OCEAN & EARTH SCIENCES

OLD DOMINION UNIVERSITY

Graduate Student Handbook

Revised August 2023

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Graduate Program Director

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Department Personnel

As a graduate student in the Department of Ocean and Earth Sciences, you are an important part of the department. We are excited to welcome you on your graduate school endeavors and are here to mentor and navigate you through your journey.

You should familiarize yourself with the university Graduate Policies and Procedures. These are given in the Graduate Catalog online (http://catalog.odu.edu/graduate/).

Department Chair	Dr. H. Rodger Harvey rharvey@odu.edu Tel: 757-683-5657
Graduate Program Director	Dr. Richard C. Zimmerman rzimmerm@odu.edu Tel: 757-683-5991
Department Manager	Dana Schilling dschilli@odu.edu Tel: 757-635 -3477
Budget Manager	Carmela Casey ccasey@odu.edu Tel: 757-683-3316
Office Manager/GPD Assistant	Susan Craig e-mail: scraig@odu.edu Tel: 757-683-4285__
OES GSO Officers	
President	Aliyah Downing Adown013@odu.edu
Vice President	Adriana Amrhein aamrh001@odu.edu
Treasurer	Chandler Slater cslat004@odu.edu
Events/Social Media Coordinator	Jessica Haddock jhadd005@odu.edu

New Student Welcome

A Few Things to Help You

New Student Offices

OES has two building, based on your discipline/advisor your office space will be in OCNPS or CCPO. Please practice office etiquette as some spaces are small and others may need to concentrate. Please keep your student office suite clean, put food away, etc.

OCNPS

OES administrative team assigns student office spaces based on departmental availability. Keys will be ordered by the OES administrative team prior to the semester. *Note: if you are a graduating student please return your office key to the OES Office Manager, we will reissue keys (avoiding the delay in cutting new keys).

CCPO

Your advisor will assign your office space and will coordinate key/card access.

Student IDs

Student IDs can be picked up at the University Card Center on Monarch Hall. For details and possible alternative (COVID) policies, please visit https://www.odu.edu/life/support/id-card

Your student ID has many uses. Make yourself aware of what ODU has to offer using the link above.

Your ID card is needed to access OCNPS after hours, weekends and holidays. You should have full access, if you notice an issue with the card not working, please contact the OES administrative team. Note: some card access issues can be due to loss of power or a system issue, notify the OES administrative team so they can obtain information/issues resolution.

Student E-Mail

New graduate students will have only one email (previous students may have two). NOTE: A change in departmental emails. Your ODU student email is automatically assigned by the University. Your ODU student email will be added to the University's distribution system by the OES Administrative Office, this eliminates the need for two emails. IF you have two, YES you can sync the two or keep them separate, but you need to check BOTH.

How to sync if you have two: Log into your student account in outlook. Go to file add an account- enter email address of the account you want to add (faculty staff email)- will ask to connect- then you will be prompted to log in with your MIDAS account- This will be your normal student MIDAS ID and password. Once this process is completed you should see a tab in our outlook with the new email. You can also visit https://www.odu.edu/facultystaff/computing/email-messaging/guide

Student Mail

OCNPS

Student mail is located in the mail room (OCNPS 407). The mail is sorted alphabetically by last name. The punch code is 3361#

CCPO

There is a small mail area where students receive their mail.

Printing

OCNPS

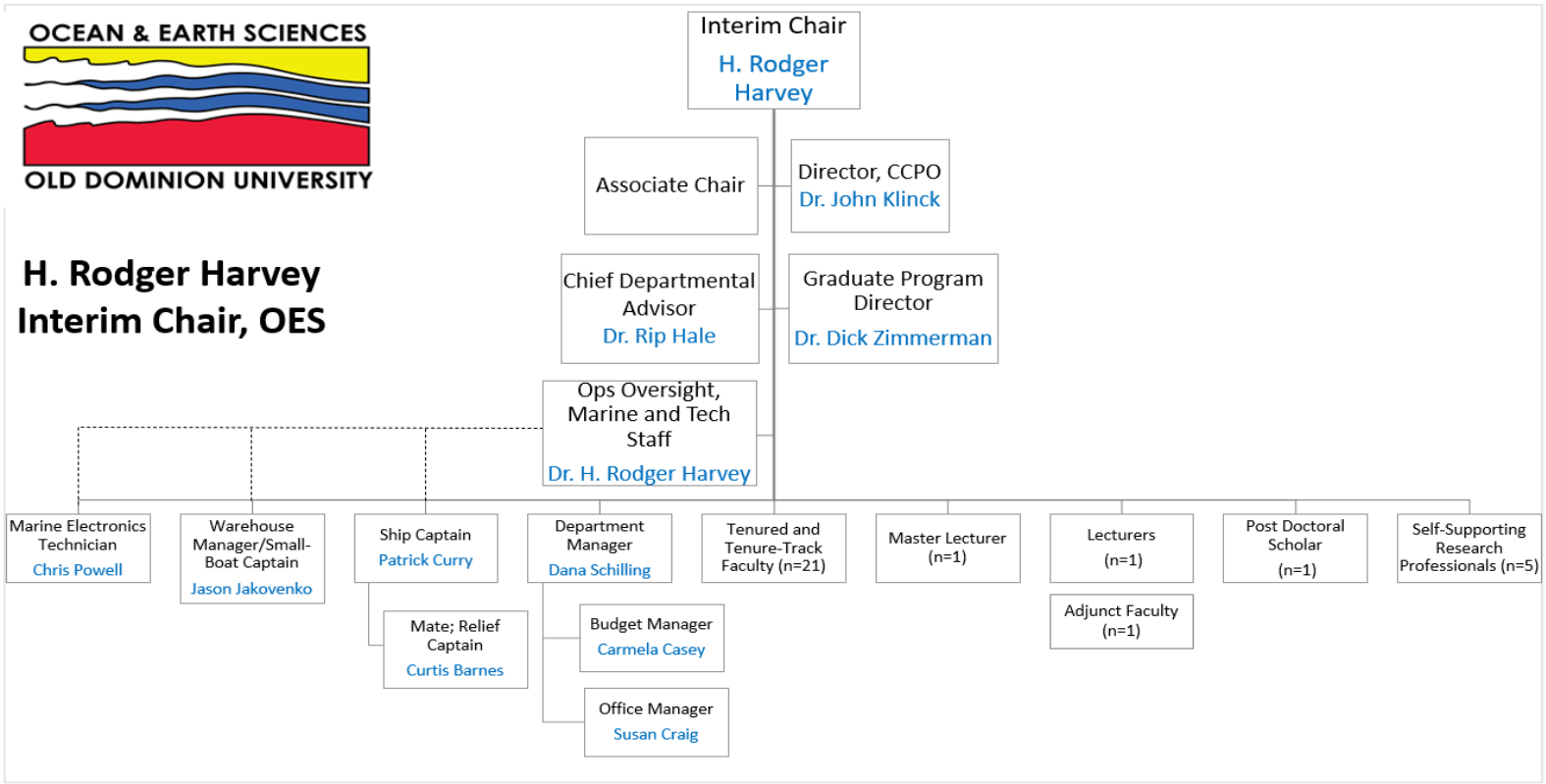
Printer is located in mail room #407 (code above) To use printers:

You can map (https://ww1.odu.edu/facultystaff/university-business/printing) to the departmental printer MFP Sci 17 or any other printer on campus. HOWEVER, do not abuse this unlimited privilege. Copy charges are monitored and if excessive printing, or unauthorized printing of Thesis/Dissertations is noticed, the student will be responsible for reimbursing those costs. There is unlimited free printing for graduate students but DO NOT PRINT EXCESSIVELY (textbooks- be aware of copyrights, TA workbooks for entire class, etc.) NO THESIS/DISSERTATIONS PLEASE.

CCPO

Printers are set up for students to print by CCPO IT.

Department Organizational Chart



OUR FACULTY ARE YOUR FIRST STOP FOR ALL ISSUES, PROBLEMS AND RESOURCES.

Student Payroll – Very Important

All students supported (i) by the Department/ODU as Graduate Teaching Assistant (GTAs) or Dominion Scholar or (ii) by the ODU Research Foundation (ODURF) as a Graduate Research Assistant (GRAs) must complete the NEW HIRE paperwork. ODU and the ODU Research Foundation (ODURF) have different paperwork requirements and pay schedules.

All GTAs, Dominion Scholars and GRAs, regardless of their employment source, must be registered for the correct number of credit hours each semester, including summer, to be paid.

IF YOU ARE NOT REGISTERED BY THE TIME PAYROLL SUBMISSION DEADLINES ARE DUE, YOU WILL NOT GET PAID ON TIME. THIS GOES FOR BOTH ODU AND ODURF EMPLOYEES.

ODU-SUPPORTED GTAs and GRAs

Departmentally supported GTAs and Dominion Scholars are University employees. Information regarding the nature of your appointment, responsibilities and benefits can be found in the University Catalog at

https://www.odu.edu/facultystaff/graduate-assistantships.

Please see the Dept. Mgr. and/or Budget Mgr. for information or problem resolution.

ODURF-SUPPORTED GRAs

A graduate research assistant supported by the ODU Research Foundation (ODURF) is a full-time graduate student at the University but employed by the Research Foundation to work on sponsored research or projects under the supervision of specific faculty. GRAs receive legally required benefits, including tuition waivers, where applicable. GRAs may be exempt from FICA based on academic enrollment. Information regarding the nature of your appointment, responsibilities and benefits can be found in the ODURF Policies & Procedures handbook:

https://researchfoundation.odu.edu/policies-procedures/

Please see your faculty sponsor and the ODURF Payroll Office for information or resolution of any problems associated with your employment.

TUITION WAIVERS AND CREDITS

The Department will provide tuition waivers for 9 credit hours each semester (spring and fall) for GTAs and 6 credit hours (or 9 hrs. if needed) for Dominion Scholars and Dorothy Brown Smith Scholars each semester. The Department will provide 3 credit hours in summer. Students admitted to Doctoral Candidacy (All But Dissertation) need only register for 1 credit of Dissertation each semester (including summer). Students wishing to exceed the allowed credit limits MUST obtain prior approval by the Department Chair.

Tuition waivers for ODURF-supported GRAs can vary, depending on your graduate standing and the source of support. Consult your faculty advisor/sponsor for details.

ODU Pay Schedule Fall 2023

Current payroll schedules can be found at https://ww1.odu.edu/finance/payroll/schedule
The Spring 2024 Payroll Schedule is not currently available, but Pay Dates are targeted for the 1st and 15th of each month. Sometimes your pay will arrive early if the target date falls on a holiday or weekend. Sometimes it will be posted 1 day after the target date.

SAMPLE:

OLD DOMINION UNIVERSITY -- SEMI-MONTHLY INTERNAL PAYROLL SCHEDULE
FOURTH QUARTER, ENDING DECEMBER 31, 2023

PR#	Emp Type	Pay Period	**E-1's Due in HR/ E-1S= Due in E-1S Processing**	PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes **DUE** To AA	To HR	WTE Leave Report & Time Sheet Approver Deadline * By 10 AM	Pay Date
411	HRLY SAL	SEP 16 - SEP 30 SEP 25 - OCT 09	SEP 12** SEP 19 G	SEP 05 SEP 14	SEP 12 SEP 19	OCT 02 OCT 10	OCT 16 OCT 16
412	HRLY SAL	OCT 01 - OCT 15 OCT 10 - OCT 24	SEP 26** OCT 04 G	SEP 19 OCT 02	SEP 26 OCT 04	OCT 16 OCT 25	NOV 01 NOV 01
421	HRLY SAL	OCT 16 - OCT 31 OCT 25 - NOV 09	OCT 10** OCT 19 G	OCT 05 OCT 16	OCT 10 OCT 19	NOV 01 NOV 10	NOV 16 NOV 16
422	HRLY SAL	NOV 01 - NOV 15 NOV 10 - NOV 24	OCT 26** NOV 06 G	OCT 20 OCT 31	OCT 26 NOV 06	NOV 16 NOV 21***	DEC 01 DEC 01
431	HRLY SAL	NOV 16 - NOV 30 NOV 25 - DEC 09	NOV 10** NOV 16 G	NOV 06 NOV 10	NOV 10 NOV 16	DEC 01 DEC 11	DEC 15 DEC 15
432	HRLY SAL	DEC 01 - DEC 15 DEC 10 - DEC 24	NOV 27** DEC 05 G	NOV 20 NOV 27	NOV 27 DEC 05	DEC 18 DEC 19***	DEC 29 DEC 29

ODURF Pay Schedule AY 2023-2024

OLD DOMINION UNIVERSITY RESEARCH FOUNDATION

Current payroll schedules can be found at https://researchfoundation.odu.edu/payroll/

Payroll Authorizations (e-PAS) and hourly time sheets are ALWAYS due by 10 A.M. on the due date.

GRADUATE COURSE OFFERINGS

The ODU Catalog (https://catalog.odu.edu/graduate/) shows numerous course offerings in the department. These courses may not be offered on a regular basis, please consult your advisor in planning your course plan. Below is the OES 4-year course plan, if you have specific requirements for a course, please coordinate with your advisor to address these offerings with the GPD. They will discuss additional course offerings with the Chair if applicable.

OEAS #	Title	Freq	F23	Sp24	F24	Sp25	F25	Sp26	F26	S27
503	Aquatic Pollution	Fall	x		x		x		x	
505	Physical Oceanography	Fall	x		x		x		x	
506	Matlab	Fall	x		x		x		x	
513	Environmental Geochemistry	Spr Even		x				x		
515	Waves and Tides	Spr Odd				x				x
516	Electronics & Instrumentation	Spr Even		x				x		
518	Limnology: Biogeochemistry of Lakes	3rd Fall					x			
520	Hydrogeology	Fall odd	x				x			
530	Intro to Geophysics	Fall even			x				x	
534	Geodynamics	Fall odd	x				x			
544	COSIA	Spr		x		x		x		x
566	Introduction to Mitigation and Adaptation	Fall	x		x		x		x	
567	Sustainability Leadership	Spr		x		x		x		x
551	Data collection and analysis	Spr		x		x		x		x
553	Marine Molecular Ecology	3rd Fall			x					
604	Introduction to Physical Oceanography	Fall	x		x		x		x	
605	Introduction to Ocean Modeling & Prediction	Spr Even		x				x		
610	Advanced Chemical Oceanography	Spr		x		x		x		x
611	Chemical Oceanography Laboratory	3rd Spr						x		

OEAS #	Title	Freq	F23	Sp24	F24	Sp25	F25	Sp26	F26	S27
613	Geochem of Marine Sediments	Spr odd				x				x
614	Estuarine and Coastal Biogeochemical Cycles	3rd fall	x						x	
620	Advanced Geological Sciences	Spr		x		x		x		x
622	Wetland Hydrology	Fall Even			x				x	
625	Marine Sedimentary Environments	Spr Even		x				x		
640	Advanced Biological Oceanography	Fall	x		x		x		x	
658	Participatory and Agent-based Modeling, Simulation, and Visualization	Fall	x		x		x		x	
733	Marine Microbiology	3rd Fall					x			
755	Mathematical Modeling of Marine Ecosystems	3rd Spr		x						x
770	Aquatic Photosynthesis	3rd Fall	x						x	
772	Aquatic Optics	3rd Fall			x					
833	Marine Microbiology	3rd Fall					x			
840	Plankton Dynamics	3rd Spr		x						
870	Aquatic Photosynthesis	3rd Fall	x						x	
872	Aquatic Optics	3rd Fall			x					
	New Courses									
595	Paleoceanography	Spr Even		x				X		
6XX	Scientific Computing for Env. Sci	Fall?	x		x		x		x	
8XX	Ocn Data/Analytics	Spr Odd				x				x
895	Structure and Function of Marine Ecosystems	?								
8xx	Image Analysis Remote Sensing	?		?		?		?		?

As needed/Infrequent Courses

603	Geobiology and Biosedimentology
651	Introduction to the Physics of Estuaries
630	Dynamics I
704	Time Series in Oceanography
708	Simulation Techniques for Ocean Circulation
711	Regional Oceanography
730	Dynamics II
732	Advanced Geochemistry of Marine Sediments
735	Paleoclimatology
764	Coastal Sedimentology
765	Marine Biogeochemistry
804	Time Series in Oceanography
808	Simulation Techniques for Ocean Circulation
830	Dynamics II
832	Advanced Geochemistry of Marine Sediments
864	Coastal Sedimentology
865	Marine Biogeochemistry

OES 691 SEMINAR

All graduate students, except Ph.D. candidates, are expected to register for OEAS 791 or 891 Seminar each semester. Graduate Students may be excused from this requirement if the total credit load for a given semester exceeds their allocated tuition waiver. Please see your advisor if you have any questions about the registration requirement. Whether or not registered for OEAS 791 or OEAS 891, all graduate students, including Ph.D. candidates, are expected to attend and participate in the weekly lunch meeting with the seminar speaker, and to attend the department seminar. Exceptions to the attendance requirement are restricted to personal illness, teaching assignments that conflict with these activities or absence from campus for research/conference activities.

M.S. STUDENTS – GENERAL GUIDELINES

All students in the Ocean & Earth Science M.S Program are responsible for reading and understanding the regulations and policies set forth in this document and in the University Catalog regarding requirements for the M.S. degree:

https://catalog.odu.edu/graduate/collegeofsciences/oceanearthatmospheric sciences/#masterofscienceoceanandearthsciencestext

DEGREE REQUIREMENTS

The student shall meet all University requirements for graduate degrees as outlined under Academic Information in the ODU catalog. This includes at least 30 hours of graduate study, demonstration of competency in oral communications and demonstration of proficiency in technical writing. A maximum of 12 graduate credit hours may be transferred into a graduate degree program from non-degree status at Old Dominion University or from another accredited institution, except in the case of an approved inter-institutional program. The department offers both thesis and non-thesis options for the M.S. Degree.

COURSE WORK REQUIREMENTS

A minimum of 12 hours of basic course work in the four-sub-disciplines of oceanography is required of all M.S. students. This core program consists of OEAS 604, 610, 620, and 640. A student must achieve a minimum GPA of 3.0 in each of the core courses. A student whose GPA is below 3.0 in any core class will be required to repeat the class. The remaining 18 credits are chosen from a list of approved graduate courses. At least 60 percent of all courses must be at the 600 level or above.

For the thesis option, up to six hours of research (OEAS 698) or thesis (OEAS 699), or a combination of the two totaling six hours, may be used to meet the course requirements. For the non-thesis option, upon approval of the GPD, up to three hours of research (OEAS 698) may be used to meet the course requirements (see non-thesis below for further details).

NON-THESIS OPTION

Non-thesis M.S. students may take up to 3 credits of research (OEAS 698) to satisfy the course requirements for their M.S. degree. A student wishing to pursue this option must initially get approval from the GPD and a proposed research advisor (i.e., the instructor of record for these research credits) sometime in the semester before he or she plans to enroll in OEAS 698. To register for OEAS 698 the student must also submit a brief description of the proposed research topic to the GPD before the start of the semester in which he or she plans to enroll in OEAS 698. This research plan must be approved by the proposed research advisor. It is assumed that these research projects will be carried out with minimal departmental support (i.e., research vessel time, vehicle time, funds to purchase needed supplies or equipment). Thus, this research project needs to be structured in such a way as to take advantage of existing funding, supplies and equipment in the proposed research advisor's lab. Any request for departmental support must be submitted in writing along with the research plan and must be accompanied by justification/approval from the proposed research advisor. All requests for departmental funds

must be approved by the Department Chair prior to beginning the proposed research project. The final "product" of these research credits will be determined by the student and research advisor. However, it is assumed that some sort of research report will likely be produced.

Students selecting the non-thesis option must also pass a written comprehensive examination, testing breadth of knowledge in oceanography, which is offered in the fall and spring semesters. (See WRITTEN COMPREHENSIVE EXAM below for further details).

THESIS OPTION

Before embarking on thesis research, a Thesis Advisory Committee must be formed. Further information on university guidelines for forming this committee can be found in the ODU Catalog. Graduate Form M1 must be completed and signed by all proposed committee members to form a Thesis Committee. A student who subsequently chooses to change from a thesis to non-thesis option must complete Graduate Form G2.

Before embarking on thesis research, the student must also submit a thesis proposal which outlines the research to be undertaken and identifies the resources required for completion of the research. Guidelines for the preparation of the thesis proposal are available from the GPD.

Any student whose thesis research requires departmental funding must follow the procedures outlined below. No funds will be given without the proper approvals. The thesis proposal requires the approval of the GPD, the Department Chair, and the student's Thesis Advisory Committee. Graduate Form M2 must be completed to indicate this approval.

As part of the thesis requirement the student is required to present a public defense of the research. The public defense and approval of the thesis by the student's Thesis Committee meets the requirements for demonstration of competency in oral communications and demonstration of proficiency in technical writing; it also satisfies the comprehensive examination requirement.

REQUEST FOR DEPARTMENTAL SUPPORT FOR THESIS RESEARCH

It is assumed that in almost all cases, the efforts of students carrying out thesis or dissertation research will be supported by contract or grant funds obtained by their advisor. In the event such funds are not available, a student who wishes to receive departmental support for thesis/dissertation research must submit a proposal to the Department Chair and GPD for these resources (van, boats, equipment, travel, and other cost) before beginning this research. The proposal should indicate how many days of van and/or boat use are required for the thesis/dissertation research, along with any other research related costs (e.g., travel, supplies, equipment) requested of the department.

The Department Chair, in consultation with the GPD, will decide on this proposal. If approved, the Senior Fiscal Technician of the department will keep track of the use of these approved department resources

SHIPBOARD EXPERIENCE AND FIELDWORK

Each student is required to have at least five days of shipboard experience, fieldwork, or a

combination of the two. Scheduled class field trips may not be counted towards this requirement. The Departmental Ship Time/Fieldwork Form must be completed to indicate that a student has satisfied this requirement.

WRITTEN COMPREHENSIVE EXAMINATION

A student in the non-thesis program must pass a written comprehensive examination testing breadth of knowledge in oceanography. Before taking the exam, the student must first have completed all four core courses with a grade of "B" or better. Additional details about the format of this exam can be obtained from the GPD. The examination is given twice yearly, normally in October and March. The examination grades are fail, pass, or pass with distinction. A student who has failed the examination may repeat it once. Graduate Form M2 is used to report the results of this exam.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

All ODU graduate students are required to complete Responsible Conduct of Research (RCR) Training, via the Collaborative Institutional Training Initiative (CITI), during their first year at ODU (see http://www.odu.edu/ao/research/compliance/conduct.shtml). Once a student has completed the CITI training, a certificate generated by the process is placed in the student's file.

THESIS PREPARATION

General regulations and procedure governing the submission of a master's thesis are given in the Guide for Preparation of Theses and Dissertations. Before beginning to write your thesis, please read this guide carefully. Writing the thesis as chapters that can be submitted for publication is encouraged.

Please note that the thesis and dissertation guide in place at the start of the semester will remain in force for the entire semester, and any changes made to the guide over the academic year (and the dates of these changes) will be listed on the cover page of the guide. Changes to the previous guide will also be noted on the cover page of the guide, or in a separate document that can be downloaded from the same site as the complete guide. For more information on thesis preparation and approval in the College of Sciences, see College of Sciences' Thesis and Dissertation Preparation.

THESIS DEFENSE

At least two weeks prior to the thesis defense, the student must provide the GPD Assistant with the proposed date and time of the defense, along with a brief abstract of the thesis, so that an announcement of the defense can be posted. Check with the GPD Assistant for further details. The oral thesis defense is open to the University community; all interested members are encouraged to attend the examination.

The format of a thesis defense is determined by the Thesis Committee with the approval of the GPD. The defense is chaired by the Director of the Thesis Committee. The Chair will act as moderator, ruling on questions of procedure and protocol that may arise during the defense. The chair of the defense represents the College Dean, to whom he or she makes a complete and prompt report on the defense using Graduate Form M2.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the thesis. Majority approval by the examiners constitutes successful completion of the defense of the thesis and is so reported by the Defense Chairman to the College Dean. In case of failure, the Thesis Committee may recommend that the candidate either be dropped from the program or be allowed re-examination.

Satisfactory performance on this examination (oral thesis defense) and adherence to all regulations outlined above complete the requirements for the degree. Graduate Form M3 (Thesis/Thesis Acceptance and Processing) and Graduate Form M4 must be submitted to the Office of the Registrar with the complete thesis upon completion of all requirements for the degree. Students should have all Thesis Committee members sign the Thesis cover page (several copies are recommended) as well as Graduate Form M3.

All requirements for a master's degree must be completed within six calendar years from the date of initial registration in the program.

THESIS ACCEPTANCE AND SUBMISSION

Once all corrections recommended by the Thesis Committee are made and the entire committee has approved the thesis as described above, the student and major advisor must go over the entire thesis to ensure it adheres to the format described in the Guide for Preparation of Theses and Dissertations (see THESIS PREPARATION above). Both the student and advisor must sign off on the college's Thesis and Dissertation Checklist before submitting the thesis to the GPD for review. Please allow 3 days for this review. Once the GPD has approved the thesis, the student next submits the thesis and Graduate Form M3 to the Associate Dean in the College of Sciences for approval. All approvals must be completed by the day before commencement. However, the Associate Dean generally requires these documents no later than 3 weeks earlier. Check with the GPD for further details.

REQUEST TO GRADUATE

The student should obtain a copy of the form Application for Graduation from the Registrar's Office and complete this application. The deadline for submitting this application is listed in the class schedule each semester and usually falls near the end of the semester preceding the one during which graduation is anticipated. It is the student's responsibility to meet these deadlines and submit the necessary paperwork for graduation.

REMOVAL OF INCOMPLETES

At least one month prior to graduation all incomplete grades should be cleared. An Academic Record Change form is used for this, and the instructor of the course and the Department Chair need to sign this form.

Ph.D. Students – General Guidelines

All students in the Oceanography Ph.D. Program are responsible for reading and understanding the regulations and policies set forth in this document and in the University Catalog regarding requirements for the Ph.D. degree.

https://catalog.odu.edu/graduate/collegeofsciences/oceanearthatmospheric sciences/#masterofscienceoceanandearthsciencestext

DEGREE REQUIREMENTS

All requirements for the Ph.D. degree that are described below are recorded on the Check List for Doctoral Students, a copy of which is kept in the student's file along with all relevant forms and memos regarding the student's progress in the Ph.D. program.

MAJOR ADVISOR AND ADVISORY COMMITTEE

A major advisor must be identified to the Graduate Program Director (GPD), at least provisionally, prior to admission to the program. After receiving admission to the program and enrolling, students consult with the GPD and their major advisor about initial course work.

Before completion of nine semester hours (i.e., before the end of the student's first semester) the student will form an advisory committee in consultation with their major advisor. The committee will consist of enough faculty members to provide guidance to the student's particular plan of work; there must be at least two members from the student's major area of interest and at least one representative of each minor area, and the minimum size of the committee must be three regular faculty members. All members must be approved graduate faculty. When a minor area of interest is not designated, the advisory committee will include at least one person from outside the student's major area of interest. Graduate Form D1 is used to set up an advisory committee and to change the membership of a student's advisory committee.

The advisory committee is responsible for administering the Diagnostic Exam, and the written and oral parts of the Candidacy Examination. The committee continues to serve until the latter has been passed and the Dissertation Committee formed. The committee is responsible for guiding and directing the academic program of the student during this period and for initiating all academic actions concerning the student. The advisory committee, as a group and as individual members, is responsible for consulting with the student on academic matters and, in the case of academic deficiencies, initiating recommendations to the GPD, the Dean of the College, and the Associate Vice President if necessary. The advisory committee shall periodically inform the GPD and Graduate Faculty of the department on the candidate's progress.

PLAN OF STUDY - CURRICULUM PLAN

Sometime in the first year of study the student shall prepare a plan of study with the aid and approval of the advisory committee. When appropriate, a diagnostic examination may also be used in developing a plan of study. This plan of study must meet the course work requirements outlined below and include a timetable for completion of all course work, the computer language requirement, and the candidacy exam. A proposed dissertation topic should also be included on

this course plan. The plan of study must be approved by the GPD to ensure that it meets established requirements for the degree. Before approving the plan, the GPD will also verify that a set of transcripts for all undergraduate and graduate work the student has taken is on file. The successful completion of all work indicated on the approved plan of study is a fundamental prerequisite to the granting of the Ph.D. degree.

COURSE WORK REQUIREMENTS

Students who do not have a M.S. degree in oceanography normally complete the 12 hours of core courses (OEAS 604, 610, 620 and 640) within the first year. However, waiving the requirement to take any of these core classes requires the approval of the GPD. A student must achieve a minimum GPA of 3.0 in each of the core courses. A student whose GPA is below 3.0 in any core class will be required to repeat the class.

In consultation with their advisor and advisory committee, the students will plan a complete program of course work designed to meet their objectives (see the section above). The essential credit requirement for the Ph.D. are as follows: The student shall complete 48 credit hours beyond the master's degree or 78 credit hours for students admitted to the program with a bachelor's degree. Up to 24 credits can be granted for dissertation.

A maximum of 12 graduate credit hours may be transferred into a graduate degree program from non-degree status at Old Dominion University or from another accredited institution, except in the case of an approved inter-institutional program.

RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

All ODU graduate students are required to complete Responsible Conduct of Research (RCR) Training, via the Collaborative Institutional Training Initiative (CITI), during their first year at ODU (see http://www.odu.edu/ao/research/compliance/conduct.shtml). Once a student has completed the CITI training, a certificate generated by the process is placed in the student's file.

DIAGNOSTIC EXAMINATION

The advisory committee shall administer a written and oral Diagnostic Examination during the first semester of residence (or before 9 credits have been completed) for students entering the program with a M.S. degree in oceanography. For students matriculating with a bachelor's degree or a M.S. degree in another field, the advisory committee shall administer the diagnostic examination no later than the third semester of residence (or before completion of 27 credit hours). The Diagnostic Examination will be prepared by the student's advisory committee in consultation with the GPD. The results of this examination are used as guidance for the curriculum plan. The advisory committee may also recommend to the GPD, based on the student's performance in the four oceanography core courses, that the diagnostic exam be waived. This must be done in writing, in a memo signed by all members of the student's advisory committee. Graduate Form D3 (signed by all members of the advisory committee) is used to report the results of the Diagnostic Exam.

COMPUTER LANGUAGE SKILLS

To satisfy this requirement the student must solve a substantial problem by writing an original computer program which provides the correct solution. The student's Advisor in consultation

with the advisory committee develops the problem and a reasonable timetable for completion. The problem must be solved independently with no help from others. The results will be evaluated by the Advisor and advisory committee who will determine whether the student has solved the posed problem to their satisfaction.

Alternately, the student may satisfy the requirement by passing (B or better) the MATLAB programming course (OEAS 506) offered by the department. Other programming courses will be considered by the Graduate Program Director as sufficing in this regard. The Graduate Form D3 is used to report the results of this exam. This requirement should be completed before taking the Candidacy Exam.

SHIPBOARD EXPERIENCE AND FIELDWORK

Each student is required to have at least ten days of shipboard experience, fieldwork, or a combination of the two. Scheduled class field trips may not be counted towards this requirement. The Departmental Ship Time/Fieldwork Form must be completed to indicate that a student has satisfied this requirement.

COMPETENCY IN ORAL COMMUNICATION

In 2010, the OEAS faculty revised the Department's implementation of this University requirement. It is the faculty's contention that Ph.D. students will meet this requirement in multiple ways and venues during their time in our program.

PROFICIENCY IN WRITING

This can be established by the satisfactory evaluation of a student's refereed papers, professional paper, or dissertation by the faculty. Generally, completion of the dissertation satisfies this requirement.

CANDIDACY EXAM

Near the completion of course work and before becoming heavily involved in dissertation work, the student shall pass a Candidacy Examination designed to test scholarly competence and knowledge of oceanography. The student will be examined in the several areas, not merely in their special field of concentration. Through the Candidacy Examination the student's advisory committee should be satisfied the student has demonstrated the following qualifications: adequate competence of the subject matter in all fields in the program; adequate knowledge of the literature in these fields; and the powers of bibliographical criticism.

The Candidacy Exam has both written and oral portions constructed by the advisory committee. To be eligible to take the candidacy examination, the student must have achieved a grade point average of at least 3.00 on all course work completed. In addition, this average must be attained on all graduate residence units and on all combined transferred and residence units.

When the student and the advisory committee have determined the examination should be taken, the student's major advisor is to notify the GPD via email, specifying the place and time of the written examination. Once notified, the GPD will verify the student meets the prerequisites for the Candidacy Examination. The examination must be taken during the semester for which it was planned. Postponement of the examination must have the approval of the GPD. The written and

oral portions (see next paragraph) of the examination must be completed within one month's time of one another.

After successful completion of the written portion of the exam, an oral examination is given covering topics discussed in the written exam and possible additional materials. The questions will be free-style and open-ended with regard to subject matter. The primary focus will be on general knowledge of oceanography, skills in the student's specialty areas, and weaknesses demonstrated on the written examination. The fact that a student has done well on the written examination does not mean that the oral examination is to be a pro forma exercise. The oral examination is a serious and integral part of the qualifying procedure.

A student must pass both the written and oral sections of the Candidacy Exam. More than one negative vote from the advisory committee on either part constitutes a failure for that section of the candidacy examination. The student has two opportunities to pass the written portion of the exam, which must be passed before the oral part may be taken. A student who passes the written portion on the first try need not repeat that part in the event of failing the oral portion. A failed written part must be retaken successfully within a period of not less than six months nor more than one year from the date of the first examination. A failed oral portion, which may also be attempted a second time, must be taken within one month of the first attempt.

No part of the candidacy examination can be passed conditionally. A pass cannot be made contingent upon completing extra courses, additional projects, etc. The Chair of the student's advisory committee will report, in writing, to the GPD the results of the examination using Graduate Form 10. The advisory committee, through the Chair, must also make recommendations regarding admission to candidacy.

FORMATION OF A DISSERTATION COMMITTEE

After the Candidacy Examination has been passed and the Dissertation Committee formed, the advisory committee's responsibilities are completed. The Dissertation Committee is a new committee and is formed to supervise the student's dissertation research. The committee must have approval of the GPD and the College Dean using Graduate Form D2. The committee should have at least three members, and one member must be from outside the student's major department. The Chair of the advisory committee may become the Director of the Dissertation Committee. The Director must be certified for graduate instruction and be an authority in the field of specialization of the proposed dissertation. Membership may be extended to a non-University person with special knowledge of the dissertation subject area. Voting privileges can be provided to such specialists upon the recommendation of the Chair and approval of the GPD and the College Dean. Adjunct faculty members who are certified for graduate instruction may be appointed as voting members of the committee upon the recommendation of the Director of the Dissertation Committee and approval of the GPD and the College Dean. The dissertation and the final oral defense of the dissertation must have the majority approval of the Dissertation Committee.

Changes to the Dissertation Committee must be made in advance of the oral dissertation defense. Such changes are made only with the approval of the GPD and College Dean. Graduate Form D2 is used to request these changes.

ADMISSION TO CANDIDACY

Admission to candidacy is a formal step that occurs after the student has:

- passed both parts of the Ph.D. Candidacy Examination,
- filed a dissertation prospectus approved by the student's Dissertation Committee,
- completed all formal course work.

The student must be admitted to candidacy at least 12 months before the time the degree is expected to be received, but usually not before the completion of one-and-a-half years of graduate work. Graduate Form D3 must be submitted to the GPD along with a copy of the approved dissertation prospectus.

It is assumed that dissertation research will be supported using contract or grant funds obtained by the student's advisor. If such funds are not available request for departmental support for dissertation research must follow the procedures outlined in the section REQUEST FOR DEPARTMENTAL SUPPORT FOR THESIS RESEARCH in the Guidelines for M.S. students.

DISSERTATION PREPARATION

General regulations and procedure governing the submission of a doctoral dissertation are given in the Guide for Preparation of Theses and Dissertations. Before beginning to write your dissertation please read this guide carefully. Writing the dissertation as chapters that can be submitted for publication is encouraged.

Please note that the thesis and dissertation guide in place at the start of the semester will remain in force for the entire semester, and any changes made to the guide over the academic year (and the dates of these changes) will be listed on the cover page of the guide. Changes to the previous guide will also be noted on the cover page of the guide, or in a separate document that can be downloaded from the same site as the complete guide. For more information on dissertation preparation and approval in the College of Sciences see College of Sciences' Thesis and Dissertation Preparation.

DISSERTATION DEFENSE

At least two weeks prior to the dissertation defense the student must provide the GPD Assistant with the proposed date and time of the dissertation defense, along with a brief abstract of the dissertation, so that an announcement of the defense can be posted. Room assignments are harder to come by now so additional time may be needed in obtaining a room for the defense. Check with the GPD Assistant for further details. The oral dissertation defense is open to the University community; all interested members are encouraged to attend the examination.

The format of a dissertation defense is determined by the Dissertation Committee with the approval of the GPD. The defense is chaired by the Director of the Dissertation Committee. The Chair will act as moderator, ruling on questions of procedure and protocol that may arise during the defense. The chair of the defense represents the College Dean, to whom he or she makes a complete and prompt report on the defense using Graduate Form D3.

The aim of the defense is to explore with the candidate the methodological and substantive contributions of the dissertation. Majority approval by the examiners constitutes successful completion of the defense of the dissertation and is so reported by the Defense Chairman to the College Dean. In case of failure, the Dissertation Committee may recommend that the candidate either be dropped from the program or be allowed re-examination.

Satisfactory performance on this examination (oral dissertation defense) and adherence to all regulations outlined above complete the requirements for the degree. Graduate Form D5 (Thesis/Dissertation Acceptance and Processing) and Graduate Form D3 must be submitted to the Office of the Registrar with the complete dissertation upon completion of all requirements for the degree. Students should have all Dissertation Committee members sign the Dissertation cover page (several copies are recommended) as well as Graduate Form D5.

All requirements for a doctoral degree must be completed within eight calendar years from the date of initial registration in the program.

DISSERTATION ACCEPTANCE AND SUBMISSION

Once all corrections recommended by the Dissertation Committee are made and the entire committee has approved the dissertation (see DISSERTATION DEFENSE above), the student and major advisor must go over the entire dissertation to ensure it adheres to the format described in the Guide for Preparation of Theses and Dissertations published by the Graduate School

https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf

Both the student and advisor must sign off on the college's Thesis and Dissertation Checklist before submitting the dissertation to the GPD for review. Please allow 3 days for this review. Once the GPD has approved the dissertation, the student next submits the dissertation and Graduate Form D5 to the Associate Dean in the College of Sciences for approval. All approvals must be completed by the day before commencement. However, all documents must be submitted to the office of the Associate Dean of the College no later than 3 weeks earlier. Check with the GPD for further details.

REQUEST TO GRADUATE

The student must apply for graduation through the Registrar's Office and complete this application. The deadline for submitting this application is listed in the class schedule each semester and usually falls near the end of the semester preceding the one during which graduation is anticipated. It is the student's responsibility to meet these deadlines and submit the necessary paperwork for graduation.

REMOVAL OF INCOMPLETES

At least one month prior to graduation all incomplete grades should be cleared. An Academic Record Change form is used for this, and the instructor of the course and the Department Chair need to sign this form.

FORMS

EVERYTHING YOU EVER DO @ ODU WILL REQUIRE A FORM

All General Graduate, Master's, and Doctoral forms can be obtained from The Graduate School. They are electronically fillable and have the electronic signature capability. If the electronic signature capability is not visible on the form with your web browser, save the form and access it with Adobe DC.

If you have questions or concerns, contact the Graduate School at 757-683-4885 or graduateschool@odu.edu.

General Forms - G

G1 - Evaluation of Non-ODU Transfer Credits G2 - Notice of Change of Status

G3 - Re-Validation of Out-of-Date Graduate Credit

G4 - GPD's Recommendation for Reinstatement from Suspension G5 - Student Appeal Request Form

G6 - Request for GPA Adjustment After Separation

G7 - Request for GPA Adjustment Following Change of Major or Program G8 - Notice of Student Separation or Dismissal from Program

G9 - Graduate Assistant Responsibilities Agreement G10 - Graduate Assistant Performance Evaluation

Master's Level Forms - M

M1 - Appointment or Change of Master's Thesis Committee

M2 - Results of Master's Examination or Requirement

M3 - Master's Thesis and Acceptance Processing

M4 - Notification of a Master's Student Holding an Assistantship in the Final Semester of Study

Doctoral Level Forms - D

D1 - Appointment or Change of Doctoral Advisory Committee D2 - Appointment or Change of Doctoral Dissertation Committee D3 - Result of Doctoral Examination or Requirement

D4 - Doctoral Candidates 1-Hour Full-Time Notification

D5 - Doctoral Dissertation Acceptance and Processing

D7 - Leave of Absence from Doctoral Program

D9 - Advancement to Candidacy

OES SHIPTIME FORM

https://www.odu.edu/sites/default/files/documents/shiptime.pdf.

Ocean & Earth Sciences
Ship Time & Field work Form

Revised 07/2023

Student's Name: _____ UIN: _____

OES M.S. graduate students must participate in field activities for a total of 5 days and Ph.D. graduate students for a total of 10 days. Field days earned during a M.S. degree may count towards the required number of days for Ph.D. students. Scheduled graduate course field trips may count towards this requirement. Students are responsible for ensuring the form below is signed by the chief scientist, captain of the vessel, or principal investigator in charge of the field work and submitted to the GPD.

1. Name of Vessel or Boat (if applicable): _____ Date: _____ Location: _____

   Activities: Days: _____

   Chief Scientist: _____ Signature: _____

2. Name of Vessel or Boat (if applicable): _____ Date: _____ Location: _____

   Activities: Days: _____

   Chief Scientist: _____ Signature: _____

3. Name of vessel or boat (if applicable): _____ Date: _____ Location: _____

   Activities: Days: _____

   Chief Scientist: _____ Signature: _____

OLD DOMINION UNIVERSITY
COLLEGE OF SCIENCES
I D E A FUSION
OFFICE OF THE DEAN
College of Sciences
4600 Elkhorn Avenue •
Room 143 Norfolk, Virginia
• 23529-0163
Phone (757) 683-3274 • Fax (757) 683-3034

MASTER'S THESIS & PH.D DISSERTATION CHECK IN SHEET

***** EMAIL COMPLETED CHECK IN FORM AND ATTACHMENTS TO THE DEAN'S OFFICE *** STUDENTS – COMPLETE THE HIGHLIGHTED AREAS #1 AND #2**

#1. STUDENTS, PLEASE COMPLETE THE FOLLOWING
MARK (X) IN THE REQUIRED FIELDS FOR A MASTER'S THESIS OR A PHD DISSERTATION

Results of the Master's Examination: _____ **Grad Form M2 (Master's Thesis)**
Thesis Acceptance: _____ **Grad Form M3 (Master's Thesis)**

Result of Doctoral Examination or Requirement: _____ **Grad Form D3 (PHD Dissertation)**
Doctoral Dissertation Acceptance & Processing: _____ **Grad Form D5 (PHD Dissertation)**
(THIS FORM IS NOT SIGNED UNTIL AFTER THE THESIS IS RECEIVED & SUCCESSFULLY COMPLETED)

Copy of Journal Model: _____
Copy of Journal Model is not required: APA Style _____

#2. STUDENT CONTACT INFORMATION
***** REVIEWER WILL CONTACT STUDENT BY THEIR ODU EMAIL ADDRESS *****

Today's Date:

Student Name:

Student Phone Number:

Student ODU Email Address:

Name of the Department:

Advisor Name:
ODU Email Address:

OFFICE OF THE DEAN

No in-person Drop Off
Email to: COSDeansoffice@odu.edu
cc to: Sheard@odu.edu

Degree Works

Every form has an official "home" at ODU

https://www.odu.edu/academics/academic-records/degree-evaluation

Degree works is ODU's student progress database. Every form you complete is sent to the appropriate office and Degree Works is updated. However, the system is not perfect. Therefore, students and their advisors should keep track of their progress in Degree Works. Why? If not updated, by the time you want to graduate it can postpone your graduation.

Note: OES student files are kept in the main office and a copy of every form is kept for in house records.

The Degree Works degree evaluation tool in LEO Online is designed to assist advisors and students with course planning, measuring progress toward program completion, and curriculum advising.

The degree evaluation is based on catalog term and indicates degree requirement conditions that are "met" and "not met" by analyzing a student's grades and GPA, credit hours, and completed course work against university, college, and departmental requirements for specific courses/majors/programs. General Education, minor and cluster requirements are also included in the degree evaluation.

OES Graduate Degree Milestones/Timelines

Student Name_____ Advisor_____

Semester/Year started_____

MS – Non-Thesis

Time semester	**Event**	**Credits**	**Form(s)**
1	Meet with advisor; plan Courses and timing		
	Bio & Phys Ocean	7	
	MatLab (OEAS 506)	1	
2	Chem and Geo Ocean	6	
summer	Summer research? (OEAS 698; see below)		
3	Specialty courses Readings course	7	
4	Specialty courses	9	
4	Written Comp Exam		M2
4	Graduate	30	
FLEXIBLE	5d field/cruise # completed:_____	-	OEAS form + M2
FLEXIBLE	Non-Thesis ←→ Thesis		G2

Notes: OEAS 698 can substitute for up to 3 credits of specialty courses
In the MS program, 1 readings course should be taken after the first year

OES Graduate Degree Milestones/Timelines

Student Name_____ Advisor_____

Semester/Year started_____

Time semester	Event	MS – Thesis Credits	Form(s)
1	Meet with advisor; plan courses and timing		
	Bio & Phys Ocean	7	
	MatLab (OEAS 506)	1	
2	**Form Thesis Committee**		M1
	Chem and Geo Ocean	6	
Summer 1	Summer research (OEAS 698)	3	
3	Specialty courses Readings course	7	
4	Specialty courses	6	
Summer 2	Summer research (OEAS 698)	3	
	Defend thesis		M2
	Written thesis		M3
		30+	
FLEXIBLE	5d field/cruise		OEAS form + M2
	# Completed: _____		
FLEXIBLE	Thesis ←→ Non-Thesis		G2

Notes: OEAS 698 can substitute for up to 6 credits of specialty courses
In the MS program, 1 readings course should be taken after the first year

OES Graduate Degree Milestones/Timelines

Last Thesis Advisory Committee Meeting:_____

Advisor's Evaluation Section (Excellent, Very Good, Good, Fair, Poor)

Coursework/Non-Coursework Requirements	Rating_____
Research	Rating_____
Teaching (as applicable)	Rating_____
Overall Evaluation	**Rating_____**

Advisor's Comments:

Anticipated Support AY 2023-2024:

Student's Signature_____ Date_____

Advisor's Signature_____

OES Graduate Degree Milestones/Timelines

Student Name_____ Advisor_____

Start date _____

Ph.D.

Time semester	Event	Credits	Form(s)
1	Bio and Phys Ocean	7	
	MatLab (OEAS 506)	1	
2	Chem and Geo Ocean	6	
	Form Advisory Comm		
	Curriculum Plan		
	1–2-page		D1
	research summary		D3 + copy research summary
Summer 1	Diagnostic Exam Summer research (OEAS 898)	3	
3	Specialty courses, Readings course (1 per year after Year 1)	6	
4	Specialty courses (>60% at 800 level)	6	
Summer 2	Summer research (OEAS 898)	3	
NOTE: AT THIS POINT THE MAJORITY OF COURSE WORK IS COMPLETED			
5	Computer Language Skill		D3
	Candidacy Exam		D3 + copy of exam
	Advancement to Candidacy		D9
	Form Dissertation Comm.		D2
	Dissertation Prospectus*		D3 + copy of prospectus
	Research (OEAS 898)	6	
6	OEAS 898 + readings	6	
		>48 (>60% 8XX level)	
9-10	Defend Ph.D.		D3
	Written Ph.D.		D5

*** Prospectus Defense must be within 6 months of Advancement to Candidacy**

FLEXIBLE: 10d field/cruise OEAS form +M2

Number Field Days Completed: _____

OES Graduate Degree Milestones/Timelines

Last Thesis Advisory Committee Meeting:_____

Advisor's Evaluation Section (Excellent, Very Good, Good, Fair, Poor)

Coursework/Non-Coursework Requirements Rating_____ Research Rating_

Teaching (as applicable) Rating_____

Overall Evaluation **Rating_____**

Advisor's Comments:

Anticipated Support AY 2023-2024:

Student's Signature_____ Date_____

Advisor's Signature_____

OES Graduate Support

We provide all graduate students in the Department of Ocean & Earth Sciences with financial support through teaching or research assistantships that include tuition costs and health insurance coverage. Thus, our program pays the major costs of attending graduate school and provides a stipend for living expenses. For students applying to the program for the first time, the prestigious Dorothy Brown Smith (DBS) Scholarship is also available for their first year (see below). Otherwise, a new student will be supported as a Graduate Teaching Assistant (GTA) by the Department or as a Graduate Research Assistant (GRA) by a faculty member's research funding. For GRA support in particular, prospective students should contact individual faculty members prior to submitting their applications.

Dorothy Brown Smith Scholarship for New Students

Deadline: Application to OES M.S. and Ph.D. programs must be complete by 15 January. An applicant does not directly apply for the DBS Scholarship; instead, the Graduate Admissions Committee selects potential applicants based on the criteria below.

Criteria for evaluation: These scholarships are only available to STEM majors applying to the OES M.S. and Ph.D. programs for the first time. Evaluation criteria include GPA, and research experience (e.g., NSF REU, senior thesis). This scholarship is not available to currently enrolled OES graduate students; see below for other scholarships.

Amount: $30,000, plus tuition, health insurance, and up to $2,000 in research supplies or travel. A maximum of two students will be supported by this scholarship each year. However, the scholarship is only given to qualified applicants, and if none are identified, then no awards are given.
Duration: One year; the student's advisor must secure funding afterward, either as a GRA or GTA.
Scholarships

Available OES scholarships for current students

The Zaneveld, Kelley, and Entsminger Scholarships and the Hillegass Awards are available once a year. The application deadline is 15 May for awards to be made the following academic year. Applications for the DBS Travel awards will be accepted throughout the year until funds are exhausted. All applications are to be emailed to the OES GPD. Evaluations of these applications will be based primarily on merit, but some consideration will also be made with respect to need. Students may apply for more than one scholarship at a time.

Guidelines:

1. Must be a full-time graduate student in Old Dominion University's Department of Ocean & Earth Sciences. (full-time status depends on M.S. or Ph.D. degree and enrollment status such as Advanced to Candidacy for Ph.D. students).
2. Must meet any specific requirements called for in the scholarship description below (e.g., "open to M.S. students only").

Catherine M. Hillegass Research Award - Open to Earth Science/Ocean Science students. Student is selected by the Graduate Education Committee and candidate selection is forwarded to the Office of Student Financial Aid.

Commented [CS1]: See correction and OK it, please.

Commented [WSL2]: This is actually two separate scholarships. One for an Earth Science student, and the other for Ocean Science.

Commented [RZ3R2]: According to FCD (who originated the gift with the donors), the separation between Ocean & Earth has been interpreted broadly in the past. Not sure we want to go into any details here….

Jacques S. Zaneveld Endowed Scholarship - One recipient per competition. Must demonstrate financial need for funding in the preparation of his/her dissertation in the field of biological oceanography by completing a current FAFSA (Financial Aid Form) to qualify. Student is selected by the Graduate Education Committee and candidate selection is forwarded to the Office of Student Financial Aid.

Lee Entsminger Scholarship for Coastal Geology - Student must meet or exceed the University's academic requirement of maintaining no less than a 3.0 average. Student is selected by the Graduate Education Committee and candidate selection is forwarded to the Office of Student Financial Aid. Preference is given to a student emphasizing the geosciences; if no such student is available, the Graduate Education Committee may recommend any student in the department.

Neil and Susan Kelley Endowed Scholarship Fund - Open to students pursuing a Master of Science in Ocean and Earth Sciences. Awarded on merit. May be renewed annually, for a period covering the master's degree only, if recipient has and maintains a 3.0 GPA. Student is selected by the Graduate Education Committee and candidate selection is forwarded to the Office of Student Financial Aid.

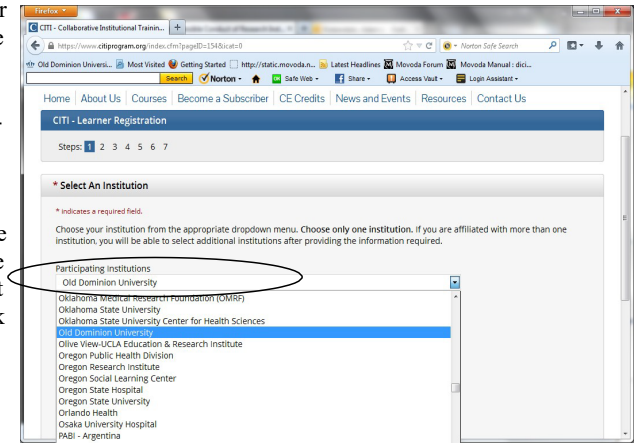
Departmental Scholarship for Travel - For the Departmental Scholarship for Travel applicants must provide:

1) The abstract and acceptance letter/email for an oral or poster presentation at a scientific meeting.
2) A summary travel budget (transportation, food and lodging, registration, and abstract fees, as applicable; maximum of $2,000).
3) A letter of support from your faculty advisor--all as a single PDF file.

For a scientific meeting, the application must be submitted no later than one month after receipt of the acceptance letter/email, and for other travel (e.g., to a lab or workshop for training or to participate in a specialized course at another institution), at least two months prior to travel. **Eligible students may only receive this award once per academic year.**

Instructions for CITI Responsible Conduct of Research Training

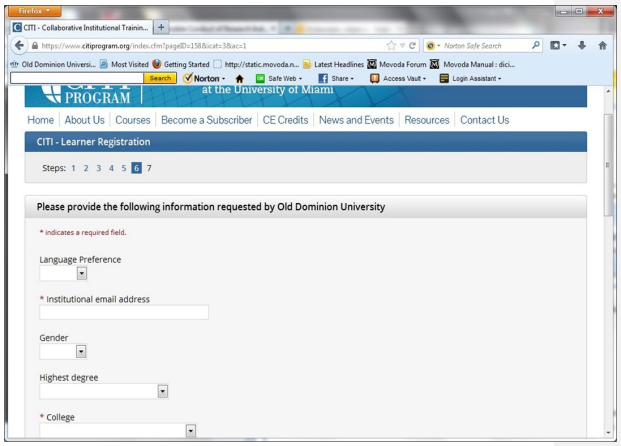
1) Go to http://www.citiprogram.org
2) Create an account as an ODU user. Click the "Register" button under "Create an Account" on the right side of the page



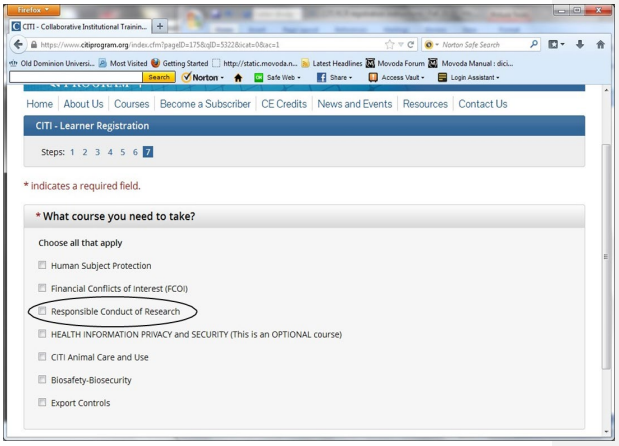
3) On the second screen, you will be able to select ODU as your institution and begin to create your account details.
   a. Select Old Dominion University from the drop-down list of Participating Institutions. This step ensures that the proper information will be on the certificate you print at the end of the course and that ODU will be able to track your completion.

4) On the screens that follow:
   a. Enter your name
   b. Enter your e-mail address (and secondary address, if desired). Make sure this is an address you check on a regular basis.
   c. Create a Username and Password
   d. Create your Security Question
   e. Answer demographic questions (optional)
   f. Answer "NO" for Continuing Education Units

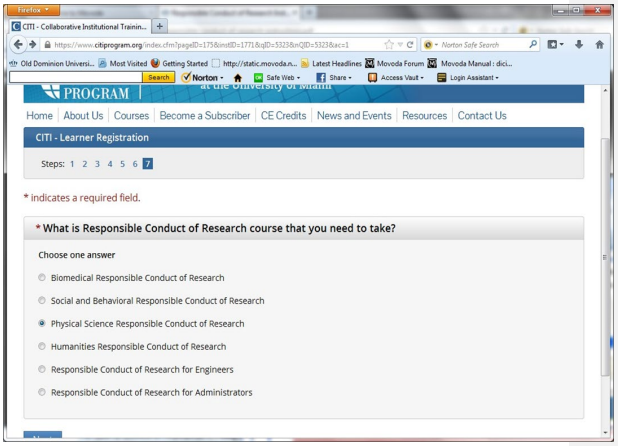
5) The screen on the left will prompt you to complete your profile information. The only information required is marked by asterisks. You will need to enter the following:
   a. Institutional e-mail address
   b. College
   c. Department
   d. Role in research (Select "Student Research – Graduate Level" if none other apply)
   e. UIN



6) The next screen allows you to select your curriculum. Options for multiple courses exist. You only need to select "Responsible Conduct of Research" at this time. If later you need to complete one of the other training courses, you can modify your profile.



7) After selecting RCR training, you can choose the course that is most applicable to you. RCR courses are tailored for six different areas: Biomedical, Social and Behavioral, Physical Science, Humanities, Engineers, and Administrators.



8) Your final selection screen will ask you if you want to register with another institution. Select "Finalize Registration" and continue.

9) You have now been returned to the Main Menu page and your course should be available. To begin the RCR course, click on "Old Dominion University Courses" and then click on your RCR course. This will bring you to the module listings. You must complete the "Integrity Assurance Statement" and the introduction module before taking the topic specific modules.

10) You will see several modules listed as optional. While these modules are useful, you are not required to complete any of them to satisfy the RCR training requirement. Once you have completed all the required modules, you will be able to print out a completion certificate on the "CITI RCR Course Completion Page". Finishing this final module will also notify ODU that you have satisfied the training requirement.

ODU Campus Map ODU Parking Map Phone App: ODU Mobile