

CEOAS Graduate Policies and Procedures 2024-2025

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General Student Information

Welcome to CEOAS!

This handbook is a resource guide. Please familiarize yourself with this information. Most of the overarching OSU policies and procedures that govern graduate students are posted online at the [Graduate School website](#), and this document provides a summary of the most important ones. If you or your major professor has questions, please contact CEOAS Graduate Student Services. We look forward to assisting you throughout your time here; however, you are responsible for being informed and utilizing these resources. Often the answer you are looking for is on a webpage, and this guide helps reduce the time it takes to locate this information.

Handbook Policy: this Handbook applies to the year a student was admitted. If you are returning to the program after an extended absence, you will follow the handbook released for the year you are readmitted.

Formatting changes for 2023-2024 school year: we have separated out the Graduate Student Handbook into two parts, Policies and Procedures (you are here!) and your individual Program sections. PDFs of all of these, along with previous year Handbooks, can be found on the [current graduate students](#) section of the CEOAS webpages, as mentioned above.



CEOAS Association of Graduate Students

Message from the CEOAS Association of Graduate Students (CAGS)

Welcome to CEOAS! Congratulations on your decision to pursue a graduate degree - we are so excited to have you join the CEOAS graduate student community. The CEOAS Association of Graduate Students (CAGS) is a registered student organization that is here for the students! Some of our main objectives are: 1) To act as a liaison between the students and the Deans in order to voice student concerns; 2) To coordinate social events to build cohesiveness within CEOAS; and 3) To support students looking to travel to conferences and off-campus courses and workshops via our small pool of reimbursement funds. All currently enrolled CEOAS graduate students are automatically considered full members of CAGS, in accordance with OSU policy.

CAGS is made up of graduate students from each graduate program and discipline group within the college. You can learn more about our structure and the descriptions of each officer's position on our website, blogs.oregonstate.edu/cags. Officers meet once every three weeks to discuss issues and concerns pertaining to graduate students, to plan activities and workshops for graduate students to attend, and to coordinate events to build cohesiveness within CEOAS, including outreach opportunities in the local area, activities such as Snow Weekend during the winter term, and CAGS merchandise sales (which are awesome because they fund travel grants for grad students, aka us!). We also host a general meeting once a term where officers and members interact directly.

Get to know your program/discipline representative for CAGS, as they can voice your concerns to the department in faculty meetings and CAGS meetings, help you get involved in CAGS and its initiatives, and provide tips for getting to know your new town.

Please feel free to reach out to any CAGS member or the CAGS general email (cags.general@gmail.com) with concerns or questions about student life and academics in CEOAS. We also have a blog (<http://blogs.oregonstate.edu/cags/>), where we post upcoming events and updates. You can also find all of our contact information there! We've also put together a survival guide (<http://blogs.oregonstate.edu/cags/survival-guide/>) for incoming students with tips and tricks for maneuvering CEOAS and Corvallis. Please feel free to reach out if you are interested in being an officer! We are always looking for new students who are interested in being involved with CAGS. We wish you all success and hope that your time in CEOAS is personally and professionally rewarding. Congratulations again, and we look forward to seeing you around!

Best,

CAGS

CEOAS Graduate Student Services

The Graduate Student Services office provides advising and administrative support to the College's faculty and students. The office is the primary place to ask questions and seek information as well as a public space for socializing and learning about activities on campus.

gradadvisor@ceoas.oregonstate.edu

Adam Kent, Associate Dean for Faculty Development and Graduate Academic Programs

258 Burt Hall

Adam.Kent@oregonstate.edu 541-737-1205

Responsibilities- Manages and oversees all graduate program matters across the four graduate programs in the college. Mailbox in CEOAS Admin Bldg Reception.

Robert Allan, Director of Graduate Services

110 CEOAS Admin Building

Robert.Allan@oregonstate.edu 541-737-1340 or Cell: 541-968-0033

Directs aspects of student development including recruitment, admissions, student and faculty advising, career planning and alumni relations. Primary contact person for GTA assignments and student offices. Mailbox in CEOAS Admin Bldg Reception.

Lori Hartline, Graduate Program APA

108 CEOAS Admin Building

Lori.Hartline@oregonstate.edu Cell or Txt: 541-602-8588

Administrative point-person responsible for graduate student matters including recruitment, admissions, student progress, degree completion, graduate student hiring, graduate faculty nominations, and general graduate-level reporting. Mailbox in CEOAS Admin Bldg Reception.

Cecile Valastro, Graduate Program APA

108 CEOAS Admin Building

Cecile.Valastro@oregonstate.edu Phone: 541-737-7817

Supports the Online Geography and Geospatial Science MS degree program, on-campus graduate student general assistance and graduate employee assessment. Coordinates support for recruitment, student progress and retention, and exit interviews. Mailbox in CEOAS Admin Bldg Reception.

Oregon State University Graduate School

The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information. The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.

The Graduate School offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness.

University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

Academic and Other Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#).

REFERENCE RESOURCES

[Graduate Catalog](#) – General academic regulations for all graduate programs

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[Office of International Services \(OIS\)](#) – Visa and immigration advising

[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising

[Financing your education](#) – Funding options and information, graduate awards

[Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps

[Student Health Services \(SHS\)](#) – Clinic and pharmacy

[Recreational Sports](#) – Dixon Recreation Center, intramural sports

UNIVERSITY SERVICES

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

CAPS provides counseling, consultation, outreach and education to OSU students, faculty, and staff in order to facilitate student's academic success, mental health, and personal development and to promote a culture of positive mental health at OSU.

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

ACADEMIC RESOURCES

[Statistics Consulting Service](#) – Graduate student research statistical advising

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans

[Valley Library](#) – Reference and research assistance, study spaces, research tools

VITAL RESOURCES

[Health Insurance](#) – Plans for graduate students and graduate employees

All Graduate Assistants are required to carry health insurance. Insurance may be provided by the university at a low premium cost to you as bargained by the Graduate Employee Union. University provided insurance may be waived as long as the student supplies documentation that the outside coverage is equal to or greater than the coverage provided by the University. For more information, enrollment forms, and premium rates, visit the [Graduate Student Insurance Plans](#)

[Disability Access Services \(DAS\)](#) – Academic accommodations

CEOAS supports and complies with the rights of individuals with disabilities under federal law. Any student who has special needs because of documented disabilities, should contact Disability Access Services (DAS) as soon as possible. Requirements and/or procedures will be modified on a case-by-case basis as deemed necessary and appropriate. Special accommodation, such as examination processes, can only be modified if the necessity to do so is made known to DAS prior to the administration of such processes. Every effort will be made for reasonable accommodation.

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response
EOA is responsible for overseeing compliance with civil rights and affirmative action laws, regulations, and policies. We provide leadership, guidance, and training in these key areas to promise and ensure equitable and inclusive environments for all Oregon State University community members.

Career Development

Graduate school is an important step in developing a career plan. A plan provides structure and **makes it clear where you see yourself in future**. It makes you aware of your strengths and weaknesses and the skills and knowledge that are required to achieve your career goals.

CEOAS encourages you to take advantage of the OSU Career Development Center. Visit Handshake (oregonstate.joinhandshake.com) to make a career advisor appointment, apply for jobs, and/or sign up for career fairs, workshops for grad students, webinars, employer networking events and more. Also check career.oregonstate.edu for online tools and tips.

Travel to professional meetings is highly encouraged as one of the best professional development activities you can undertake. This is an excellent way to present your research results to a broader audience while gaining valuable feedback, to network with scholars in your discipline, and to polish your public speaking skills and confidence. More information regarding travel is available in later sections of this handbook.

The Graduate School offers a [Professional Development Award](#) to help graduate students build competencies and transferable skills. Recipients may receive up to \$500 in support per year.

Another important component of building a career plan is attending conferences and workshops. The Graduate School provides a Scholar Presentation Award to help encourage students to present their research and scholarship at meetings. Recipients may receive up to \$1,000 in support funds.

Each Graduate Program provides an annual call for conference support. Please contact your Program Director for details.

Lastly, the CEOAS Association of Graduate Students (CAGS) offers a reimbursement [Travel Award](#) each term. The purpose is to provide an additional funding opportunity that is not otherwise covered by the student's primary source of travel funding.

Applying for Travel Funds

If working as a Graduate Research Assistant on a professor's research project, you should ask that professor what opportunities for presentation and travel funds might be available.

Travel Funding and Personal Reimbursement Guidance

Please see the CEOAS [Travel/Concur pages](#). Information about the Personal Reimbursement process is also located there. The CAGS Travel Award, mentioned above, is a reimbursement award that is processed via the CONCUR app.

Student Profile

Below are two steps you can take to raise your visibility and promote yourself.

Find your entry in the CEOAS Directory of People [Directory of People | College of Earth, Ocean, and Atmospheric Sciences](#). Send corrections and a head-shot to Ernie Colantonio at ernest.colantonio@oregonstate.edu. You are encouraged to also provide brief information on your research interests and links to your vita and/or personal webpage. For example, you can put your vita in BOX, change the "Share" permission to "People with the link", send the link to Ernie, and he

will put the link to your vita in your entry in the CEOAS Directory of People. Another suggestion is linking to your LinkedIn page.

CEOAS College Resources

Many College processes are the same for students and faculty, such as travel, communications, and general operations. Please bookmark the following page as a reference.

[Faculty & Staff | College of Earth, Ocean, and Atmospheric Sciences](#)

Office Assignments

Office assignments are coordinated by Robert Allan. Contact him to receive a space assignment or to change their space assignment. Vikki Pointer will coordinate your key request with the University.

You are responsible for locking all doors and windows when leaving rooms you have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. University buildings are open to the public. Offices and laboratories with open or unlocked doors are not secure from theft. Do not let unauthorized persons in the building. If an individual has business in the building, they should already have a key or can get one from Student Services. The signage for your office can be updated by sending update information to Mike Calascibetta (Michael.calascibetta@oregonstate.edu).

Do not change offices or remove furniture from any office. If you need additional furniture, have concerns about your office space, or are not using the space, see Robert. We ask that you clean and vacate your office within 30 days of finishing your degree and leaving CEOAS. Cleaning supplies are available if you need them.

Cleaning desk space is the occupant's responsibility. Please maintain a clean work area. Cleaning supplies are available from the Graduate Student Services office.

Keys

Keys for offices and facilities are issued by Cecile Valastro located in the CEOAS Admin. building.

After-hours permit

You will get an after-hours permit the first week of the term. If not, see Lori Hartline in Graduate Student Services, Lori.Hartline@oregonstate.edu. Keep your after-hours permit with you. Campus Security can and will ask for after-hours permits and will ask you to leave the building if you cannot furnish your permit on request.

Mail

Drop boxes for outgoing campus and U.S. mail are available in the lobby of the CEOAS Administration Building. You will also find various express mail supplies in the lobby. You may have personal mail delivered to CEOAS. Outgoing U.S. mail with postage already applied can be left in the outgoing mail drop boxes or in drop boxes around campus.

All graduate students will have a mail folder in the Earth, Ocean, and Atmospheric Administration Building Mailbox area in the reception/entryway. Both campus mail and U.S. mail are delivered to your mailbox along with CEOAS notices and paperwork. Generally, you can access your mailbox Monday through Friday between 8:00 am to 4:00 pm.

Use of Campus Telephones

When calling from one campus telephone to another, dial only the last five digits of the phone number. When calling a local number, you must first dial 9 to get an outside line, then the area code and the number. **Please keep your general and emergency contact information updated via your MyOSU page.**

You will need an authorization code or personal calling card number to make long distance calls. Check with your major professor for an authorization number.

Office Supplies

CEOAS provides basic supplies (paper, pencils, pens, tape, chalk, erasers, whiteboard markers, etc.) to be used only for teaching or research assistant duties. *The College does not provide personal supplies for coursework.* College letterhead is to be used for official business only. Use for personal purposes such as expression of opinion about university issues is specifically prohibited. If in doubt, seek advice from your major professor or Student Services.

Graduate Teaching Assistants and Graduate Research Assistants can pick up classroom supplies from the supply area in Student Services, Wilkinson 104 (room to west of graduate student mailboxes). If you need additional supplies for research that would need to be ordered, obtain those through your major professor.

Poster Printing

First and foremost, design your poster so that it will fit your printer. For example, AGU allows posters to be 4x6 feet (48x72inches), but the printers at The Valley Library and CEOAS have a 42-inch maximum width, so 42 inches by X feet should be the maximum size of your poster. There are a variety of poster printing possibilities.

You can have one poster printed per term for no charge at Student Multimedia Services in the Valley Library. Use this as your first choice. This requires planning as this service is heavily utilized across campus. Make sure to get your poster to Student Multimedia Services at least two days in advance.

See the following section for computing services in CEOAS.

Questions about poster printing may also be sent to Cory.Langhoff@oregonstate.edu

Information Technology/Computing

Research and Academic Computing Services (RACS)

[Research and Academic Computing Services \(RACS\) main page](#)

[About the RACS group](#)

[Email Computing support](#)

[Remote Access Information](#)

[Property Loan Agreement](#)

[Printing to CEOAS printers](#)

[Poster support](#)

- We can print large-format posters on a 42-inch wide plotter.
- Please provide us 48-hour notice that you need to print a poster.
- Contact posters@ceoas.oregonstate.edu.
- See [Poster Printing](#) for more information.
- OSU Printing and Mailing, NW Graphic Imaging (nwg.com), and OSU Student Multimedia Services (free for students) are alternative poster printing venues.

[Access to Email / Exchange Online Documentation](#)

[OSU VPN](#) (allows remote access to the campus network)

[Adding a New Computer Account or System Form](#)

[Account Exit policy](#)

[OSU Acceptable Use of Computing Resources](#)

[CEOAS Acceptable Use Policy](#)

Wireless Access

[OSU IT Wireless and additional information](#)

CEOAS Communications

CEOAS Communications provides a variety of services focused on publicizing the college's research and programs. Our specific services and skills are outlined here. Services are at no direct cost to you unless otherwise noted. Have questions about what we do or how we can help you?

[ceoas.communications at oregonstate.edu](http://ceoas.communications.at.oregonstate.edu)

WHAT WE DO

Publicity and Media

We prepare feature stories and videos about CEOAS research, faculty, students and alumni. These stories are disseminated via our website, social media outlets and other vehicles.

If you have a timely news story about your work, get in touch with us and we can help pitch it to the university press team.

Website

CEOAS Communications develops and maintains the main CEOAS web site at <https://ceoas.oregonstate.edu/> including information in the Directory of People. I

On the Horizon Newsletter

The weekly CEOAS newsletter, "[On the Horizon](#)," is coordinated and distributed by CEOAS Communications. Please submit seminar listings, relevant announcements, photos to be considered for Photo of the Week, other newsletter materials, and subscription requests to [Newsletter Submission or Request](#).

Video support

We create outreach videos about CEOAS research and programs. We also loan GoPros and other camera equipment to capture research/field work and experiential learning activities.

Outreach and Broader Impacts

CEOAS Communications can review Broader Impacts statements, help craft narratives, assist in connecting researchers with appropriate campus groups (e.g., Pre-College Programs, SMILE) and resources, or help conceptualize ideas.

See [CEOAS Outreach and Engagement](#) resources for links to facilitate K-12 and community outreach efforts.

Letterhead and Logos

- [CEOAS letterhead](#)
- [OSU, CEOAS, and MRM logos](#)

Email Lists

- [Mailing lists](#) (all-College, on Box, you will need to log in with ONID)

CEOAS Graduate Student Listservs

All CEOAS Graduate Students	ceoasgs@lists.oregonstate.edu
Geography Grads	geog_grads@lists.oregonstate.edu
Geology & Geophysics (“G&G grads”)	gg_grads@lists.oregonstate.edu
Marine Resource Management	mrmstudents@lists.oregonstate.edu
OEAS Student Discipline Group Lists	
• Ocean Ecology and Biogeochemistry (OEB)	oebstudents@lists.oregonstate.edu
• Physics of Oceans and Atmospheres (POA).	poastudents@lists.oregonstate.edu
• Physical Oceanography grads	postudents@lists.oregonstate.edu
• Atmospheric Science grads	ats-students@lists.oregonstate.edu

These lists are moderated and have an approval delay. Do not send ‘day of’ announcements for events. Please contact gradadvisor@ceoas.oregonstate.edu for listserv questions.

Outreach and Science Communication

[Internal Outreach Site \(CEOAS Internal\)](#)
[CEOAS Outreach Small Grants](#)

The CEOAS Communications office is responsible for helping CEOAS science reach non-scientist audiences outside of the college. If you would like to get involved in outreach or science communication, or would like advice on how to do so, the office offers the following options:

1. Outreach Community of Practice: This casual group meets monthly to learn about and practice science outreach in its many forms, with a focus on the interests of the communities we work with. Members participate at whatever level feels right to them. Contact CEOAS Outreach Coordinator [Ryan Brown](#) with questions or to be added to the mailing list.
2. Other outreach opportunities: A set of resources (including funding sources, community partners, professional development, etc.) for CEOAS scientists has been compiled on the internal [CEOAS Outreach and Engagement webpage](#). If you are ready to explore your own outreach idea, contact CEOAS Outreach Coordinator [Ryan Brown](#) to brainstorm with you and point you toward potential resources.

The [CEOAS Association of Graduate Students](#) has an outreach committee that connects with the community in various ways, including hosting a science blog written by graduate students, and staffing a table at the Corvallis Farmer's Market.

3. Science communication: The Communications office offers occasional training in various aspects of science communication for the college community, and is happy to mentor interested students or discuss other opportunities.

The Dawes House

The Dawes House, located on Monroe across from Bomb's Away, has a 1st floor dedicated to the use of graduate students. This space can be used to host guests, hold readings or group discussions, or just as a space for students to hang out. The 1st floor has a living room area, dining table, and kitchen. For the code to the door please see Robert Allan or ask a fellow student.

Concur Travel and Expense Reimbursement

- **Travel**
 - Airfare authorizations, hotel, registration fees, car, etc.: travel@oregonstate.edu
 - Foreign and domestic travel: travel@oregonstate.edu
 - The SAP Concur Travel & Expense system is now available for use.
 - Employees and students can access Concur through their [MyOregonState dashboard](#) (search for "Concur")
 - Direct link to training videos: [SAP Concur](#)
 - OSU [Travel and Expense Office](#) has a page of [Training resources](#), including [Training Videos](#)
 - Updated Financial Information System [Travel Policy](#)

- [Non-OSU Candidate, Prospective Student, or Guest Travel - Instructions for Sponsor](#) (if this is travel is for a Professor/Instructor rank Candidate talk to Karen Edwards)
 - Go to [Travel and Expense Resources](#) page and click on "Non-Employee Travel Reference Sheet" (to give to non-employee so they know what they can claim if you have decided to reimburse for incidentals)
 - Go to [Travel and Expense Resources](#) page and click on "Non-Employee Reimbursement Form"
- [International Travel Insurance](#)
- [Relocation Allowance](#)
- Personal reimbursements for travel: travel@oregonstate.edu

OSU- and State-Owned Vehicles

Authorization is required to drive university and state owned vehicles. Forms are available from Student Services or on the [Motor Pool web site](#). If you will be driving a passenger van, you must watch the video and take the test available before leaving on the trip. Driver Authorization forms can be submitted to Vikki Pointer (vikki.pointer@oregonstate.edu) for signature and sending to the OSU Motor pool.

CEOAS and OSU Graduate Student Progress and Guidelines

Degree Milestones

Grad School "Guide to Success"

Details in your Degree Program Handbook [items in brackets]

MS ↓

PHD ↓

Progress Reports: annually	Progress Reports: annually
CEOAS Student Seminar	CEOAS Student Seminar
Program of Study	[Discipline Exam]
[Geology Day or G&GS Day]	Program of Study
[Research Proposal]	[Research Proposal]
Final Exam (AKA Defense)	Oral Preliminary Exam
Exit Interview	[Geology Day or G&GS Day]
	Final Exam (AKA Defense)
	Exit Interview
<i>[varies per Program]</i>	<i>[varies per Program]</i>

CEOAS Progress Reports

Once a year, CEOAS conducts a review of student progress. The progress report provides an opportunity to ensure that the student-major professor relationship is healthy, that you are progressing toward completion, and that any unusual or sensitive issues can be identified and resolved. Contents of the progress reports are made available to both you and your major professor. If you have issues that you are uncomfortable writing about in this context, please bring them to the attention of Student Services staff.

The goals of the progress report are 1) to ensure that students and faculty meet once a year to review expectations and accomplishments; 2) to provide an opportunity to identify students who may be struggling; and, 3) to provide Student Services with pertinent information to market the program, catalog student accomplishments, and maintain accurate student records.

You and your major professor will each write a progress report that includes 1) your activities and accomplishments during the past year; 2) your anticipated results of current research and/or conferences; 3) your future plans/career interests; 4) your summer plans and contact information; 5) an update on current status in program; 6) an update on your project/thesis and funding; and, 7) notice of any impediments to progress and success.

The faculty- and student-written assessments are given to the discipline representative on the Graduate Admission Committee (GAC), who will collect and create a discipline report. The discipline report provides a summary of the student's status. The GAC representative will send copies of the faculty-written student assessment and the student progress report to Student Services.

The CEOAS-wide student seminar OC 507/607

The OC 507/607 college-wide student seminar is a course offered every term save summer, usually at 4 pm on Monday. The purpose is that graduate students have the opportunity to present their work to a common, literate audience. It is not intended as a forum for practicing technical talks. It is important for scientists and scholars to be able to express their work and the importance of their work to others outside their field. The seminar has the added benefit of exposing students to a wide range of research being pursued in CEOAS.

While each faculty member who runs the course may change the details of evaluation, participation is key and an element of peer-review of the student speakers furthers the aim of honing the skill of giving a clear and compelling general talk.

The Seminar Course is a Program Requirement for all students and a component of Graduate Learning Outcomes. See Program Handbooks for more information, and see the [Schedule of Classes](#) for the CRN for the upcoming term(s). Do not put this off until Spring if it fits into your schedule Fall or Winter. Spring term often overfills, and you may not get in due to space constraints.

MS graduate students are required to enroll in the course at least once per year for the first 2 years and to present at least one talk during the degree program; the presentation can be done either year 1 or 2. Each PhD student is required to enroll in the course at least once per year for the first three years and to present at least two talks, in different years, during the degree program; the first presentation should be in year 1 or 2, and the second in year 2 or 3.

Program of Study

We include information about the Program of Study due to its importance in the sequence of early graduate student program development.

<https://gradschool.oregonstate.edu/current-students/program-study>

“What is a program of study?”

The [program of study](#) helps you define your path to degree completion. Create your program of study in collaboration with your major professor or advisor(s).

The program of study defines:

- The courses you plan on taking as a graduate student
- Who is on your graduate committee
- Whether your degree is thesis or non-thesis
- If you are completing a minor and/or an option

The Graduate School uses your program of study to determine your eligibility for exams and to complete the final audit of your coursework prior to awarding your degree. Please review the policies listed on the program of study form.”

We ask that you start the Program of Study process according to the Graduate School timeline recommendations, and please contact CEOAS Graduate Services for assistance or questions.

Please see your discipline Handbook for more information regarding the Program of Study. Note that Thesis (eg *OC 603*) is an ungraded CRN and is to be used to stay at full time registration, which is very important as coursework requirements are met later in the degree program.

Thesis is a standalone course on the OSU Graduate Program of Study. Do not register for Research (eg 601) unless you are doing agreed-upon GRADED work with another faculty member and have clear guidelines for that work and grading.

Defense Steps

The purpose of this list is to provide an overview of the steps needed to prepare for your defense. The primary delays in scheduling defenses are committee members not approved for Graduate Faculty (graduate committee service), missing Program of Study approvals, or revisions to that document.

If you have any questions about these steps please contact Lori Hartline
(lori.hartline@oregonstate.edu)

Grad School "Guide to Success"

[Grad School defense preparations/deadlines](#)

DEFENDING PREPARATIONS

[The Exam Scheduling Form](#) must be filed at least two weeks prior to your defense date.

Registration

Remember that you need to be registered for at least 3 credits the term you defend.

Defense Announcement (Zoom and/or on-site)

Please confer with your advisor regarding your defense plans with respect to OSU's *updated* policies for distance, vaxxing, and masking. Be sure to get some help with the Zoom part if you do that (solely) or hybrid, being the DJ at the same time as the thesis defensework is a challenge.

There is no assumed IT support from either Grad Services or RACS.

Replace what's below with your information, and email it to Lori Hartline.

The announcement information is also listed in the weekly CEOAS newsletter, and a copy is posted on OSU Box by the CEOAS Publications office.

All information is required, see example.

PLEASE note if Zoom, room, or both, and include delivery info in the announcement

***** M.S. Thesis Defense *****

Tuesday, September 15, 2020

10:00 AM PST

[Zoom and/or Burt 193] <-- don't forget to tailor this to your plans

Mr. Nicholas Mehmel

M.S., Geology & Geophysics

Advisor: Dr. Edward Brook

“Assessment of Extraterrestrial Tracers Ir, Pt and He-3 in Polar Ice Cores”

Join Zoom Meeting

<https://oregonstate.zoom.us/j/98127687256?pwd=MHdoa2l4QWJsa2VMQVF4dzM2ekl0dz09>

Password: Nick

Phone Dial-In Information

+1 971 247 1195 US (Portland)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

Meeting ID: 981 2768 7256

Join by Polycom/Cisco/Other Room System

98127687256@zoomcrc.com

REVIEW drafts for committee

Preliminary review copies of your thesis are due to your committee TWO WEEKS before your defense session—please see your advisor for specifics on content and timeline for this particular item! Your committee and advisor govern this process. The Graduate School will contact you about “pretext pages”, that is the thesis draft Cover through the Table of Contents, and this review ensures that your formatting is going ok at the outset.

Program of Study

You must have a Program of Study on file with the Graduate School. Upon filing your Event Form, updates to the POS may be required and the Grad School will notify you. Note that your Program of Study will be examined to see how it compares to your transcript. You may need to submit a change/program form if you ended up NOT taking courses on the originally-filed POS. This is not a check to see if you fulfilled your program/degree requirements, just checking the matchup between POS and final grad transcript.

[more information linked in title]

Timing

You can defend up to the last day before the start of the next term. That still counts as the current term but be careful as this shortens up the time you have to get your final revisions in to the grad school. Revisions are due in 6 weeks or the start of the next term, whichever comes first! Extensions are sometimes granted.

Defending an MS then moving directly into a PhD?

Contact our office for info *BEFORE* your defense as you need to do a concurrent degree form so that your degree completion and continuation can be seamless.

Exit Interview

Please contact [Cecile Valastro](#) to schedule your Exit Interview. This is a short appointment session with Robert Allan in CEOAS Graduate Services. Please also complete your Exit Survey, sent to you by the OSU Graduate School during your preparations for your Defense.

[Grad School "Guide to Success"](#)

[Graduate School Thesis Guide](#)

[Graduate School Defense guidelines Masters](#)

[Graduate School Defense guidelines Doctoral](#)

Diploma Application

Diplomas are issued four times a year, at the end of each term.

http://oregonstate.edu/dept/grad_school/forms.php#diploma

Graduating and "Walking"?

See Grad School webpages for crucial timeline information!

See "commencement deadlines": <http://gradschool.oregonstate.edu/success/deadlines>

[Commencement gowns](#)

Graduate Students at OSU

Registration Policies and Requirements

The OSU Schedule of Classes is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [Schedule of Classes](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or

S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

Minimum Course Loads Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense. Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's)

Continuous Graduate Enrollment Policy All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

Leave of Absence: Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c)

receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. **NOTE:** Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

Unauthorized Break in Registration: Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University. To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

Grievance Procedures

If a concern arises about grading or classroom issues, students are advised to speak directly with the Instructor first. If the student is uncomfortable raising their concern with the Instructor or they feel that the issue remains unresolved, the student should follow the appeals process below.

Oregon State University process for addressing student grievances is available at <https://policy.oregonstate.edu/policy/student-appeals-grievances>. CEOAS conforms to this policy. Student grievances of academic matters including grades and student-instructor conflicts should be appealed successively:

1. To the Instructor of the course;
2. To the Director of the degree program;
3. To the Associate Dean of Academic Programs;
4. To the Dean of the College;
5. To the Provost and Executive Vice President or designee.

Students should document all communications and forward as necessary to the appropriate appeal process as outlined above. The Graduate Student Services office is available for consultation or discussion about your situation.

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <http://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the collective bargaining agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

Grade Requirements and Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of

study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

Incomplete Grades: An “I” (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

Please see the discipline section of this handbook for more information regarding the Program of Study. Note that Thesis (eg *OC 603*) is an ungraded CRN and is to be used to stay at full time registration, which is very important as coursework requirements are met later in the degree program.

Thesis is a standalone course on the OSU Graduate Program of Study. Do not register for Research (eg 601) unless you are doing agreed-upon GRADED work with another faculty member and have clear guidelines for that work and grading.

Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

Academic Dishonesty

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.

FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).

TAMPERING — altering or interfering with evaluation instruments or documents

PLAGIARISM — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

OSU [Office of Equal Opportunity and Access](#): Sexual Harassment

The Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education –related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

**Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

Most OSU employees are considered mandatory reporters of sexual misconduct or discrimination, this includes graduate student employees. Please review the [Reporting Policy](#).

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You

can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

Coalition of Graduate Employees (CGE)

The Coalition of Graduate Employees (CGE) is a local, member-run labor union (<http://cge6069.org/>) recognized by the University and the State of Oregon as the exclusive representative for OSU graduate assistants on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers. All OSU graduate students are eligible to join CGE.

Taxes

Since the Tax Reform Act of 1986, all salaries paid to a graduate assistant are taxable income. Tuition remission accompanying a graduate assistantship is not part of your taxable gross income. Scholarships and fellowships are also taxable on that portion not spent for tuition and course-required educational supplies and fees. When you fill out your Withholding Allowance Certificate (W-4 form), be certain that you have allowed for sufficient amounts withheld from your monthly check to match your tax liability. A penalty will be applied if you do not have at least 90% of your tax liability for the current tax year withheld. International students should be particularly careful in keeping records; standard income tax deductions are not available to most non-resident aliens, who are allowed only one exemption and are permitted only actual itemized deductions.

Graduate Student Hiring

Questions?

Hiring/Appointment: lori.hartline@oregonstate.edu

Graduate Teaching Assignments : robert.allan@oregonstate.edu

Timesheet questions: student.employment@oregonstate.edu

Payroll issues: CEOAS.Payroll@oregonstate.edu

[Graduate Hiring information for Faculty](#)

General Information

Your support type is determined when you are admitted to your Program. You will receive your appointment and new-hire signature letter and packet prior to the start of your matriculation term.

Your support can change depending on grant funds availability and graduate teaching needs/opportunities in the College.

Be aware of your support term-by-term. Download a copy of all completed appointment and hiring forms and information (eg Appointment letter via Docusign, New Hire Packet via Docusign). **If you feel that you are not updated regarding your funding, as your advisor or funding PI. Make sure**

they have turned in funding orders for you—especially for the start of the academic year, due early August, and the start of summer, due early April.

Be sure that you know a) your registration requirement, b) your health insurance status, c) your appointment duration for every academic term. Hires are mostly FWSP being the default hire, and summer as a standalone term. Keep in touch with your advisor and program for additional funding opportunities.

All graduate hiring requires a timesheet. Please see information provided at your hiring for access to these. Generally, for Graduate Assistants (GTA, GRA), the timesheet is turned in BLANK except if you are claiming sick leave or substitution hours for a GTA.

Graduate Assistantships

Please review the [Collective Bargaining Agreement](#) between Coalition of Graduate Employees and Oregon State University. Additional general Information about [Graduate Assistantships](#) can be found at the Graduate School webpage.

Students on CEOAS-funded graduate assistantships are appointed at a specific proportion of a Full Time Equivalent (FTE). All Graduate Research Assistantships (GRAs) or Graduate Teaching Assistantships (GTAs) are appointed from a minimum FTE set by current [collective bargaining contract](#). Base salary rates for GRAs may be found in the [Grant Budget Guidelines](#). All graduate assistantships are less than half-time, and this time does not include the time spent on academic progress. Your graduate assistantship pays for your employment and work obligations, in addition to providing health care and tuition. While some employment duties may overlap with academic responsibilities, it is incumbent upon you to clarify the delineation of these uses of your time with your major professor, preferably each quarter. All graduate assistants must be enrolled for a minimum of 12 credits Fall, Winter, and Spring. This requirement includes international students. MOST graduate fellowships also have a registration minimum. The requirements for registration and health insurance sign-up or opt-out are in your funding contracts that you sign with CEOAS HR. Download and keep a copy of your current contract.

Graduate Assistantship (and Graduate Fellowships) appointments are contracts issued at the start of the appointment period. Download and keep a copy of your current contract. Your signature means you have read and will comply with the requirements for registration and health insurance, and that you know the dates of your appointment duration. Additionally, be sure to keep in touch with your advisor, they sometimes have funding updates.

Exceptions: defending term, and Leave of Absence (see also Section 2.2 for LOA information)

- Degree-seeking students not on assistantships must be registered for a minimum of 3 credits in any term they wish to be enrolled. Students enrolling only to “defend” need to be enrolled for 3 credits. Contact the CEOAS Graduate Services Office for information about defending “in the break” to avoid paying additional tuition. Enrollment for less than 9 credits in a term is considered part-time.
- If you have questions about Leave of Absence petitions, late enrollment or thesis credit adjustment petitions after week one of the term please contact Lori Hartline. Note that completed Leave of Absence petitions have to be filed two weeks before the start of the applicable term.

Summer Employment

- Graduate Services will send out information in early Spring term regarding summer hiring, registration, and taxes issues. It is important to have a discussion about summer funding with your advisor in Winter term.
- **FICA:** Graduate Teaching Assistants are to be enrolled as a full-time degree-seeking student, completing a minimum of 3 credits during the summer session. GTAs are advised to register for 5 credits if they want to be exempt from FICA tax. GTAs enrolled in fewer than 5 credits will be subject to a FICA withholding.
- The summer hourly pay timesheet is different from the regular-year GTA or GRA timesheet. Please see your “Cleared to Work” email for information and links regarding this.

[Additional funding opportunities](#) may be found listed on the OSU Graduate School’s site.

Family Medical Leave Policy

Oregon State University believes it is important to provide family medical leave to eligible Graduate Assistants on a current assistantship. You can learn more about [FMLA here](#).

Graduate Employee Sick Leave & Substitute Work

This [link](#) will provide an overview of Article 30: Sick Leave of the Collective Bargaining Agreement between OSU and the CGE.

