

GUIDELINES for GRADUATE STUDENTS ADMITTED TO DEGREE-SEEKING PROGRAMS LEADING TO MS AND PHD DEGREES, UTD GEOSCIENCES

JAN. 2021

Table of Contents

- I. Introduction
- II. ACADEMIC GOOD STANDING
- III. M.S., COURSEWORK OPTION
 - A. SUMMARY OF PROCEDURES
 - B. SUPERVISOR OF RESEARCH PROJECT
 - C. DEGREE PLAN
 - 1. FORMULATION
 - 2. STUDENT RESPONSIBILITIES
 - D. GRADUATION
- IV. M.S., THESIS OPTION, AND Ph.D.
 - A. SUMMARY OF PROCEDURES
 - B. SELECTION OF RESEARCH SUPERVISOR
 - C. SUPERVISORY COMMITTEE
 - 1. FORMATION
 - 2. CHANGES TO COMMITTEE
 - D. DEGREE PLAN
 - 1. FORMULATION
 - 2. CHANGES
 - 3. REQUIREMENTS
 - 4. STUDENT RESPONSIBILITIES
 - E. PREPARATION OF PROPOSAL FOR THESIS
 - F. PROMOTION FROM MASTERS TO THE DOCTORAL PROGRAM
 - G. PREPARATION OF PROPOSAL FOR DISSERTATION (Ph.D. only)
 - H. Ph.D. QUALIFYING EXAMINATION
 - 1. FORMAT
 - 2. STUDENT RESPONSIBILITIES
 - 3. PREPARATION
 - 4. NUMBER OF ATTEMPTS/RESULTS
 - 5. DEADLINES
 - I. STUDENT ANNUAL PROGRESS REPORT
 - J. PREPARATION OF THESIS/DISSERTATION
 - 1. MS THESIS
 - 2. PhD DISSERTATION
 - K. DEFENSE OF THESIS/DISSERTATION
 - 1. MS THESIS
 - 2. PhD DISSERTATION
 - L. 99-HOUR RULE (Ph.D. students only)
- V. FINANCIAL SUPPORT
 - A. GENERAL
 - B. ELIGIBILITY FOR SUPPORT

- 1. FIRST TIME SUPPORT
- 2. CONTINUING SUPPORT
- C. LENGTH OF APPOINTMENT
 - 1. TEACHING ASSISTANTSHIP
 - 2. RESEARCH ASSISTANTSHIP
- D. LENGTH OF SUPPORT
- E. OUTSIDE EMPLOYMENT
- VI. USE OF DEPARTMENT FACILITIES
- VII. TRAVEL AUTHORIZATIONS
- VIII. MEDICAL AND DENTAL INSURANCE
- IX. FAST-TRACK OPTION
- X. SCHOLARSHIPS
- XI. OTHER INFORMATION

I. INTRODUCTION

Welcome to the graduate program of the University of Texas at Dallas Geosciences Department! We are glad you are here and welcome you to our learning community. We hope your path to the graduate degree that you seek is rapid and painless; these guidelines are intended to help this happen. These guidelines are for students admitted to graduate study in the Department of Geosciences leading to MS or PhD degrees. These guidelines amplify and supplement requirements outlined in the UTD Graduate Catalog, and Geosciences graduate students should read the catalog if there are any questions about what the requirements are. The guidelines largely deal with questions of 'How?' and 'When?' whereas the catalog deals with 'What?'. None of the procedures or deadlines below pertain to non-degree-seeking students or to undergraduates, although some will be of interest to students admitted to the Fast Track program (see IX. FAST-TRACK OPTION).

The guidelines are divided into two sections. Students planning to emphasize research in their graduate studies, leading either to a M.S. thesis option or Ph.D. degree, should read the section 'III. M.S., thesis option and Ph.D.'. Students planning to obtain the M.S. degree by the course work option should read the section 'II. M.S., coursework option'. Some procedures and deadlines are common to all degree-seeking graduate students.

The Dept. Office keeps records of student progress; all signed forms discussed below should be turned in to the Dept. Office and students are highly encouraged to keep their own copies of all signed forms.

Students should be able to answer most of their questions by referring to the catalog and these guidelines; however, any questions should be taken first to the student's research supervisor (thesis MS and PhD) or graduate advisor (coursework MS). The most important thing a new graduate student can do is work with the aforementioned advisors to write down a formal degree plan, taking care to complete the 4 required courses with B average or better.

Additional information concerning financial assistance, office space and travel, and other are included at the end of these guidelines. Other questions and requests for advice should be directed first to the Department Office and then to the Graduate Advisor

The guidelines in this guidebook do not include the M.S. in GIS, which is a joint program between the School of Social Sciences and the Geosciences Department.

II. ACADEMIC GOOD STANDING

UTD requires that graduate students must remain in 'Academic Good Standing'. This is defined as:

- 1) Satisfactory progress in meeting conditions that were imposed at the time of admission, as specified in the admission letter from the Department;
 - 2) Maintenance of a 3.0 cumulative GPA in graduate courses in the program; and
 - 3) Satisfactory progress in meeting program deadlines and degree requirements.
- Students failing to meet any of these criteria are not in Academic Good Standing and may be terminated from the Geosciences Graduate Program.

III. M.S., COURSEWORK OPTION

A. SUMMARY OF PROCEDURES

Students in this program complete 36 hours for their MS Geosciences degree, including 12 hours of required courses and a final research project and paper.

Deadlines (note that "Full" semesters discussed below are Fall and Spring semesters).

Deadlines for all graduate degree programs:

1. Degree Plan: End of First Full Semester
2. Filing for Graduation: When Registering for Last Semester

B. SUPERVISOR OF RESEARCH PROJECT

Students pursuing the M.S. coursework option do not have a supervisory committee. Towards the end of the student's graduate work, the student will select a professor with whom to carry out a one-semester guided research project on a topic agreed on by student and faculty member. This must result in a research paper turned in as pdf to this professor and to the graduate advisor. All UTD Geosciences graduate students are encouraged to get to know the research and teaching interests of Geosciences faculty (the best way to do this is by taking classes from as many professors as possible).

C. DEGREE PLAN

Degree plan forms are on-line at

<http://www.utdallas.edu/geosciences/graduates/advising.html>

1. FORMULATION

a. You complete a degree plan no later than the end of your first semester of full-time enrollment, or if you are a part-time student, before completing 9 graduate hours.

b. Download the appropriate degree plan form from

<http://www.utdallas.edu/geosciences/graduates/advising.html> . Prepare a draft degree plan in pencil and take it to the Graduate Advisor for discussion. The core

sequence is outlined in the UTD Graduate Catalog. Although students should consult with the Graduate Advisor before selecting their elective courses and 3 research hours, these need not be specified at this time. Following this, type it out on the appropriate form. Your signature and the signature of the Graduate Advisor on the completed version attest to the mutual satisfaction of the proposed degree plan.

d. Following approval, your degree plan should be turned into the Geosciences Dept. and will become part of your file. Copies will be given to you and the Graduate Advisor by the Department Office. Students should keep copies. Your degree plan can be changed at any time, with short written request to Graduate Advisor. Research proposals for MS thesis option and PhD should always have a copy of the updated degree plan attached at the end.

2. STUDENT RESPONSIBILITIES

Deadlines discussed in this section are intended to maximize timely progress towards degree. Students are strongly encouraged to take the initiative in ensuring that all deadlines are met. Each degree-seeking student is responsible for:

- Initiating the preparation of the degree plan with research supervisor (thesis MS and PhD) or graduate advisor (coursework MS).
- Obtaining signatures of approval from Research Supervisor (thesis MS and PhD) and graduate advisor (all degree-seeking grad students).
- Initiating formal requests through the graduate advisor for variations from the student's signed degree plan.
- obtaining forms that need to be signed from on-line < <http://www.utdallas.edu/geosciences/graduates/advising.html>> or the Dept. Office, bringing them to committee meetings and exams, and bringing signed forms back to office.

D. GRADUATION

At the beginning of the semester when you expect to complete your degree, you must file for graduation in the Department Office. You must notify the Graduate Advisor that you expect to graduate this semester, and request an appointment to verify that all degree requirements have been met.

IV. M.S., THESIS OPTION, AND Ph.D.

A SUMMARY OF PROCEDURES

Deadlines (note below "Full" semesters are Fall and Spring semesters. All formal procedures required documentation, get forms from Dept. Office or on-line < <http://www.utdallas.edu/geosciences/graduates/advising.html>> and return signed forms to the Dept. Office; signed forms become an important part of student records. Note that qualifying exam is required for PhD candidates but not for MS candidates.

<u>Action</u>	<u>M.S.</u>	<u>Ph.D.</u>
1. Selection of Research Supervisor:	First Full Semester	First Full Semester
2. Milestones Agreement:	Not applicable	First Full Semester

- | | | |
|-------------------------------------|----------------------|---------------------|
| 2. Degree Plan: | First Full Semester | First Full Semester |
| 3. Submission of Research Proposal: | Second Full Semester | See section V below |

4. Promotion from Masters to the Doctoral Program

This can be accomplished by submitting formal request to the Dept. Office, explaining reasons, up-to-date degree plan, and letter of support from supervising professor. Dept. Office will circulate file among members of the Graduate Admissions Committee and then to Dept. Head for approval

5. Preparation of Proposal for Dissertation

Deadlines:

- | | |
|--------------------|-------------------|
| With Previous M.S. | 3rd Full Semester |
| With B.S. Only | 4th Full Semester |

6. Ph.D. Qualifying Examination

Deadlines:

- | | |
|--------------------|-------------------|
| With Previous M.S. | 3rd Full Semester |
| With B.S. Only | 4th Full Semester |

7. PhD candidate Annual Committee Meetings

Required every year after PhD qualifying exam. Should be scheduled during the semester that qualifying exam was taken.

8. Thesis/Dissertation Submission Deadline

Students should work with research supervisor to polish early drafts of thesis or dissertation, then share with all committee members at least 3 weeks before the final defense exam is scheduled.

9. Defense of Thesis/Dissertation

NOTE: Beginning Fall 2016, no PhD defense may be scheduled before at least one paper for which the candidate is the first author has been accepted for publication by a peer-reviewed research journal.

B. SELECTION OF RESEARCH SUPERVISOR

No applicants to UTD Geosciences MS thesis option or PhD program will be admitted without a research supervisor being identified and agreed to in application. If you have been admitted to one of these programs, you know who your research supervisor is. You may change your supervisor if another professor agrees in writing to serve in this capacity; a short note of explanation, signed by the student and new supervisor must be submitted to the Dept. Office to be added to your file.

C. SUPERVISORY COMMITTEE

Organizing a Supervisory Committee is an important part of a MS thesis option or PhD candidate's progress to degree.

1. FORMATION OF SUPERVISORY COMMITTEE

- a. Your research supervisor becomes Chairman of your supervisory committee.
- b. The supervisory committee consists of a minimum of:
 - 1) 3 members (including chairman) for MS candidate.
 - 2) 4 members of UTD faculty (including chairman) for Ph.D. candidate.
- c. Composition of Committee: .
 - 1) One member is appointed by the Department Head.
 - 2) Other committee members are mutually decided upon by you and your research supervisor.
 - 3) It could be beneficial to you for a recognized expert outside the Geosciences Department/University to also serve on your committee. Such interaction with outside experts is encouraged. An outside expert may be chosen by you and your research supervisor or by the Department Head.
- d. Your committee is not formally established until approved by the Graduate Dean. After the Graduate Dean approves your supervisory committee, you, your research supervisor, the newly appointed committee member, and the Graduate Advisor will be notified by the Department Office.
- e. STUDENT RESPONSIBILITIES

You must:

- 1) Ascertain the willingness of the chosen Geosciences faculty to serve on your committee. (You have to ask them.)**
- 2) Submit a signed "agreement to serve" form (see <http://www.utdallas.edu/geosciences/pdf/Comm-Frm-Oct01.pdf>) to the Department Office.**
- 3) Arrange all supervisory committee meetings at mutually satisfactory times.**

2. CHANGES TO COMMITTEE

If it is necessary to change your committee composition due to the extended absence or departure of a committee member, these changes will be made by the Department Head (in consultation with your research supervisor and the Graduate Advisor) who will notify the Graduate Dean's Office.

Any change in level of degree sought or changing your supervising professor requires preparing and submitting a new degree plan and organizing a new committee.

D. DEGREE PLAN

1. FORMULATION

As a full-time student you complete your degree plan

<<http://www.utdallas.edu/geosciences/pdf/Graduate%20degree%20plan.pdf>> no later than your first full semester of enrollment in the Geosciences Graduate Program. The first step in building your degree plan is to schedule the 4 required courses, then seek the advice of your research supervisor about what other courses should be added. The UTD Geosciences Graduate Catalog should be consulted but not all courses listed may be offered during a student's graduate studies. Graduate

students are encouraged to discuss their interest that a certain course be taught directly with the pertinent faculty member.

- a. Your degree plan first needs to be approved (signed) by student, research supervisor and Graduate Advisor.
- b. A copy of your degree plan will be circulated to the entire faculty for approval.
- c. Suggestions for revisions made by UTD Geosciences faculty must be considered by your research supervisor, the Graduate Advisor and the Department Head before your final degree plan is accepted, signed by the Department Head and submitted to the Graduate Dean's office as your official degree plan.
- d. Following faculty approval, your official degree plan will become part of your file. Copies will be given to you, your research supervisor and the Graduate Advisor by the Department Office.

NOTE: A degree plan is required with your research proposal; therefore approval of your degree plan is necessary well in advance of the proposal deadline.

2. CHANGES

- a. Substitutions or deletions made on your official degree plan can be made by written request from you stating the reasons for the change, which must be approved (signed) by your research supervisor, the Graduate Advisor and the Department Head must be submitted to the Dept. Office.
- b. If there is a change in your research supervision or intended degree, a new degree plan must be prepared, signed, and submitted.

3. REQUIREMENTS

- a. All graduate students must take the four required graduate courses.
- b. Thesis-option M.S. students must list at least 4 advanced courses in the major and related field; Ph.D students must list at least five. Thesis-option M.S students must list at least three courses in at least two secondary fields and Ph.D. students must list at least five courses in at least three secondary fields.
- b. Workshops and seminar courses may not be listed in the major or secondary fields.
- c. A total of up to two approved courses from graduate studies at other universities may be included in the major or secondary fields. If your degree plan includes any transfer credit, a "Petition for transfer of credit for courses taken elsewhere", with attached copies of transcript covering said courses, must be submitted at the same time as the degree plan.
- d. A maximum of one non-Geosciences course taken at UTD may be included in the major or secondary fields.
- e. Students are allowed to formally petition the faculty for variances from the above requirements.

4. STUDENT RESPONSIBILITIES

NOTE: You are responsible for:

a. Initiating the preparation of the degree plan with your research supervisor and Graduate Advisor.

b. Initiating formal (written) request through your research supervisor for variation from official degree plan requirements. This request must be approved by the Graduate Advisor and Dept. Head.

c. Obtaining all approval signatures except the Department Head's.

E. PREPARATION OF PROPOSAL FOR THESIS (M.S. thesis option only)

A research proposal outlining the work you propose to do for your masters thesis must be submitted to your supervisory committee during the second semester of enrollment (or before 18 hours are completed).

1. The proposal may contain a maximum of 5 double spaced text pages, excluding abstract, bibliography and figures/tables. The entire document must not exceed 10 pages, not including a copy of your degree plan, which must be attached to the back of the proposal.
2. You are required to submit the proposal to your committee at least three weeks before the end of your second semester (or before you complete 18 hours).
3. The proposal will be read by the committee and approved during the second semester. All committee members must sign the approval form < <http://www.utdallas.edu/geosciences/pdf/MS%20PropAppr-Com.pdf>>. This approval form is to be submitted to the Department Office at the end of the second semester.
4. You are to provide a copy of the proposal abstract and your degree plan to all faculty members.
5. A copy of the approved proposal will be placed in your file by the Department Office.
6. All MS (thesis option) students receiving any form of financial support from the Department are required to complete and submit a formally approved thesis proposal along with an approved degree plan, prior to the end of their second semester of Department support. If this is not done, further support will NOT be provided to the student until at least the semester after the student has a thesis proposal and degree plan officially accepted. Exceptions may be allowed with a valid a medical explanation (with signed letter from physician) or death certificate for a close family member.

F. PROMOTION FROM MASTERS TO THE DOCTORAL PROGRAM

For students who have demonstrated exceptional potential during their masters program, it is possible to be promoted directly into the Ph.D. program without completing a thesis.

1. The student may initiate this procedure through a written request to the Graduate Advisor after completing at least nine hours of course work (excluding research hours) and a maximum of 30 cumulative hours.
2. The student must complete a university application and submit it to the admissions office.
3. The Supervising Professor must provide a supporting statement to the Graduate Advisor. These items and a current transcript will be included in the student's file.
4. The Admissions Committee will review the file in the same fashion as a new Ph.D. application and will seek input from the faculty as needed.
5. A positive decision will result in direct promotion. The student will need to prepare a new degree plan, a dissertation proposal, and arrange with the student's research supervisor to enlarge the supervising committee. The student must arrange to take the Ph.D. Qualifying Examination on or before the deadline listed.

G. PREPARATION OF PROPOSAL FOR DISSERTATION (Ph.D. only)

A research proposal outlining the work you propose to do for your Ph.D. dissertation is to be submitted to your supervisory committee in either the third or fourth semester, depending on whether the student 1) already has a Masters--in which case the proposal is due in the third semester--or 2) does not have a Masters--in which case it is due in the fourth semester. Your proposal must be written in accordance with the following:

1. Your proposal may contain a maximum of 10 double spaced text pages, excluding an abstract, bibliography and figures/tables. The entire document must not exceed 20 pages. In addition, a copy of your degree plan must be attached to the back of the proposal.
2. You are required to submit a proposal to your committee members at least three weeks prior to the qualifying exam.
3. Your proposal should be read and approved by each member of your supervisory committee at least one week prior to submitting a dated copy to the Department Office.
4. At the time of submission of your proposal to the Department Office, you must:

- a. Have all members of the committee sign the approval form < <http://www.utdallas.edu/geosciences/pdf/PhD%20PropAppr-Com.pdf>> indicating that they have read the proposal and approve of its pending presentation. NOTE: The approval signatures do not reflect a judgment on your ability to pass the Oral Examination or to complete the research, only that you are ready to take your qualifying exam.
 - b. Provide a copy of proposal to each member of the faculty.
5. A copy of the proposal with the approval form will be placed in your file by the Department Office.
6. Proposals will be considered by the faculty for oral presentation twice each year. The DEADLINES for submission to the Department Office are October 15 and March 1. **NOTE: Proposals not submitted to the Department Office by 5:00 p.m. on these dates (or the preceding Friday if these dates fall on a weekend) will not be considered for presentation at that semester.**

H. Ph.D. QUALIFYING EXAMINATION

Admission to Doctoral Candidacy: The research potential and ability of each doctoral student to both understand and integrate previous coursework will be evaluated before a student can be admitted formally to doctoral candidacy. The format of this evaluation, hereafter referred to as a qualifying examination, varies amongst the degree programs, and can be obtained from the student's Graduate Program Office.

1. FORMAT

- a. The Qualifying Examination consists of an oral presentation and a defense of a dissertation research proposal. The written proposal forms the basis for the examination.
- b. The time and date of the Qualifying Examination will be scheduled by you in consultation with the Department Office after you receive written notification from the Department Head that the proposal has been accepted and approved by the faculty.
- c. The Qualifying Examination, open to the entire faculty, is conducted in the following format:
 - 1) You present a 20-30 minute overview of the proposed research.
 - 2) Committee members and attending faculty question you about the proposed research and your background knowledge on the subject.
 - 3) The outcome of the examination is determined by a majority vote of your supervisory committee and is officially certified < <http://www.utdallas.edu/geosciences/pdf/PhD%20Qual%20Cert.pdf>>.

2. STUDENT RESPONSIBILITIES

- a. Arranging a mutually satisfactory time and date for the Qualifying Examination with your research supervisor and committee members.
- b. Informing the Department Office of the selected date and media equipment needs at least 1 week prior to the arranged time. **NOTE: Department Office**

will notify the entire faculty of the pending Oral Examination, post notices, and reserve the room and media equipment.

3. PREPARATION

Preparation for the Qualifying Examination should be extensive. You should review the pertinent aspects of the research topic and related subject matter. While the questioning generally does not cover the entire field of geology or geophysics, you are expected to be sufficiently proficient in those areas dealing with the proposal topic and its peripheral subject matter that you are deemed qualified to pursue the research. The questioning is designed to determine this proficiency.

4. NUMBER OF ATTEMPTS/RESULTS

A student failing the Qualifying Examination is terminated as a doctoral student in that program unless a two-thirds majority of the examining committee vote that a second examination be permitted. All students who take the qualifying exam for the final time should be notified of the results in person by the department/program head with their faculty advisor or another appropriate surrogate present. If the student chooses not to attend the in person meeting, written notification may be provided. All committee members should have all the evidence of the student's academic record and Qualifying Examination performance prior to this vote. The second must be taken no sooner than two months after the student receives the written results of the first examination, and no later than one year after the first examination. Students failing the second examination will not be allowed to pursue a doctoral degree in that program. **Under no circumstances will a third examination be allowed.** The student will have advanced to candidacy when the student has

1. passed the qualifying examination,
 2. been assigned an approved Supervising Committee, and
 3. satisfied any other Program or School candidacy requirements.:
- Candidacy must be achieved before a student is eligible to enroll in dissertation courses.

The results of these attempts will be either Pass, Conditional Pass, or Fail. Any conditions imposed must have clearly stated completion time. Failure to satisfy the conditions by the stated deadline, unless an extension is granted, will cause the Conditional Pass to revert to a Fail. Also, you will receive automatic Fail for not submitting proposal to the Dept. Office by the required deadline. **NOTE: If you receive a Fail on the first attempt you must retake the Oral Examination within one full semester (i.e., not counting summer semester).**

5. DEADLINES

- a. If you are a full-time Ph.D. student entering with a M.S. degree, you must take your Qualifying Exam before the end of your third full semester of graduate studies (excluding summer session).
- b. If you are a full-time Ph.D. student entering with a bachelor's degree you are required to take your Qualifying Examination before the end of your fourth full semester of graduate studies (excluding summer session). NOTE: If you do not meet the required deadline you will be given a Fail for that attempt unless granted an extension by the Department Head due to extraordinary circumstances. Continued assistantship/fellowship support is contingent on maintaining Academic Good Standing including timely completion of your Qualifying Examination.

I. STUDENT ANNUAL PROGRESS REPORT

The Supervising Committee is charged with monitoring the research progress of each student. After the qualifying exam, each Ph.D. student must meet annually with his/her committee to assess the student's progress. Students and their supervising professors will be notified by the Dept. Office in writing at the start of each semester when progress reports are due. The student and the committee must meet together, and it is the student's responsibility to schedule a meeting time that is acceptable to all committee members. At the time of scheduling the meeting, the student must present all committee members with a one-page report that summarizes progress in research and coursework over the past year and plans for the next year. During the meeting, the student is expected to briefly explain progress to date, future work, status of degree plan, and expected graduation date. Following the meeting, the committee will sign and send to the Department Head a document that states whether or not the student is making satisfactory progress towards the Ph.D. degree along with a copy of the student's one-page report. These two documents make up a Student Annual Progress Report.

Annual committee meetings should be scheduled during the semester in which the student qualified. For example, a student who successfully defended a proposal in the spring semester must arrange for a committee meeting and review during successive Spring Semesters. Students that qualify in the summer should arrange committee meetings for the Fall Semesters (not including the first Fall semester after they qualify). Student Annual Progress Reports are due in the office prior to the end of the semester in which the committee meetings should occur. Students who have passed their Ph.D. qualifying exam and who fail to schedule annual meetings as outlined above are not in Academic Good Standing for the following semester. The same is true for students whose annual progress is deemed 'unsatisfactory' by their Supervising Committee.

J. PREPARATION OF THESIS/DISSERTATION

Detailed information is available in Department Office and Graduate Dean's Office. When turning in copies of a thesis/dissertation, any maps that are included on separate sheets must be pre-folded no larger than 7"x10".

IMPORTANT: Students are encouraged to submit thesis or dissertation chapters for publication in peer-reviewed journals; it is UTD Geosciences' expectation that three

papers in peer-reviewed journals will be published for a successful PhD, but these may be in various stages of preparation, submission, and acceptance when the PhD defense is scheduled. Beginning Fall 2016, no PhD defense may be scheduled before at least one paper for which candidate is first author has been accepted by a peer-reviewed research journal. All publications intended as part of student MS thesis option or PhD must have student as first or sole author. **Note: It is the student's responsibility to notify committee members that this is being done, and soliciting committee members' input prior to final revision of the manuscript.**

K. DEFENSE OF THESIS/DISSERTATION

University guidelines specify the steps you must follow prior to defense of your thesis/dissertation. It is your responsibility to follow University procedures. You must consult the pertinent section of the Graduate Catalog and the Graduate Dean's Office for these requirements. The Department Office and the Graduate Dean's Office must be consulted at least one month before the intended time of the defense. At the beginning of the semester when you expect to complete your degree, you must file for graduation in the Department Office. You must check at this time for university deadlines for scheduling a defense. You must notify your committee and the Graduate Advisor that you intend to defend your thesis or dissertation. You must give your committee a copy of the thesis/dissertation to read at least three weeks before the defense date. Beginning Fall 2016, no PhD defense may be scheduled before at least one paper for which candidate is first author has been accepted by a peer-reviewed research journal.

1. MS THESIS

a. At least two weeks prior to the defense, you must:

- 1) Complete a "Request for Final Oral Examination" form (Form F, p. 24) and submit to the Geosciences Department Office.
- 2) Notify the Department Office of the scheduled time/date for your defense.
- 3) Deposit a copy of your thesis in the Department Office.

b. The Department Office, after notification by you, will reserve the room for your defense. **NOTE: It is your responsibility to obtain approval of each committee member of the actual date and time of your defense.**

2. PhD DISSERTATION

a. At least two weeks prior to the defense you must:

- 1) Complete a "Request for Final Oral Examination" form <<http://www.utdallas.edu/geosciences/pdf/PHD%20Req%20Final%20OE.pdf>> and submit to the Executive Dean of Graduate Studies.
- 2) Notify the Department Office of the scheduled time/date for your defense.
- 3) Deposit one copy of your dissertation in the Department Office and two bound copies with the Executive Dean of Graduate Studies.

b. The Department Office, upon notification by you, will reserve the room for your defense. **NOTE: It is your responsibility to obtain approval of each committee member of the actual date and time for your defense.**

3. REGISTRATION REQUIREMENTS

A student must be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination, Final Written Examination, or Final Oral Examination, is taken, or during the semester in which the proposal is submitted for approval; see: <http://policy.utdallas.edu/utdpp1052>

Also at the end of

<http://www.utdallas.edu/dept/graddean/dg!GUIDE%20FOR%20THE%20PREPARATION.pdf>

Found here: <http://www.utdallas.edu/dept/graddean/dgFront.htm>

L. 99-HOUR RULE (Ph.D. students only)

The Texas State legislature has mandated that students studying for the Ph.D. degree may qualify for in-state tuition rates for up to 99-hours of graduate credit. The 99-hour 'clock' begins upon admission for those students already in possession of a M.S. degree in Geosciences. For those students studying for the Ph.D. but lacking an M.S. degree, the 99-hour 'clock' begins in their fourth semester, when they are scheduled to take the qualifying examination.

V. FINANCIAL SUPPORT

A. GENERAL

There are three categories of financial assistance available to Geosciences graduate students in good standing through the Geosciences Department:

1. TA -Teaching Assistantship
2. RA -Research Assistantship
3. Fellowships/Scholarships.

NOTE: TAs are normally awarded to PhD students. In some cases, quarter-time support as TA may be awarded to MS students. Half-time TAs and RAs also have tuition paid for by UTD. Less than half-time TAs and RAs do not have tuition paid for by UTD.

NOTE: TAs and RAs are normally supported at half-time. Subject to the availability of funds, the Department may appoint students at less than 50% time or establish lower rates.

NOTE: None of the three categories of financial assistance includes medical or dental insurance. Students need to obtain their own medical and dental insurance.

Information about policies can be obtained at:

B. ELIGIBILITY FOR SUPPORT

1. First Time Support

To be eligible for a TA, RA, or Fellowship appointment, a new student or previously unsupported student must be admitted in good standing to the Geosciences Department and:

- a. Register each semester supported (including summer) as a full-time graduate student for all semesters when the student is supported. This requires registration for 9 hours during Full semesters but may be less during summer semesters.
- b. Be in Academic Good Standing

NOTE: The decision to support a student as RA on grant funds is made, with Department Head's approval, by the faculty member who has the grant. Availability of funds and the interests of the student largely govern the choice of recipients of RA awards.

2. Continuing Support

To be eligible for TA, RA, or Fellowship appointments, a continuing student must:

- a. Be in Academic Good Standing
- b. Maintain a GPA of at least 3.25 in all formal graduate course work taken in pursuit of his/her degree.
- c. Register each semester supported (including summer) as a full time student.
- d. Satisfactory progress towards degree, demonstrated by Student Annual Progress Report.

NOTE: Students failing to remove conditions of admission after one year at UTD may have support revoked.

All MS (thesis option) students receiving any form of financial support from the Department are required to complete and submit a formally approved thesis proposal along with an approved degree plan, prior to the end of their second semester of Department support. If this is not done, further support will NOT be provided to the student until at least the semester after the student has a thesis proposal and degree plan officially accepted. Exceptions may be allowed with a valid medical explanation (with signed letter from physician) or death certificate for a close family member."

C. LENGTH OF APPOINTMENT

1. Teaching Assistantship --TA appointments are made on a semester-to-semester basis with reappointment based on performance and availability of funds. For TA appointments made at 50% time, TAs are expected to work 20 hours per week in the classes that they are assigned to, or in other duties around the department, as assigned by the Dept. Head.

2. Research Assistantship --RA appointments may be made on a semester-to-semester, or an academic year basis subject to the availability of funds.

D. LENGTH OF SUPPORT

The University specifies a maximum of 5 years of support for a Ph.D. candidate.

E. OUTSIDE EMPLOYMENT

Assistantship/fellowship holders must not engage in any additional regular employment, either on campus or off-campus. If student accepts other regular employment, this will result in termination of his/her assistantship/fellowship, effective immediately. (Odd jobs of short duration, approved by the Department Head in consultation with the research supervisor and Graduate Advisor, are not considered to be regular employment.)

VI. USE OF DEPARTMENT FACILITIES

A. Supported students are given priority for an office.

B. Office space assignments (subject to availability) are made to unsupported full-time students in good standing. However, a student must be registered as a full-time graduate student each semester in order to maintain his/her assigned office space.

C. A student must register for a minimum of 3 hours in order to utilize Geosciences equipment, etc., in connection with his/her research project.

VII. TRAVEL AUTHORIZATIONS

Trips requiring absence from assistantship or fellowship duties are permitted only after proper administrative approval has been obtained prior to the scheduled trip. Requests for travel must be submitted via the "Leave of Absence/Travel Authorization" form in sufficient time to receive approval from your research Supervisor (if RA) or class instructor (if TA) and the Department Head. Travel authorization must be obtained even when reimbursement is not requested.

NOTE: A student failing to obtain the proper approvals prior to his/her scheduled trip will be removed from the Geosciences/U'I'D payroll for the duration of the unapproved absence.

If any travel expenses are allowed, a "Travel Voucher" must be submitted and receipts furnished for all expenses, including airline tickets.

VIII. MEDICAL AND DENTAL INSURANCE

None of the three categories of financial assistance includes medical or dental insurance. Students need to obtain their own medical and dental insurance.:

RA/TAs can find information regarding student insurance at the following link <https://www.utdallas.edu/insurance/>. Additionally, information about employee insurance which they are eligible for if they are appointed at least 50% time can be found at the following link

IX. FAST-TRACK OPTION

UTD undergraduates with strong academic records studying for the B.S. degree in Geosciences and who intend to pursue a MS degree in Geosciences (thesis option) may apply for our Fast-Track Baccalaureate/Master's plan of study. The Geosciences Program encourages Geoscience majors who have completed all lower division requirements (including Math, Chemistry, and Physics) with B or better and who have a GPA of at least 3.3 overall to consider applying. Lower GPAs may be considered in cases where the student's recent record has shown marked improvement and where a thesis advisor is identified and agrees to act as a supervisor.

Qualified applicants should first discuss their interest with a Geosciences faculty member who they would like to work with. Once a faculty member who agrees to supervise the student is identified, the student should obtain necessary application forms from the Geosciences Dept. office and start the formal application process. Completed forms (lacking only signatures) should be returned to the Dept. Office, which will circulate the completed application (partially-completed form, letter of support from future supervisor, and student transcripts) first to the Geosciences Undergrad advisor for recommendation, then the Geosciences Grad advisor, finally to Geosciences Department Head for a final decision.

The Fast-track MS is an accelerated program that allows undergraduates within 30 hours of graduation to take introductory graduate courses that count as undergraduate electives and also count toward a graduate degree. Application to the Fast-Track Program should be made the semester or summer before the Senior year. Students interested in pursuing this option should consult with both the undergraduate and graduate advisors prior to formal application.

Fast-track applicants must identify a faculty member interested in supervising their research, discuss possible thesis topics, and arrange for this faculty member to write a letter of recommendation. Formal application requires submitting a completed U. T. D. Fast-Track Program Application form to the NS & M Undergraduate Advising Office and submitting a completed Geosciences Departmental Fast-Track Application form to the Geosciences Office. Additionally, a Narrative of Educational and Career Goals and three letters of recommendation (sent directly to the department from the author) are required by the department. Letters of recommendation should be from UTD faculty, or from faculty at other universities where the applicant has studied. GRE scores are not required. UTD requires that the last day a student can designate graduate coursework as undergraduate only or Fast track is the deadline for application for graduation. Failure to designate courses by this date will result in courses defaulting to undergraduate credit only.

A student admitted to the Fast-Track Program and who is within 30 hours of graduating may take up to 15 hours of graduate courses while enrolled as an undergraduate. These courses appear on the student's undergraduate transcript and GPA but will not show up on the student's graduate transcript. UTD requires

that Fast track courses can only be applied to Masters degree programs (no certificate programs). UTD requires that Fast Track courses must be graded courses (no CR/NC or P/F courses are allowed). However, all graduate courses successfully completed with a grade of 'B' or better after admission to the Fast-Track Program will count towards the graduate degree. Selection of graduate courses should be made in consultation with the graduate advisor and is limited to 5000 and 6000 level courses.

During the semester that the B.S. degree is awarded, any student admitted to the Fast-Track Program must formally apply for admission to the graduate program. Fast-Track students who have maintained a 3.00 GPA or better in upper-division and graduate courses can be assured of admission. GRE test scores are not required of students already admitted to the Fast-Track Program. Application for graduate assistantships should also be made at this time. All MS (thesis option) students receiving any form of financial support from the Department are required to complete and submit a formally approved thesis proposal along with an approved degree plan, prior to the end of their second semester of Department support. If this is not done, further support will NOT be provided to the student until at least the semester after the student has a thesis proposal and degree plan officially accepted. Exceptions may be allowed with a valid a medical explanation (with signed letter from physician) or death certificate for a close family member.

X. Scholarships

A. UTD Graduate Student Scholarships/Fellowships: Contact NS&M Dean's office for more information on 1 and 2; contact Graduate Dean's office for more information on 3 and 4.

1. Dean's Fellowship: This is a competitive, merit based fellowship primarily for highly qualified incoming PhD candidates in the School of Natural Sciences and Mathematics. This award is sponsored by the Excellence in Education Foundation. It includes a stipend plus tuition and fees.

Requirements:

US Citizen or Permanent Resident

Graduate Student

UTD application

Department offer letter

Transcripts

Recent test scores from a national testing service

Current GPA

Two letters of recommendation

Statement from applicant

Department Head nomination form

Deadline: Flexible, ongoing

2. EEF Scholarship: This is a competitive, merit-based scholarship for new and current graduate students seeking a PhD in the School of Natural Sciences and Mathematics. This award is sponsored by the Excellence in Education Foundation. This scholarship awards \$4,000 per semester for two semesters. This scholarship is renewable for two additional semesters upon nomination by a Department Head and proof of outstanding GPA.

Requirements:

US Citizen or Permanent Resident
Graduate Student
UTD application
Department offer letter
Transcripts
Recent test scores from a national testing service
Current GPA
Two letters of recommendation
Statement from applicant
Department Head nomination form
Deadline: Flexible, ongoing

3. David E. Daniel Graduate Fellowship: This is a \$700 award for an outstanding graduating PhD student. The award is managed through the Dean of Graduate Studies, upon a recommendation from the school.

Requirements:

PhD Candidate
No citizenship restrictions
Letter of recommendation from faculty sponsor
Student resume (list of accomplishments)
Current GPA
Deadline: Flexible, ongoing

4. Betty and Gifford Johnson (BGJ) Graduate Scholarship: This award is sponsored by the Betty and Gifford Johnson Endowment and it is managed through the Dean of Graduate Studies, upon a recommendation from the School of Natural Sciences and Mathematics. The funds are to be used to defray expenses incurred by graduate students to attend and PRESENT at regional, national, or international conferences in their disciplines. The award will be honored when the student has returned from the conference (no pre-awards). The student should submit supporting documentation of their participation in the conference (title of presentation), where the conference was held, and the costs incurred. The documentation should be presented to Tamra Jackson in the Office of Graduate Studies. Each award can be of up to \$500.

Requirements:

PhD Candidate
No citizenship restrictions

Statement of reason/goal for travel
Student resume (list of accomplishments)
Current GPA
Deadline: Flexible, ongoing

B. Geosciences Scholarships:

These provide support to offset part of the academic costs for students officially enrolled in the Fast-Track MS program and under certain circumstances, for full-time MS (thesis-option) students. This support typically covers most tuition and fees for full-time students for up to four (4) consecutive semesters, assuming Academic Good Standing. In addition, support for some aspects of student research, including fieldwork related travel, is available on a case-by-case basis. Students must write a MS thesis research proposal that is approved by their committee in their first full semester as a graduate student (thus before the end of their second semester of Fast-Track support) so that they are likely to complete their MS thesis in their fourth full semester as a graduate student. For further information, please contact undergraduate advisor Dr. Tom Brikowski. For support for research related activities, students are requested to meet with their advisor and prepare a formal, sufficiently detailed and justified request that is submitted to the Department Head.

Other Dept. Scholarships: Through generous contributions from alumni and other friends of the Department, the Department is able to assist MS (with thesis) and PhD students with defraying the costs of research activities directly related to the successful completion of their degree. Such financial assistance includes partial support to attend professional meetings (if the student is presenting her/his original research), partial support of costs of analytical work, and partial support for fieldwork-related activities. For support for such research-related activities, a formal, sufficiently detailed and justified request must be submitted to the Department Head.

XI. OTHER INFORMATION

1. Internet accounts

UTD students are provided an email account. The easiest way for Geosciences faculty and staff to reach our students is via the UTD email address. Please get in the habit of checking your UTD email account daily

2. Dept. Website as Source of Information about Department seminars

UTD Geosciences lists its seminars and other events on the UTD Geosciences website: <http://www.utdallas.edu/geosciences/> Please check the website and plan to attend Departmental seminars.

3. Geoclub, SEG chapter, AAPG chapter

Several student clubs are active in the department. You can find more information about activities here:

Geoclub: <https://www.facebook.com/groups/UTDGeoClub/>

AAPG Student Chapter::

<https://www.facebook.com/groups/UTDAAPGstudentchapter/>

SEG Chapter:?????