to a maximum award of \$20,400 (12 months). The term of appointment may begin as early as July and must begin no later than September 1.

Students who receive the Fellowship are required to register full-time, and will receive a full University Graduate Scholarship (with General Fee). Nominations for Fellowships are accepted from all departments offering doctoral degrees. Recipients of a Distinguished Dissertation Fellowship will not be permitted to accept other remuneration or similar awards during the period of this appointment. The award is not renewable beyond the maximum period of 12 months, and awards may not be made to individuals who will exceed 260 graduate credit hours during the period of appointment.

Each graduate department is invited to nominate one doctoral student who will attain doctoral candidacy prior to the start of the student's appointment, who has completed all course work, and whose academic achievements and promise inspire confidence that the Fellowship would make possible a dissertation of distinction. See <http://www.grad.uc.edu/index.cfm?fuseaction=home.UDGF> for further information and dead line.

Departmental Funds for Students

Both the University of Cincinnati and the Department of Geology provide awards to students on a competitive basis to support summer research. In addition, the Department of Geology provides funds for student travel to professional meetings and for costs associated with research. The main funding sources are:

University Research Council (URC) Summer Fellowships.

The University Research Council, administered through the College of Arts and Sciences, currently award a \$3,000 summer research fellowship to support student research during the summer. Graduate students from the Geology Department are in competition with those from other physical science departments (chemistry, physics, and mathematics) for about 10-12 awards each year; in recent years, geology graduate students have garnered about 3 awards per year. Proposals submitted by geology graduate students are also automatically eligible to be considered for Geology Department summer stipends; see directions for proposal preparation below. The deadline for submission of applications is in late January; check departmental bulletin boards for the exact date each year.

Geology Department Summer Stipends.

The department currently provides a \$2,500 two-month stipend for support of research by students who remain in residence during the summer. The primary objective of these awards is to allow the student to continue working on a specific aspect of his/her research during the summer in order to be able to complete his/her degree in a timely fashion. A Master's student is eligible for one year of support, Ph.D. students for three years.

In order to qualify for these awards, students are expected to write a research proposal to the Director of Graduate Studies. After discussing the project with his/her advisor, the student should prepare a proposal describing (1) the project, (2) work to be completed during that summer, and (3) a detailed budget. This proposal must be presented to the Director of Graduate Studies along with a letter of recommendation

from the student's advisor that addresses the importance of the proposed work for the student and the appropriateness of the proposed budget.

A departmental committee will evaluate proposals for summer support and make recommendations regarding (1) which proposals to forward to the college-wide URC committee, and (2) which proposals merit departmental funding. Successful applicants must submit a report to the Director of Graduate Studies outlining their specific research accomplishments during the previous summer by Oct. 15th of the following Fall Quarter.

Endowed Funds for Support of Student Research.

The department has a number of endowed funds that may be used to support student research, instruction, and travel. Applications for such funds must be made before the actual expenses are incurred (i.e., apply for fieldwork support prior to leaving for the field, not after returning). IRS regulations require receipts for all reimbursements; therefore, keep careful records and receipts. One requirement to be eligible for these funds is that the student must have applied to one or more sources of external funding (e.g., grants-in-aid from GSA, AAPG, Sigma Xi, Smithsonian, etc.) as well. Unless otherwise noted, requests should be directed to the Director of Graduate Studies, who will confer with the Graduate Policy Committee and Department Head regarding dispensation of funds. The funds available to students and their designated purposes are listed below.

- Geology Research Fund—supports research and travel by graduate and undergraduate students. Available to all students in the Geology program. Awards of up to \$300 for Master's students and up to \$600 for Ph.D. students.
- Walter H. Bucher Fund—provides travel money to geology students to attend meetings. If presenting a paper, a copy of the abstract should be included in the request as well as a copy of the letter stating the abstract has been accepted.
- Nevin M. Fenneman Fund—provides funds for research expenses (preferably fieldwork). Awards of up to \$600.
- Sedimentology Fund—supports field research by graduate and undergraduate students in sedimentology. Apply to Professors Algeo, Brett, and Maynard. Amounts of up to \$600.
- Jenks Fund—supports projects in the fields of Economic Geology or Structural Geology.
- K.E. Caster Fund—supports graduate student research in paleobiology. Apply to Professors Brett, Briskin, Meyer, and Miller.
- John L. Rich Fund—supports graduate research in remote sensing and geomorphology.

Travel Funds for Meetings.

The department provides travel funds from the Walter H. Bucher Fund for students presenting a paper (either oral or poster format) at a professional meeting. To request support; write a letter to the Department Head at least two weeks before your trip. Enclose one copy each of the abstract and the letter of acceptance of the abstract and provide a budget for the trip. Expenses of student presenters will be covered to a maximum per the following formula: one student author - \$350, two student authors - \$450 and three or more student authors - \$550. Receipts are required for reimbursement of travel expenses.

Tax Status of Financial Awards.

Stipends paid to graduate students that require no services as a condition of receipt are tax-exempt. Scholarships and fellowships generally fall in this category, including UGS awards. Students receiving tax-exempt scholarships or fellowships must file a W-4 form indicating exemption at the time of their appointment. Graduate Assistantships are taxable because teaching, research, or other services are required of the recipient, and the University will withhold taxes from monthly stipend checks. Questions concerning the tax-exempt status of any particular award should be addressed to the University Dean's Office.

Outside Employment.

Outside Employment While Receiving GA, DF, or SRF Support--- GA, DF, or SRF support is an investment made by the Department of Geology in behalf of a graduate student, with the understanding that

the student's focus will be devoted mainly to the pursuit of the student's graduate degree. Therefore, recipients of GA, DF, or SRF (but not UGS) support are prohibited from simultaneously holding other employment outside of the Department, without the prior approval of the Director of Graduate Studies AND the Head of the Department.

GENERAL DEPARTMENTAL DUTIES

All students receiving departmental or University support are required to carry out certain general departmental duties. These include (but may not be limited to) the following:

- Proctoring of examinations;
- Registration for and attendance at the departmental colloquium (GLY 699) during all quarters in residence;
- Assistance with the departmental colloquium as requested; and
- Participation each year on the departmental four-day fieldtrip (Fall Quarter, GLY 705).

From time to time students may be called upon to do special jobs. The Department Head or Director of Graduate Studies will make these temporary assignments.

REGISTRATION, ACADEMIC CREDIT & GRADES

A graduate student must be registered in the Graduate Division in order to earn graduate credit. A student who has applied to, and been admitted by, the Graduate Division must register each quarter online through One Stop Student Services (<http://www.onestop.uc.edu/>) and promptly make full payment when billed. A student may not attend classes until registration is completed.

Graduate Student Status

Qualifications.—A graduate student at the University of Cincinnati must be the holder of a baccalaureate degree or its equivalent and must have been accepted for admission into graduate study by the Graduate Division of the University. He/she may elect to pursue a graduate degree on either a part-time or full-time basis. Provided that time-to-degree limits have not been exceeded, the student must:

- Be registered for graduate coursework leading to a specific degree during at least one quarter of each academic year, including the summer quarter; or
- Be registered in accordance with the normal registration pattern for a particular degree program; or
- Meet the requirements above except that the individual is registered during a specific period of time at the recommendation of his or her department; or
- Be registered in accordance with an individually arranged registration pattern leading to a specific graduate degree; such a student will not be considered to retain student status during periods of non-registration; or
- Be registered for 1 graduate credit in the Fall Quarter after having met minimum degree course requirements to be considered a graduate student throughout the entire academic year, Autumn through Summer. This status of registration maintenance may be continued until after the student has met all candidacy requirements for the advanced degree he/she is pursuing, whereupon the limitations for degree candidacy shall apply; or
- Be registered for one graduate credit in the Fall Quarter (one graduate credit per quarter for international students) after having met degree candidacy requirements to maintain the candidacy status and be considered a graduate student throughout the entire academic year, Fall through Summer. A student whose candidacy has automatically terminated because of failure to register or to pay the candidacy fee during an academic year will no longer be considered a graduate student but may seek reinstatement into candidacy.

Full-Time versus Part-Time Status.—Students enrolled in a full-time program of graduate study must be registered for 12 or more graduate credits each quarter. Part-time graduate students are not eligible for GA, DF, or UGS awards. Full-time students who have received a GA, DF, or UGS award are encouraged to

register for 15 credit hours during the Fall and Summer quarters, and for 12 credit hours during the Winter and Spring quarters. Foreign students must be enrolled on a full-time basis.

Graduate Credits

Earning Credits.—Credits can be earned only for those courses listed in the current *Learning Opportunities* bulletin or which have been approved in writing by the appropriate departmental authority for inclusion in the curriculum. Graduate credits can be earned only for 500-level or higher courses. Research credits (GLY 893 and GLY 971) and certain upper-level courses (e.g., Methods of Geologic Instruction and Research, GLY 780) cannot be counted toward the coursework credits required for graduation (i.e., 30 for a Master's student, 45 for a Doctoral student), although these credits do count toward the total credit hours that must be earned (i.e., 45 for a Master's student, 135 for a Ph.D. student).

Upon recommendation of the departments concerned, a limited number of graduate credits may be granted for graduate work done in residence in other accredited universities. Eight summer terms of three-and-one-third weeks each at the University of Cincinnati or at other qualified universities is regarded as the equivalent of one academic year. Not more than 6 quarter credits are accepted for work in a single summer term of three-and-one-third weeks.

Transfer of Credits.—As a means of assuring that the standards embodied in graduate degrees awarded by the University of Cincinnati are preserved, limits are set on the amount of work completed at other institutions that may be used in fulfilling graduate degree requirements. These limits complement residency requirements, and are as follows.

- Master's Degrees: The minimum requirement is one year's full-time graduate study, or its equivalent. Eligibility for graduation requires a minimum of forty-five (45) graduate credits, half of which must have been completed while in residence at the University of Cincinnati.
- Doctoral Degrees: These degrees are conferred on the basis of long study and high scholarly attainment in a special field of learning. In no case, however, will the degree be granted for less than three years of full-time graduate study or its equivalent, of which the last year must be in residence at the University of Cincinnati or under the University's direction. Eligibility for graduation requires a minimum of 135 graduate credits, the last 45 of which, exclusive of research credits, must be completed at the University of Cincinnati.

REGISTRATION

Registration.—Registration at the University of Cincinnati takes place in three stages, Early Registration, Open Web Registration, and Late Registration. Early Registration begins well in advance of the quarter for which registration is sought. The quarterly *Learning Opportunities* bulletin is available to students at their academic offices or online through One Stop Student Services at <http://www.onestop.uc.edu/>. Registration must be completed by a specified date in order to be included in the Early Registration. Open Web Registration begins a few days after the close of Early Registration. For specific dates and times Open Web Registration is available students should consult *Learning Opportunities*. Late registration begins on the first official class day of the quarter and ends at the close of the business day on the 21st calendar day of the quarter. Students registering late incur a late fee.

Two methods of class registration are available – web registration and in-person registration. Web registration is available through the One Stop website <http://www.onestop.uc.edu/>. The on-line registration system provides students with immediate information regarding open, closed, and canceled courses. A course schedule and registration bill will be produced 24 hours from registration. Registration is complete only when full payment has been made. In-person registration may be completed at the One Stop Student Service Center.

For further information on registration students should follow the guidelines outlined in the Graduate Student Handbook (<http://www.grad.uc.edu/>).

Registration Change Procedure (Add/Drop).—Once a student has completed registration, the official record can be changed only with a registration change form secured from the student's departmental office. There is no charge to process an add/drop transaction, which must be initiated through the Office of Registration and Scheduling at or before the Add/Drop deadline listed in the Learning Opportunities bulletin of the University. On-line add/drop is available at <http://www.onestop.uc.edu/learningopp/qtr.asp>.

Auditing Courses.—The audit option is intended for cases in which work is desired or advised but in which a grade for credit purposes is deemed unnecessary by the student in consultation with the advisor or department. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Audit hours do not count toward the 260-credit-hour limit (as a condition of eligibility for financial assistance), nor are they included in the determination of full-time status. Such hours may be charged to a UGS only if at least 12 graduate credits are taken that same quarter and if the total is less than 19 credits. Also, no more than one audit course per quarter should be charged to a UGS.

Taking Courses Pass/Fail.—With the approval of both the advisor and the instructor, a graduate student may take any course on a Pass/Fail basis, but no instructor is obligated to accept a student on a Pass/Fail basis. To take courses on a Pass/Fail basis, students register for the course and then submit a completed Pass/Fail form to their College office. Pass/Fail forms are available in students' College offices. The deadline to submit Pass/Fail forms to the College office is the seventh calendar day of the quarter.

Withdrawals.—A student withdrawing from a course before the Add/Drop deadline (generally the end of the third week of the quarter) will have no record of the course on his/her transcript. The official Add/Drop deadline is published each quarter in the Learning Opportunities bulletin. A student withdrawing from a course between the fourth and eighth weeks of the quarter will receive a grade of either "W" or "F," to be assigned at the discretion of the instructor. After the eighth week of the quarter, no withdrawals will be approved, except for reasons beyond the control of the student, such as sickness or accident. The college Graduate Office must be petitioned for exceptions of this type. An instructor may unilaterally elect to withdraw a student from a course at any time in the quarter when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund of fees, or reinstatement as an auditor in that course.

All withdrawals must be completed using a standard Course Withdrawal form that is to be signed by the instructor and returned to the college Graduate Office. The withdrawal date to be used in determining refund eligibility shall be the date the official request is submitted for approval to the Dean of the college in which the student is enrolled. Students who officially withdraw from classes for any reason shall receive refunds of instructional fees, general fees, and non-resident surcharges on the basis of a schedule available in the current Handbook of the Division of Graduate Studies, available in the University Dean's Office.

ACADEMIC STANDARDS

Grading.—Grades assigned to coursework in graduate-level courses should be interpreted as outlined in the Graduate Student Handbook (find link to explanation of current grading system <http://www.grad.uc.edu/>). Note that recent changes to the University's grading system give instructors the option of adding + or – to all standard letter grades (A,B,C,D), with the exception that no A+ may be assigned.

Maintenance of Good Standing.—Graduate students in geology must maintain an overall average of B (3.0) or better in course work and must make satisfactory progress on their research program. Satisfactory progress includes timely selection of an advisor, formation of a committee, development of a research project, and application for research funding from University and non-university sources.

Continuance of Financial Awards.—All financial awards are made for one year in recognition of the outstanding potential of individual students. Consequently, students placed on probation must expect their requests for continuing financial support to be critically evaluated for the following year. Financial awards may be terminated for any of the following reasons:

- The student leaves the program;
- The student fails to make satisfactory progress toward degree requirements;
- The student fails to maintain minimal academic standards of a 3.0 or better grade point average in any academic quarter;
- The student refuses to make himself/herself available for assignments under the departmental service program; or
- The student conducts him/herself in a manner inconsistent with professional ethical standards.

Probation and Termination.—All graduate students will be reviewed by the faculty during the winter

quarter each year. Students who fail to maintain a B (3.0) average on all course work or who fail to make satisfactory progress toward their degree will, upon vote of the faculty, be placed on academic probation for the ensuing (spring) quarter. Probationary status may lead to termination from the graduate program if the student fails to rectify weaknesses during the probationary period. Students will be specifically warned of possible termination by the Director of Graduate Studies and will be advised of needed improvements by the advisory committee. Students will be fully informed of all decisions affecting their status in the program and each has the right to appeal under grievance procedures drawn up by the Graduate Division of the University (available in the office of the University Dean).

REQUIREMENTS FOR DEGREES

Master of Science

General.—The Master's degree is intended to provide the student with course work at the graduate level and a research experience in geology. It requires at least 45 graduate credits (including at least 30 credit hours in formal course work at the 500 level and higher) and a satisfactory thesis. All Master's students must complete a thesis prior to graduation. The thesis should demonstrate ability of expression, critical evaluation, and capacity for independent work. See also "General Guidelines for both Master's and Ph.D. students" beginning on page 15.

Time Limits.—Normally, the Master's degree should be completed in two years, although students with a non-geology Bachelor's degree may require three years. The maximum time allowed by the University for completion of the Master's degree is seven years from the beginning of the first quarter in residence. Students not in residence must register for one credit hour each academic year to maintain their candidacy (one credit hour per quarter for international students).

Financial Support.—Departmental support will be awarded to qualified students for a maximum of two years. Additional support for Master's students is available only if (1) a student's advisor provides funding from non-departmental sources (e.g., grants), or (2) a student generates funding through an extra-departmental fellowship.

Principal Advisor & Advisory Committee.—By the end of the first quarter in residence, each student will ask a faculty member to serve as his or her principal advisor, and with the advisor's consultation, ask two or more additional faculty members to constitute the Master's Advisory Committee. At least one member of the committee must be a member of the Graduate Faculty. As soon as the committee has been formed, the student will notify the Director of Graduate Studies of its membership.

Approval of Research Proposal.—By the end of the second quarter in residence, the student must have met formally with his/her committee and have received their approval of a plan of proposed research (including a schedule for completion). Immediately following the first committee meeting, the Director of Graduate Studies must receive (1) a summary of the plan of proposed research, and (2) a list of any remedial courses that the committee has recommended be taken within the framework of the student's graduate program. Any subsequent changes in the details of the declared program must be approved by the student's committee.

Approval of Early Draft Material.—At least one week prior to the committee meeting scheduled for the student's third quarter in residence (generally the Spring Quarter), he/she must submit drafts of the following documents to the committee members: (1) Statement of Problem, (2) Background, and (3) Reference List. The Statement of Problem should be a well-written 2- to 5-page summary of the problem to be addressed in Master's research; the Background section should cover relevant information related to the geologic setting of the study, previous work on the research problem, and the primary methods to be employed in the study; the Reference List should be a reasonably thorough and up-to-date compilation of published literature relevant to the project. It is expected that students will have read many or most of the papers in the Reference List by the time of this committee meeting and that they will be able to respond knowledgeably to questions from the committee members about relevant published literature. These documents will be reviewed and evaluated by the committee, and a summary of comments of the committee members will be appended to the Committee Review form for this meeting. Ultimately, revised versions of these documents should be incorporated in the student's thesis.

Time Table for Completion of Degree Requirements.—Master's students are expected to comply with the following time table for completion of degree requirements. Failure to meet requirements in a timely manner may be grounds for termination of support in subsequent years. Faculty advisors are expected to

cooperate with and assist students, as appropriate, in meeting the requirements of this time table.

Year	Fall Quarter	Winter Quarter	Spring Quarter
First	<ul style="list-style-type: none"> Advisory interview one week prior to start of classes 	<ul style="list-style-type: none"> Committee Meeting—must schedule by Feb. 1st 	<ul style="list-style-type: none"> Committee Meeting—must schedule by April 15th
Second	<ul style="list-style-type: none"> Committee Meeting—must schedule by Oct. 15th Report to DGS on summer activities due Oct. 15th, if deptal. funding received 	<ul style="list-style-type: none"> Committee Meeting—must schedule by Feb. 1st Submission of URC and grants-in-aid applications (optional 2nd year) 	See <i>Defense Time Table</i> for last quarter in residence

Masters Thesis.—The masters thesis should constitute the approximate scope of at least one publishable paper. Hence, emphasis should be placed on testing a well-defined hypothesis and/or thorough documentation of a single geological problem. Ideally, theses should be formatted as manuscripts appropriate to submission to a particular journal and formatted appropriately to that journal (see instructions to authors in journals or their websites). Because publications favor relatively short and concise articles rather than large extensive documents emphasis should be placed on concise writing (25-50 pages) with, if needed, extensive data appendices, rather than on production of weighty tomes. We strongly encourage Master's students to submit their work for publication. However, the thesis appropriately paginated and with figures and tables interleaved with text in appropriate places (rather than grouped at the end of the document as required for most publications) must be submitted electronically to the graduate school. For detailed instructions see (University website for thesis preparation).

Doctor of Philosophy

General.—The Ph.D. degree is intended to prepare the student for a career track involving independent research. It requires at least 135 graduate credits, equivalent to three years of full-time study, of which the last 45 credits (exclusive of research credits) must be completed at the University of Cincinnati or under its direction. If approved, up to 51 credits from a Master's degree program may be applied toward Ph.D. requirements. All Ph.D. students must complete and successfully defend a dissertation prior to graduation. The dissertation should demonstrate ability of expression, critical evaluation, and capacity for independent work, and should represent publishable research on a significant problem. See also "General Guidelines for both Master's and Ph.D. students" beginning on page 15.

Admission to Doctoral Program.—A graduate student may be admitted to the doctoral program if:

- The student has completed an M.S. at an accredited institution of higher education;
- The student is near completion of an M.S. at an accredited institution of higher education, and plans to finish this degree no later than the end of the second quarter of residence (usually the Winter Quarter) at the University of Cincinnati. For students entering the doctoral program without a completed Master's, timely completion of the earlier degree will be one criterion evaluated during the Winter Quarter student review.
- The student is considered to show exceptional academic promise before or during his/her first year in residence, in which case, upon the recommendation of the student's Advisory Committee and approval by the faculty, the student may be invited to enter the Ph.D. program directly.

Residency.—In order to assure adequate opportunity for collegial interaction and on-site scholarly activities, all doctoral students must meet a residency requirement. For students holding an M.S. degree from the University of Cincinnati, the minimum requirement is enrollment for at least 12 graduate credits during each of three out of five consecutive quarters, including the summer quarter, so long as the student registers for at least 12 hours in each autumn quarter involved. (Note: This would permit a residence pattern of in-out-in-out-in during five consecutive quarters.) For students whose M.S. degree is not from the University of Cincinnati or who do not hold an M.S. degree, the minimum requirement is a full five quarters in residence, including the summer quarter.

Time Limits.— The doctoral degree will be granted for no less than the equivalent of three years of full-time graduate study. All requirements for the doctoral degree must be completed within nine consecutive years of initial enrollment. This nine-year period includes a maximum of five years to attain candidacy and a maximum of four years beyond candidacy. A period of seven months must elapse between admission to doctoral candidacy and receipt of the degree. A doctoral student must be enrolled for at least 12 graduate credits in his or her program in each of three quarters during a span of five consecutive quarters. (See Chapter 7. Doctoral Degree Policies and Procedures). Students not in residence must register for one credit hour each academic year (one hour per quarter for international students) to maintain their candidacy.

Financial Support.—Departmental support will be awarded to qualified students for up to a maximum of four years, regardless of whether a student enters the Ph.D. program with a Bachelor's or a Master's degree. To maintain eligibility for financial support beyond the first year, Ph.D. students must meet the following conditions:

- Successful completion of prelims by the second quarter of the second year in residence and
- Documentation by the student's committee on an annual basis of continued progress toward completion of the dissertation.

In addition, in order to be eligible for a fourth year of departmental support, a doctoral candidate must meet either or both of the following conditions by January 31 of his or her third year in the doctoral program:

- The candidate must be first author on a manuscript submitted to a referred journal, based on research that is part of the candidate's doctoral research.
- The candidate must be first author on a publication that has already appeared in a refereed journal, based on research conducted while the candidate was enrolled in the department's doctoral program.

While no more than four years of departmental funding will be provided to a Ph.D. student, the student or his/her graduate advisor is free to pursue and obtain funding for additional years of support from outside sources. For a student or advisor who generates one (or more) years of support from external sources during the earlier part of his/her doctoral program, applications for departmental support for the fifth or subsequent years in residence will be considered on a case-by-case basis, if the student has not reached the limit of a total of four years of departmental support.

One source of extra-departmental support for which all Ph.D. students should consider applying is an NSF Graduate Research Fellowship. Information is available on-line at:
<http://www.nsf.gov/div/index.jsp?div=DGE>.

Admission to Candidacy. —Because the Ph.D. is primarily a research degree, the doctoral candidacy procedure for the Department of Geology places emphasis on evaluation of the candidate's preparation to conduct doctoral research. The procedure not only provides an opportunity to examine the student's knowledge of his/her chosen subdiscipline, but also serves to focus the student's attention on the planning and execution of a high-quality research project. Towards this end, the candidacy examination is centered primarily on the preparation and defense of a dissertation proposal.

Students should begin to formulate a research plan, in consultation with their major advisor and advisory committee, by the end of their first academic quarter in residence. In the following months, adequate time should be devoted to developing the background and expertise needed to conduct the planned research. The nature of this preparation will vary from student to student but should generally include enrollment in appropriate courses, substantial review of pertinent literature, a pilot study to test the feasibility of the proposed project, and submission of grant proposals to agencies such as the Geological Society of America, the Society of Sigma Xi, and the American Association of Petroleum Geologists. The importance of an early start on the formulation of the dissertation cannot be over-emphasized. It ensures that the student will be prepared to produce and defend a well-conceived dissertation proposal not later than the end of the second quarter of the second year in residence (generally Winter Quarter), and that the student will move quickly forward on dissertation work following admission to candidacy.

There are three important steps to achieving doctoral candidacy: (I) selection of a committee, (II) development of a research proposal, and (III) passing the oral candidacy exam.

Committee Selection. —A doctoral student is expected to have formed a dissertation committee no later

than the end of the first quarter of her/his first year in residence. The advisory committee should have five faculty members, including the major advisor. In lieu of a single major advisor, students may opt to work with two co-advisors, both of whom will have an equal role in directing and advising the dissertation research. Co-advisors will normally be members of the UC Geology faculty. According to Graduate School regulations, at least one member of the committee must be a member of the graduate faculty. If the major advisor is not on the graduate faculty, at least two other committee members must be. All five members may be from the Department of Geology, but the committee may include outside members from another department within the University of Cincinnati, from another university, or from a government research agency. Students must select outside members of the committee in consultation with major research advisors. If financial problems are expected to result from visits by outside committee members, the issue must be discussed and approved by the department head before the outside member may be added to the committee.

Research Proposal. —Shortly after entering the doctoral program, the student should work with the advisory committee to formulate a research plan and objectives. After the student and the advisory committee have agreed on a research project, preparation of a research proposal should begin. Although the proposal must represent the student's own original research and writing, it is expected that the student will consult with advisory committee members during proposal preparation. This thorough, well-written research proposal must be circulated to and approved by the committee by the second quarter of the second year in residency, excluding the summer quarter. The proposal must be given to members of the student's committee at least three weeks in advance of the candidacy exam and to the whole Geology Department faculty at least two weeks in advance of exam. The committee may and should advise the student in the preparation of the proposal but all recommendations should be done verbally without exchange of written comments or rewritten drafts.

The preparation of a written research proposal and its defense at the candidacy exam serves several purposes:

- To determine whether the student has the background necessary to carry out the proposed research;
- To inform the department of the student's research interests. Faculty and other graduate students may find articles that are relevant to the student's research or have personal contact with researchers who may be of help to her/him;
- To encourage the student to formulate a structured approach to the proposed research and understand the work it entails;
- To encourage the student to formulate an accurate budget and give thought to the funding of the project;
- To provide the student and faculty with a schedule for research, which may be used to encourage and measure progress; and
- To provide the student with a formal proposal that may be readily modified for submission to funding agencies.

The research proposal must follow a specific format. It should be on the order of fifteen double-spaced pages in length and must include:

- **Abstract:** One page abstract describing the proposed research;
- **Statement of Problem:** The research problem being addressed should be succinctly defined in a paragraph;
- **Review of Previous Work:** A review of literature relevant to the project. This review should demonstrate knowledge of topical literature, particularly current contributions;
- **Contribution and Significance of the Proposed Research/Significance of Problem:** Include a discussion of why this particular problem warrants doctoral level research;
- **Research Approach:** How will the problem be approached? What field or lab work will be done? Will special equipment be needed?;
- **Results of pilot study or preliminary results;**

- Schedule: A reasonable schedule outlining when different portions of the research project will be completed. The Advisory Committee will evaluate the student's progress according to this schedule. Thus, particular care should be taken in formulating a schedule that is realistic;
- Budget: An accounting of the cost of the project. The budget should also include a discussion of possible sources of funding and deadlines for submitting applications to those sources; and
- Vita.

The Candidacy Exam. —The candidacy exam should be taken before the end of the second quarter (generally Winter Quarter) of the second year in residency. The Director of Graduate studies will schedule two three-hour blocks of time per week during which a majority of the faculty are available to attend candidacy exams. Each student's exam date will be selected by lottery during the Fall quarter of the student's second year in the doctoral program. Students wishing to take the candidacy exam prior to the second quarter of their second year in the doctoral program may do so by arrangement with the director of graduate studies. After its successful defense, a copy of the proposal will be archived by the Department of Geology.

The exam moderator can be any active faculty member not currently on leave and not a member of the student's doctoral committee. The moderator is determined by alphabetic order. The moderator will:

- Ensure that the exam is equitably administered;
- Ensure that all faculty present have the opportunity to ask questions;
- Ensure that questioning by an individual faculty member lasts no more than five minutes during a given round of questioning;
- Read questions from committee members not able to attend the exam;
- Officially record the recommendations of the faculty; and
- Determine when the exam is concluded.

The exam should be attended by a majority of the faculty not on leave. The format of the exam shall be a 20- to 30-minute presentation of the proposed dissertation project by the student, followed by two or more rounds of questioning by the faculty during which each faculty member has up to five minutes per round to ask questions pertaining to (1) specific aspects of the research proposal, and (2) general knowledge of the student relevant to the proposed research area. When the question-and-answer session is finished, the student will leave the examination room to permit the faculty to deliberate.

The outcome of the examination will be determined by a simple majority vote of faculty members present at the exam; the vote shall be conducted by secret ballot. There are three possible outcomes: pass, conditional pass, and failure. In the event of a conditional pass, the faculty will determine by a simple majority vote by secret ballot whether the student is to return before the entire committee to resolve the issues raised or whether the student's committee will be charged with seeing the issues are resolved. In the event of a conditional pass, the exam moderator will:

- Prepare a written summary of the issues the faculty has raised and how the faculty recommends that those issues be resolved. This summary should be written and approved by the faculty prior by the end of their deliberation.
- Provide a copy of the written summary to the student and the student's committee.
- If the faculty asks the student to reappear before them for a formal resolution of the issues raised, the moderator of that examination is responsible for seeing that questioning be limited only to those issues raised during the candidacy exam and included in the moderator's report. Resolution of a conditional pass must be made before the end of the current academic year (i.e., the end of the following quarter).

Students failing the exam may retake it at the faculty's discretion. If the exam is retaken, it must be scheduled before the end of the following academic quarter. Although it will generally not be the case, if the exam is taken in the Spring quarter, and failed or conditionally passed, the student may retake or satisfy the conditions of the conditional pass during the Fall quarter of the following academic year. Failure of the second exam will result in dismissal from the graduate program and termination of financial support at the end of that quarter.

Students given a conditional pass and asked to reappear before the faculty must schedule their reappearance before the end of the following academic quarter.

Once a student completes the candidacy exam, the advisory committee alone is responsible for overseeing the research program and for assuring its timely completion.

Foreign Language Requirement.—There is no formal departmental requirement of demonstration of competence in a foreign language in order to achieve doctoral candidacy.

Time Table for Completion of Degree Requirements.—Doctoral students are expected to comply with the following time tables for completion of degree requirements. Failure to meet requirements in a timely manner may be grounds for termination of support in subsequent years. Faculty advisors are expected to cooperate with and assist students, as appropriate, in meeting the requirements of this time table.

TABLE 2. RECOMMENDED SCHEDULE FOR DOCTORAL DEGREE REQUIREMENTS			
Year	Fall Quarter	Winter Quarter	Spring Quarter
First	<ul style="list-style-type: none"> • Advisory Interview—one week prior to classes 	<ul style="list-style-type: none"> • Committee Meeting—must schedule by Feb. 1st • Draft of URC proposal to advisor by January 15th • Submission of URC and grants-in-aid applications 	<ul style="list-style-type: none"> • Committee Meeting—must schedule by April 15th
Second	<ul style="list-style-type: none"> • Committee Meeting—must be schedule by Oct. 15th • Report to DGS on summer activities due Oct. 15th, if deptal. funding received 	<ul style="list-style-type: none"> • Committee Meeting—must be schedule by Feb. 1st • Draft of URC proposal to advisor by January 15th • Submission of URC and grants-in-aid applications • Proposal to committee three weeks before prelims • Oral Prelims—Defense of Dissertation Proposal 	<ul style="list-style-type: none"> • Committee Meeting—must schedule by April 15th
Third	<ul style="list-style-type: none"> • Committee Meeting—must be schedule by Oct. 15th • Report to DGS on summer activities due Oct. 15th, if deptal. funding received 	<ul style="list-style-type: none"> • Committee Meeting—must be schedule by Feb. 1st • Draft of URC proposal to advisor by January 15th • Submission of URC and grants-in-aid applications • Submission of manuscript for publication by student by January 15th (4th-yr funding eligibility) 	<ul style="list-style-type: none"> • Committee Meeting—must schedule by April 15th
Fourth	<ul style="list-style-type: none"> • Committee Meeting—must schedule by Oct. 15th • Report to DGS on summer activities due Oct. 15th, if dept. funding received 	<ul style="list-style-type: none"> • Committee Meeting—must schedule by Feb. 1st • Draft of URC proposal to advisor by January 15th 	See <i>Defense Time Table</i> for last quarter in residence

Format of dissertations

Dissertations will represent significant original scholarship and represent the primary product of doctoral research. There are two options for the document itself.

1) A traditional dissertation consists of a single document with several chapters and including consecutively numbered figures and tables interleaved with text and a single reference list at the end. Detailed examples of format for headings references, figure captions, pagination can be found at (Website???)?. There is no page limit for dissertations (most documents exceed 100 pages), rather emphasis should be placed on thorough, but concise documentation.

2) Alternatively, students may opt to complete the dissertation composed of a series of three or more manuscripts on a closely related theme, which are formatted as individual papers, targeted for individual journals. Such papers should be appropriate for submission to a refereed journal and/or edited book. In such case, each paper will have its own abstract, separately numbered figures, and reference list. The journal/book targeted should be specified on each chapter and the format for headings, reference style, figure captions, etc. shall follow those of the designated publication (see instructions to authors in recent issues of the targeted journals or their websites). Unfortunately, the graduate school still requires that these papers be collected as a single document, submitted electronically, and that the figures and tables be interleaved with the text in appropriate positions (which is inconsistent with most journal submissions for which figures are placed together at the end of the document). Thus, for successful completion of this option, the individual manuscripts must still be arranged as chapters and paginated consecutively. In addition, the University document must include two additional chapters: a) a brief introductory chapter that outlines the broader goals/objectives and hypotheses to be tested in the overall study and relates the separate papers to this common theme; and b) a brief summary chapter that relates the conclusions of the individual documents to this overall thesis and discusses the outcome of the overall hypothesis testing.

Because of the importance of doctoral students assembling a record of published scholarship the Geology Department strongly encourages PhD students to consider the second option. In order to qualify for a fourth year of support all PhD students must submit at least one paper must be submitted to a refereed journal or edited book early in the third year of PhD research (see p.) and this paper should be considered as an increment of the dissertation. Ideally, other papers should also be submitted to and/or revised and accepted by the journal in question. However, this is not required for completion of the dissertation.

GENERAL GUIDELINES (FOR BOTH MS AND PHD STUDENTS)

Roles of the Major Advisor & Advisory Committee.—The principal functions of the student's major advisor are to:

- Assist the student in selecting courses and a research topic;
- Supervise the research;
- Supervise the preparation of the thesis or dissertation; and
- Certify that materials pertinent to the thesis have been properly curated

The principal functions of the student's advisory committee are to:

- Meet quarterly with the student to review progress in course work and research; the minutes of each committee meeting and the recommendations of the committee members are to be summarized and put in the student's graduate file;
- Assess and report on the student's progress to the geology faculty in the Winter Quarter of each year; and
- To review critically the thesis or dissertation before a final copy is submitted to the faculty. The thesis is considered approved if there is no more than one dissenting vote among the committee members, unless the major advisor dissents to approval of the document.

Committee Meetings.—With the exception of the first and last quarters in residence, students are required to schedule and hold committee meetings at least once per quarter. The outcome of each

committee meeting is to be documented using a standard Committee Review form, which will have fields for (1) review of student progress, (2) committee recommendations regarding the research project, and (3) remaining research procedures and their anticipated date of completion. The student's advisor is responsible for filling out and submitting the Committee Review form to the Graduate Secretary for placement in the student's permanent file. Attendance of all committee members is not required, but is strongly encouraged, for quarterly committee meetings.

Student Grants-in-Aid.—A number of geoscience organizations offer grants in aid of student research, and all Geology graduate students are expected to apply for these. Contact information for the main funding agencies follows Check with respective websites for current deadlines.

- American Association of Petroleum Geologists (AAPG).—On-line information is available at: <http://www.aapg.org/foundation/gia/index.cfm>. Deadline: January 15th.
- Geological Society of America (GSA).—On-line information is available at: www.geosociety.org/profdev/grants/index.htm. Deadline: February 1st.
- Some sections of GSA also offer support to students for research and travel to meetings. Cincinnati is located in the North-Central Section of GSA; check its website for further information: <http://www.geosociety.org/sectdiv/Northc/index.htm>.
- American Museum of Natural History (AMNH).—No on-line information is available. Forms may be obtained by e-mail (address: grants-and-fellowships@amnh.org), snail mail (address: Office of Grants and Fellowships, The American Museum of Natural History, Central Park West at 79th Street, New York, NY 10024-5192, or by telephone (212)-769-5100.
- The Paleontological Society.—On-line information is available at: <http://www.paleosoc.org/grantin.html>. Deadline: March 1st.
- Sigma Xi.—On-line information is available at: <http://www.sigmaxi.org/programs/giar/appopen.shtml>.
- The Society for Organic Petrology (TSOP).—On-line information is available at: www.tsop.org/.
- The Clay Minerals Society.—On-line information is available at: <http://cms.lanl.gov/>. No specific deadline applies.
- Association of Engineering Geologists (AEG).—Offers Norman R. Tilford Field Studies Scholarships. Information at <http://www.aegweb.org/indexf.html>.

Defense of Thesis or Dissertation.—The thesis or dissertation defense consists of a one half hour presentation of the research results followed by questions from the faculty and students of the Department, after which the Advisory Committee, with the advice of the faculty, will vote for passing or failing the student. In the event of failure, the faculty has the option to allow a second defense at a future time at which the Advisory Committee deems the student ready for it.

Defenses may be scheduled at any time during the year. If possible, defenses should be scheduled during a regular academic term (fall, winter, or spring quarter) in order to promote better attendance; however, "off-season" defenses are permissible given adequate attendance. No defense may be held unless all members of the student's committee belonging to the U.C. Geology Department are present. Attendance by outside committee members at defenses is strongly encouraged but not mandatory.

During the busier part of the "defense season" (late May-early June), defense dates are assigned on a first-come first-served basis, provided that the necessary requirements have been met. No defense date may be scheduled until the following requirements have been met: (1) all members of the student's committee have had an opportunity to review a complete copy of the final draft of the student's thesis or dissertation per the time table below; and (2) the Defense Approval form has been signed by all members of the student's committee and has been returned to the Geology Department office.

The following timetable must be adhered to in completing and defending theses and dissertations. Any failure to adhere to this schedule will result in automatic deferral of the defense, and of graduation, to the following quarter.

TABLE 3. RECOMMENDED SCHEDULE FOR THESIS & DISSERTATION DEFENSES

Quarter Graduating	FALL	Winter	Spring	Summer
Completed Draft of Document to Advisor	September 21 st	January 1 st	March 21 st	June 1 st
Return of Document By Advisor to Student	October 1 st	January 11 th	April 1 st	June 11 th
Corrected Final Draft Given to Committee	October 11 th	January 21 st	April 11 th	June 21 st
Return of Document by Committee Members to Student	October 25 th	February 5 th	April 25 th	July 11 th
Final Version of Document in Faculty Lounge / Scheduling Of Defense Date	One week prior to scheduled defense date	One week prior to scheduled defense date	One week prior to scheduled defense date	One week prior to scheduled defense date
Apply for Degree*	*	*	*	*
Apply for Defense*	*	*	*	*
Final Date to Defend*	*	*	*	*
Completion of all Degree Requirements*	*	*	*	*

*Check the graduate school website, <http://www.grad.uc.edu/index.cfm?fuseaction=home.graduationdeadlines>, for current deadline dates (change annually).

Completion of Theses and Dissertations.— All theses must be published in electronic format on OhioLink. Students are encouraged to investigate the wide variety of resources available on how to prepare their theses electronically. Information about electronic theses can be accessed at www.etsd.uc.edu. For questions not addressed on this site, contact the Electronic Thesis Helpdesk (Room 559, Langsam Library), phone 556-1496 or email etsd@uc.edu. Electronic thesis information is also included on the graduate studies website at www.grad.uc.edu, “ETD.”

Graduation.—Once the thesis or dissertation has been successfully defended, the Advisory Committee members will sign the thesis/dissertation acceptance form, which then becomes the first page of the final document. In addition, the Director of Graduate Studies will sign the checklist form for completion of departmental requirements for graduation and forward it to the office of the Graduate Dean.

No degree has been officially conferred until a student’s thesis or dissertation has received Graduate School approval. An electronic form of a student’s thesis or dissertation must be submitted to the Office of Graduate Education and Research before the deadline set by that office in order for a student to officially graduate in a given quarter. Information about thesis/dissertation submittal is available online at www.grad.uc.edu/etsd/.

It is the responsibility of the student to apply for graduation to the Office of Graduate Education and Research and to receive verification from that office that all forms, procedures, and regulations necessary for graduation have been completed. These requirements are listed in section 8.7.7 of the *Handbook of the Division of Graduate Education and Research*.

GRADUATE STUDENT RIGHTS

Non-Discrimination Policy.—The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, handicap or age will not be practiced in any of its activities. Complaints involving the abridgement of this policy should be addressed to the Affirmative Action Coordinator.

Right to Review Records.—Students, once enrolled, have the right to review their educational records, except for those excluded by law, such as records maintained by a physician or psychiatrist, or parents' financial statement. Educational records are maintained in such offices as Student Records, the different College Deans' Offices, department offices, Student Financial Aid, Career Development and Placement, and Educational Advising.

In order to gain a review of such records, along with any appropriate explanation or interpretation, the student should first address the proper University, collegiate, or departmental office. Should the student

encounter any difficulty in obtaining the kind of review requested, the question should be referred to the Office of the Registrar. An individual may challenge the content or the right to review a student record by appealing to the Family Educational Rights and Privacy Act Committee. It is the policy of the University of Cincinnati that the kinds of student records referred to in this statement will be reviewable by any qualified student at any reasonable time. Copies of any portion of the record will be provided at cost, except transcripts of students' permanent academic records, for which the University's transcript policy will apply.

It is the policy of this institution that all student records, other than "Directory Information," are to be treated with confidentiality so that the only access afforded University faculty or staff is on a "need-to-know" basis. The office responsible for the maintenance of any particular student record will be responsible for seeing to it that such confidentiality is maintained. The University considers the following information as Directory Information: the student's name, address, telephone number, college, class, major field of study, dates of attendance, registration status, and degrees and awards received.

GRADUATE STUDENT GRIEVANCE PROCEDURES

It is the policy of the University to provide an opportunity for the resolution of disputes involving graduate students in a fair and collegial manner and within the department if possible. These procedures establish a formal process for graduate students to request review and redress of certain grievances arising out of their academic relationships with their department, their college, or the University of Cincinnati.

Each grievance will begin with a mediation process, the Conference Review, and may proceed, if necessary, through the more formal Fact-Finding and Decision or Appeal Processes. However, in general, it is expected that grievances will be resolved by the parties within their departments.

Applicability.—These procedures may only be used by graduate students. A graduate student is defined as any person who has been accepted into any approved program of graduate studies at the University of Cincinnati except the M.D. and J.D. students. These procedures are applicable to any of the following types of grievances and supersede other procedures for such grievances made by a graduate student:

- Grievances alleging improper dismissal or suspension from a graduate program;
- Grievances alleging the improper withholding or termination of financial support of any kind; or
- Grievances alleging any improper treatment, either substantive or procedural, of a graduate student by a faculty member or the university with regard to evaluation of academic work or an unfair recommendation for employment or further graduate study.

Note that allegations of discriminatory treatment arising from the student complainant's age, race, sex, sexual orientation, handicap, national origin, or religion will be handled according to procedures of the University of Cincinnati Office of Affirmative Action; such cases should be referred to this office.

General Considerations.—A party is an individual grievant or any individual or unit that is grieved against. (A Facilitator, as defined below, is not a party.)

At all levels of review, unless stated otherwise, the committees and individuals defined herein shall establish their own rules of procedure, subject only to the requirements of fundamental fairness.

The burden of persuasion is on the grievant.

All time limits shall be calculated only during business days of the Fall, Winter and Spring academic quarters excluding examination weeks and University holidays. Grievances originally filed after the end of the Spring quarter will be heard at the beginning of the Fall quarter. Any stated time limit may be extended with the prior written consent of all parties.

Any party may challenge the disinterestedness of any Facilitator or committee member, in writing, to the appointing administrator within two days after publication of the appointment. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the grievance. If such a challenge is determined to be valid by the appointing administrator, a substitute appointment shall be made and the process will resume accordingly.

The University Vice-President and University Dean for Graduate Studies and Research is herein referred to as the University Dean.

Filing of Grievances.—A graduate student who believes that he or she has valid grounds for a

grievance under these procedures should submit a written and signed statement of grievance, setting forth the specific allegations with reasonable particularity and identifying the individual(s) grieved against. Grievances shall be submitted as follows:

- Level 1 - to the department head for grievances against a faculty member, committee or an agency associated only with that department.
- Level 2 - to the College Dean for grievances against a department head, faculty members in two or more departments of that college or a college-wide agency.
- Level 3 - to the University Dean for grievances against faculty members in two or more colleges, a University-wide agency, or a College Dean.

Copies of the grievance shall simultaneously be sent by the grievant to the individual(s) grieved against, to the department or unit head(s) and Dean(s) responsible for the departments, units and colleges involved, and to the University Dean.

Conference Review.—It is in the interest of all parties to resolve disputes informally and through reasoned and collegial consideration of the issues. Therefore, every grievance shall be discussed in a Conference Review process that may continue for up to ten days after appointment of the Facilitator. The Conference Review shall be conducted by a disinterested Facilitator who shall be an individual appointed by the department head (for a Level 1 grievance), by the College Dean (for a Level 2 grievance) or by the University Dean (for a Level 3 grievance). Facilitators for Levels 1 and 2 grievances shall be appointed from within the department, if possible, and otherwise shall be from within the College. Facilitators for Level 3 grievances may be from throughout the University. The department head or Dean who received the grievance shall appoint the Facilitator without unnecessary delay and shall identify the Facilitator to all parties in writing.

During the Conference Review, the Facilitator shall meet with the parties individually or together, at the discretion of the Facilitator, to attempt to arrive at a resolution of the grievance, which is agreeable to and signed by all parties. Without unnecessary delay after the Conference Review period, the Facilitator shall send the signed resolution, or a statement that the grievance was not resolved, to all involved parties and administrators, including the University Dean. No written records shall be retained by the Facilitator. Original documents shall be returned to their source, to another site as agreed in the signed resolution, or to the appointing administrator. All other notes shall be destroyed.

Grievances that are not resolved shall proceed to Fact-Finding and Decision. Under no circumstances shall the Facilitator be involved in any other stage of the grievance procedures in any capacity.

Fact-Finding and Decision.—Without unnecessary delay after receipt of the Conference Review statement, the department head (for a Level 1 grievance), the College Dean (for a Level 2 grievance) or the University Dean (for a Level 3 grievance) shall appoint three disinterested graduate faculty members and two disinterested graduate students to serve as the Grievance Review Committee or GRC. Appointments for a Level 1 or 2 grievance shall be from within the department, if possible, and otherwise shall be from within the college. Appointments for a Level 3 grievance may be from throughout the University. The appointing administrator must inform all parties of the Committee appointments in writing. If the appointing administrator determines that a disinterested panel is not available within the unit, the department head or Dean shall document the reasons therefore in a request to the College Dean or University Dean, respectively, to process the grievance at the next level.

The GRC shall provide all parties the opportunity to present to the GRC written and oral information relevant to the grievance. The GRC may also request information from other sources. Copies of all written information and summaries of pertinent oral information provided to the GRC shall be provided to all parties.

Within thirty days of its appointment, the GRC shall issue a report to the appointing administrator or request an extension. An extension request shall document the reasons therefore. The appointing administrator shall decide whether to approve an extension request for a specified time and shall notify all parties in writing. Extensions shall be granted only in unusual circumstances when, in the discretion of the appointing administrator, they are necessary to ensure fairness. A report shall contain:

- A statement of committee procedure;
- A complete summary of relevant information including, but not limited to documentation of all

written and oral information presented to the GRC;

- Relevant University rules and policies; and
- Recommendations and the reasons therefore.
- Without unnecessary delay after receipt of the GRC report, the appointing administrator shall render a decision in writing to all parties and all involved administrators, with a copy of the GRC report attached, or shall notify them that additional information is being requested from the GRC. If additional information is requested, the GRC shall issue an addendum report as requested and the appointing administrator then shall render a decision as above.

Appeal.—Any grievant in disagreement with a decision, which is adverse to the grievant may appeal. The appeal must be submitted, in writing, within ten days of the date of the notification of the decision and copies must be simultaneously sent to all parties and involved administrators. Appeal of a decision by a department head shall be to the College Dean. Appeal of a decision by a College Dean shall be to the University Dean.

An appeal must specify all alleged errors occurring during the preceding process. Any other party may submit a brief rebuttal to the appeal addressing only the alleged errors within ten days of the date of the appeal. Except as noted below, no additional substantive information may be submitted by any party, and the recommendation and decision shall be based upon the written record established in the Grievance Review, Fact-Finding and Decision processes. In extraordinary circumstances and only when new information was unavailable during Fact-Finding to the party submitting it, new written information may be accepted on appeal at the discretion of the Appeal Committee or University Dean, as appropriate.

Without unnecessary delay following the filing of a first appeal, the College or University Dean shall appoint an Appeal Committee consisting of two disinterested faculty and one disinterested graduate student from the College or University, respectively, to review the record and the appeal and submit a written recommendation. The College or University Dean shall issue a written decision to all parties and involved administrators without unnecessary delay. Decisions by the University Dean shall be final. Decisions by a College Dean may be appealed to the University Dean in the manner described above. A second Appeal Committee may be appointed only in unusual circumstances at the discretion of the University Dean.

Group Actions.—Two or more graduate students with substantially the same grievance may join in a group action. A single statement of grievance shall be submitted and processed in the manner described herein for individual grievances, but all those joining in such a group action must sign the statement. The Facilitator shall determine whether, in fact, all of the co-grievants have substantially the same grievance. If it is found that they do not, the Facilitator shall sever the grievants into two or more subgroups as the evidence may warrant. As few as one such grievant may represent the entire group but any or all co-grievants may be required to meet with the Facilitator or the GRC. A request for reconsideration must be signed by all grievants.

Withdrawal of Grievances.—A grievant may withdraw his or her grievance from further consideration at any time by submitting a written request to the administrator with whom the grievance was originally filed. No reason needs to be given for such a request. Upon receipt of a withdrawal request, the administrator will notify all involved parties and administrators in writing that the grievance has been withdrawn and that the grievance process is terminated.

Academic Honesty.—Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate Division.