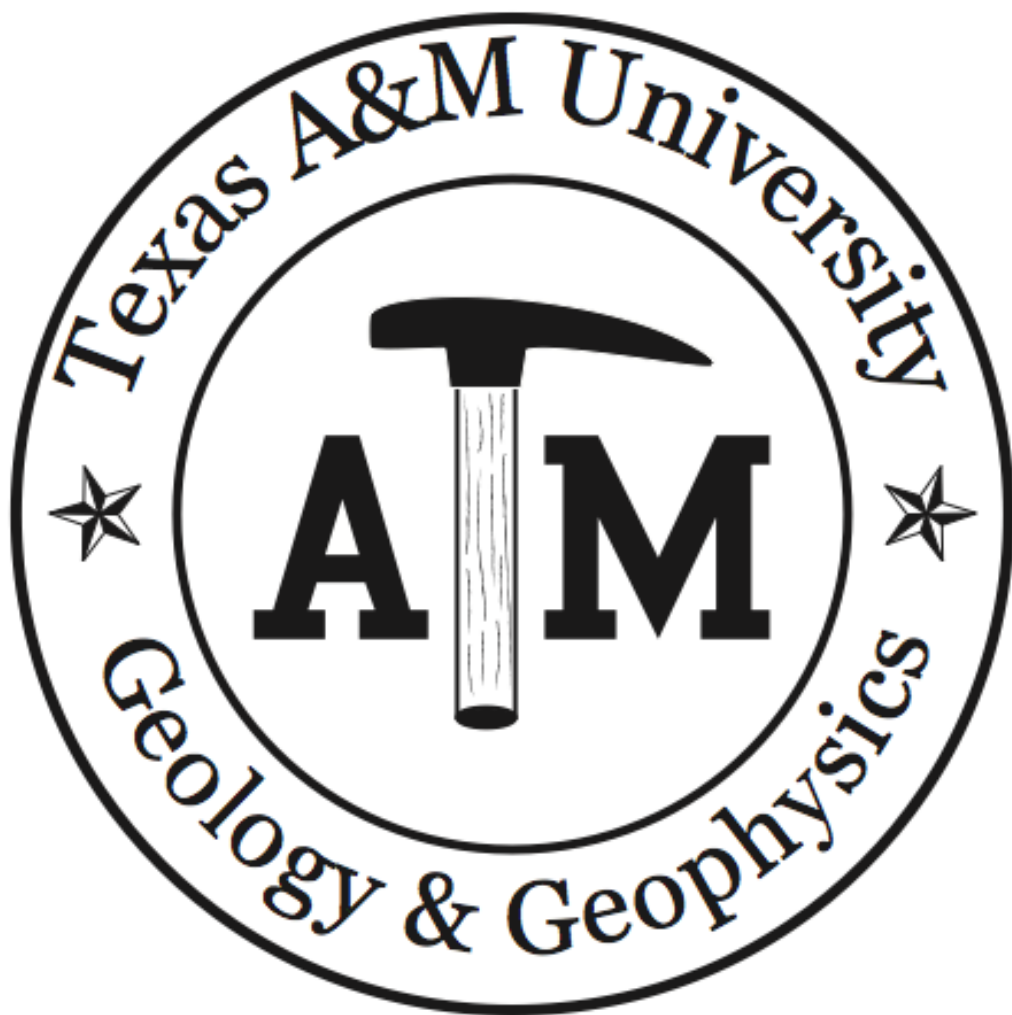


2010 Graduate Handbook

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TEXAS A&M
UNIVERSITY

Aggie Code of Honor

For many years Aggies have followed a Code of Honor, which is stated in this very simple verse:

An Aggie does not lie, cheat, or steal or tolerate those who do.

The Aggie Code of Honor is an effort to unify the aims of all Texas A&M men and women toward a high code of ethics and personal dignity. For most, living under this code will be no problem, as it asks nothing of a person that is beyond reason. It only calls for honesty and integrity, characteristics that Aggies have always exemplified.

The Aggie Code of Honor functions as a symbol to all Aggies, promoting understanding and loyalty to truth and confidence in each other.

Geology and Geophysics Core Values

- Clear articulation of our vision and goals is essential for establishing priorities, expectations and accountability.
- Openness, honesty and listening are essential for mutual trust and effective communication.
- Opinions, diverse perspectives and contributions of all community members are valued regardless of position or background.
- Dedication will achieve superior results.
- Continuous learning and mentoring are essential for both personal satisfaction and success
- A harmonious balance between work and personal life will result in high productivity, creativity and personal well being
- Fostering a climate of intellectual curiosity, scientific rigor, and collaboration will engage individuals and inspire excellence.
- Striving for improvement will lead to greater efficiency, productivity and quality

Calendar: Academic Fall 2010

3

August 27	Friday. 5 p.m. Last day to register for fall semester classes and pay fees.
August 29	Sunday. Freshman Convocation
August 30	Monday. First day of fall semester classes.
September 3	Friday. 5 p.m. Last day for adding/dropping courses for the fall semester.
September 10	Friday. 5 p.m. Last day to apply for all degrees to be awarded in December.
September 24	Friday. Academic Convocation
October 18	Monday. noon. Mid-semester grades due.
November 5	Friday. 5 p.m. <ul style="list-style-type: none">· Last day for all students to drop courses with no penalty (Q-drop).· Last day to change Kinesiology 198/199 grade type.· Last day to officially withdraw from the University.
November 18	Thursday. Bonfire 1999 Remembrance Day.
November 18- December 3	Thursday-Friday. Preregistration for 2011 spring semester.
November 25-26	Thursday-Friday. Thanksgiving holiday.
December 6	Monday. <ul style="list-style-type: none">· Redefined day, students attend their Friday classes.· Prep day, classes meet. No regular course exams (except for laboratory and one-hour classes) shall be given on these days.
December 7	Tuesday. <ul style="list-style-type: none">· Last day of fall semester classes.· Redefined day, students attend their Thursday classes.· Prep day, classes meet. No regular course exams (except for laboratory and one-hour classes) shall be given on these days.
December 8-9	Wednesday-Thursday. Reading days, no classes.
December 10, 13- 15	Friday, Monday-Wednesday. Fall semester final examinations for all students.
December 16	Thursday. 1 p.m. Grades due for all degree candidates.
December 17	Friday. 5 p.m. Last day for December undergraduate degree candidates to apply for Tuition Rebate.
December 17-18	Friday-Saturday. Commencement and Commissioning
December 20	Monday. noon. Final grades due for all students.
December 24-31	Friday-Friday. Faculty and Staff holiday.

* All dates and times are subject to change.

Calendar: Office of Graduate Studies Fall 2010

4

NOTE: Failure to meet deadlines may result in the postponement of receipt of the degree.

***These dates are subject to change.**

REGISTRATION AND DROP/ADD

August 13	Friday	Last day to submit approval form and PDF of thesis in final form by 5:00 pm to avoid registration in Fall semester.
August 27	Friday	Last day to register for fall semester classes and pay fees by 5:00 pm.
August 30	Monday	First day of fall semester classes.
September 3	Friday	Last day to clear Thesis Office by 5:00 p.m. to avoid registration in Fall Semester, and last day to add/drop courses for the fall semester by 5:00 pm.
September 10	Friday	LAST DAY TO APPLY FOR ALL DEGREES TO BE AWARDED IN DECEMBER BY 5:00 PM.
November 5	Friday	Last day for <u>all</u> students to drop courses with no penalty (Q-drop), and last day to officially withdraw from the University
November 18	Wednesday	Bonfire 1999 Remembrance Day.

APPLICATIONS FOR DEGREE (DIPLOMA ORDER)

August 18	Wednesday	First day to apply for degrees to be awarded in December.
September 10	Friday	LAST DAY TO APPLY FOR DEGREES TO BE AWARDED IN DECEMBER. A diploma fee of \$40.00 will be added to your student bill. A LATE CHARGE OF \$50.00 WILL BE ASSESSED TO STUDENTS WHO APPLY FOR GRADUATION AFTER 9-10-10.

CLEARANCE

December 16	Thursday	Academic Degree Audits conducted <i>after</i> 5:00 p.m.
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COMMENCEMENT

December 17	Friday	Commencement
December 18	Saturday	Commencement

Degree plans must be received by our office at least **90 working days** prior to submission of the Request and Announcement of the Final Examination.

MASTER'S – NON-THESIS OPTION

June 25	Friday	Last day for degree plan to be received by the Office of Graduate Studies.
October 18	Monday	Midsemester – first day to take final orals for students enrolled in courses on degree plan.
October 29	Friday	Last day to submit “Request and Announcement of the Final Examination” or 10 working days prior to the examination, whichever comes first to the Office of Graduate Studies.
October 29	Friday	Last day to submit “Request for Exemption from Final Examination” for students in M.Eng., MCS or M.Ed. in EPSY.
November 12	Friday	Last day to take final examination.

MASTER'S – THESIS OPTION

May 28	Friday	Last day for degree plan to be received by the Office of Graduate Studies.
October 1	Friday	Last day to submit “Request and Announcement of the Final Examination” or 10 working days prior to the examination, whichever comes first to the Office of Graduate Studies.
October 1	Friday	Last day to submit “Request for Exemption from Final Examination”
October 15	Friday	Last day to take final exam. (defend thesis)
October 22	Friday	Last day to submit a signed approval form and a PDF file of the thesis in final form by 5:00 p.m. The signed approval form is submitted to the Thesis Office . The PDF file must be submitted via the web to http://thesis.tamu.edu .
December 1	Wednesday	Last day to submit final corrections of thesis to the Thesis Office by 5:00 p.m.

DOCTORAL DEGREES

		Preliminary examination results must be received by our office at least 14 WEEKS prior to the final examination date.
May 28	Friday	Last day for degree plan to be received by the Office of Graduate Studies.

Calendar: Office of Graduate Studies Fall 2010 cont. 5

October 1	Friday	Last day to submit "Request and Announcement of the Final Examination" or 10 working days prior to the examination date, whichever comes first to the Office of Graduate Studies.
October 15	Friday	Last day to take final exam. (defend dissertation or record of study)
October 22	Friday	Last day to submit a signed approval form and PDF of the dissertation in final form by 5:00 p.m. Signed approval form is submitted to Thesis Office . The PDF file must be submitted via the web to http://thesis.tamu.edu .
December 1	Wednesday	Last day to submit final corrections of dissertation or record of study to the Thesis Office by 5:00 p.m.

ADDITIONAL DEADLINES FOR DEGREES TO BE CONFERRED IN DECEMBER 2009

November 12	Friday	Last day to submit petitions to change degree plan coursework for students in master's programs without a final examination requirement: MAB, MBA, MMR, MIA, MID, MPSA, MRE, MS programs in the Lowry Mays College of Business, and MS programs in EHRD – HRD option.
January 21, 2011	Friday	Last day to CLEAR for Fall 2010 graduation. (Applies ONLY to those students not clearing final audit on degree audit night.)

THESIS/DISSERTATION/PROPOSAL DEADLINE IS 15 WORKING DAYS PRIOR TO THE SUBMISSION OF "REQUEST AND ANNOUNCEMENT OF THE FINAL EXAMINATION" TO THE OFFICE OF GRADUATE STUDIES.

Students should check with their graduate advisors concerning deadlines for submitting material to departments.

A Tradition of Excellence Since 1939

Recognized as one of the largest programs of its kind in the nation, the Career Center has received National and Regional recognition for its many Best Practices, including the Mock Interview Program, Career Coordinators, Parents Website and Guide, and Former Student Career Services.

Mission

The Texas A&M University Career Center is an integrated source of career opportunities for individuals and talent for employers. The Center promotes career learning throughout the entire period of a student's involvement with Texas A&M University by providing career information and facilitating employment connections. We conduct our business responsibly by emphasizing innovation, customer service, and team work.

Career Center Statistics (2008-2009)

More than...

- 12,000 student advising contacts
- 11,200 student registrations for our online services
- 300 workshops and requested presentations
- 17,000 interviews conducted for internships, co-ops, and full-time jobs
- 4,400 jobs posted in our HireAggies.com online system, including on-campus interviews and resume referrals
- 1,600 companies participating in campus recruiting
- 127,000 resume submissions processed

<http://careercenter.tamu.edu/about/aboutCC.cfm?&sn=welcome>

Student Counseling Service (SCS)

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Welcome!

Welcome to the Texas A&M University Student Counseling Service (SCS)! *Services and programs of the SCS are primarily funded by your student service fee.* Our goal is to help students achieve as much success as possible while at Texas A&M University. The SCS provides short-term counseling and crisis intervention services to the largest number of students possible within the limits of its resources. SCS staff incorporate into practice awareness, respect, and valuing of cultural differences. We offer a wide variety of services.

[Crisis Intervention](#)

If you find yourself in a life threatening or life altering crisis situation, you may come to Student Counseling Service (room B103 of [Cain Hall](#), (979-845-4427) for crisis intervention anytime during business hours 8:00 AM to 5:00 PM Monday through Friday, but preferably between 10:00 AM and 12:00 PM or 1:00 PM and 4:00 PM when specific counselors are assigned to provide crisis intervention. Information, support, and crisis intervention are available after business hours through [HelpLine](#) at 979-845-2700 (V/TTY). HelpLine is available after 4:00 PM on weekdays and 24 hours a day most weekends. If the HelpLine is not open, an automated phone message will provide specific information about where to go for crisis intervention.

Directory: G&G Faculty and Staff

Room #		Phone #
53	Ahr, Wayne	5-2447
68	Lab	5-0107
401 RICH	Ayers, Walt	458-0721
815 RICH	Blasingame, Tom	5-2292
359	Carlson, Richard	5-1398
130	Chester, Fred	5-3296
228	Chester, Judi	5-1380
153	Duan, Benchun	5-3297
357A	Everett, Mark	862-2129
269	Fox, Jeff	862-2886
361	Gangi, Anthony	5-1381
257	Giardino, Rick	5-3224
276	Lab	255-0151
351	Gibson, Rick	862-8653
374	Lab	458-1169
210	Grossman, Ethan	5-0637
204	Lab	458-4486
202 O&M	5-3651
208	Guillemette, Ray	5-6301
202B	Probe Room	5-6301
224	Hajash, Andy	5-0642
222	Lab	5-3186
003	Heaney, Mike	5-7841
165	Research	847-8983
309	Herbert, Bruce	5-2405
363	Ikelle, Luc	862-4296
364	Lab	458-3360
372	Lab	458-3222
108AA	Kronenberg, Andreas	458-1166
306	Lamb, Will	5-3075
251	Marcantonio, Franco	5-9240
255A	Mathewson, Chris	5-2488
254	Miller, Brent	458-3671
355	Miller, Kate	
157	Newman, Julie	5-9283
263	Olszewski, Tom	5-2465
51	Pope, Mike	5-4376
212	Popp, Bob	5-0639
161	Raymond, Anne	5-0644
306C O&M	Richardson, Mary Jo	5-7966
709 RICH	Russell, James	5-6184
317A O&M	Sager, William	5-9828
159	Spang, John	5-8972
353	Sparks, David	458-1051
63	Sun, Yuefeng	5-0635
803 E O&M	Tchakerian, Vatche	5-7997
317B O&M	Thomas, Debbie	862-7742
314	Tice, Mike	5-3138
273	Vitek, Jack	458-1749
61	Weiss, Robert	5-4156
151	Wiltschko, David	5-9680

167	Yancey, Thomas	5-0643
259	Zhan, Hongbin	862-7961

* Adjunct/Joint Faculty

ADMINISTRATIVE STAFF

Room #		Phone #
108B	Dunham, Sandy	5-2400
109D	Schorm, Debbie	862-3697
108C	Stark, Debra	5-2453
109B	Tennell, Gwen	5-2969

COMPUTER STAFF

Room #		Phone #
367F	Tran, Steve	5-4842
367A	Young, Ryan	5-1366

Help Desk: help@geo.tamu.edu

TECHNICAL STAFF

Room #		Phone #
30	Holyoke, Caleb	458-3924
	Lab	862-7851
158	Moore, Jason	862-8307
B28	Powell, Clayton	5-3291
214	Sartori, Fabio	862-1401
372	Sturzu, Ioan	458-3222

COLLEGE OF GEOSCIENCES

Atmospheric Sciences - 1204 O&M	5-7671
Dean's Office - 204 O&M	5-3651
Geography - 810 O&M	5-7141
Geology & Geophysics	5-2451
108 & 109 Old Halb. / Fax # 845-6162 / M.S. #3115	
GERG	862-2323
IODP	5-2673
Oceanography - 1204 O&M	5-7211
Sea Grant	5-3854

Directory: Important Phone Numbers and Emails

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Adult, Graduate and Off Campus Student Services	http://studentlife.tamu.edu/agoss	979-845-1741
Aggie Athletics	http://www.aggieathletics.com/	979-845-2311 (Tickets)
The Association of Former Students	http://www.aggienetwork.com	979-845-7514
The Battalion / Campus Newspaper 845-0569 (Ads)	http://www.thebatt.com/	979-845-3313 (News)
Bus Operations	http://transport.tamu.edu/transit.aspx	979-845-1971
Campus Information		979-845-3211
Campus Maps	http://campusmaps.tamu.edu/	
Campus Traditions & History	http://traditions.tamu.edu/traditions	http://aggietraditions.tamu.edu/
Career Center	http://careercenter.tamu.edu	979-845-5139
Computing and Information Services	http://cis.tamu.edu/	979-845-8300 (Help Desk)
Continuing and Professional Studies	http://capso.tamu.edu/	979-845-6036
Copy Center		979-845-2427
Satellite, Evans Library		979-845-4637
Distance Education	http://distance.tamu.edu/	979-845-4282
English Language Institute	http://eli.tamu.edu/	979-845-7936
GLBT Resource Center	http://glbt.tamu.edu/	979-862-8920
Graduate Mentors	http://gradmentors.tamu.edu/	979-845-1741
Graduate Student Council	http://gsc.tamu.edu	979-862-1974
Graduate Studies, Office of	http://ogs.tamu.edu/	979-845-3631
Housing Office:		
University Apartments / Married Housing	http://reslife.tamu.edu/ua/	979-845-2261
On-Campus Housing	http://reslife.tamu.edu/	979-845-4744

Directory: Important Phone Numbers and Emails- cont. 10

International Student Services	http://International.tamu.edu/iss/	979-845-1824
Libraries	http://library.tamu.edu/	979-845-5741
Lost & Found	http://hospitality.tamu.edu/lost&found.html	979-845-8908 (MSC)
Measurement and Research Services	http://www.tamu.edu/mars/	979-845-0532
Memorial Student Center Complex	http://www.mscc.tamu.edu/	979-845-8908
MSC Print 'N' Copy	http://pnc.tamu.edu	979-845-7294
Multicultural Services, Department of	http://dms.tamu.edu/	979-845-2000
New Student Programs	http://studentlife.tamu.edu/nsp/	979-845-5826
Ombudsperson for Graduate Education	http://ogs.tamu.edu	979-845-3631
Parking, Traffic and Transportation	http://transport.tamu.edu	979-862-7275
Registrar, Office of the	http://admissions.tamu.edu/registrar/	979-845-1031
Research Policy and Development Support Office	http://researchpolicy.tamu.edu/	979-845-1812
Ring Office	http://www.aggienetwork.com/ring	979-845-7514
Scholarships & Financial Aid	https://financialaid.tamu.edu/	979-845-3236
Student Conflict Resolution Services	http://studentlife.tamu.edu/scrs/	979-845-6138
Student Counseling Service	http://scs.tamu.edu	979-845-4427
Student Health Services	http://shs.tamu.edu/	979-458-8316
Student Legal Services	http://studentlife.tamu.edu/scrs/	979-847-7272
Student Life	http://studentlife.tamu.edu/	979-845-3111
Student Loan Services	http://finance.tamu.edu/sbs/loans/default.asp	
Texas A&M University Bookstore (MSC)	http://tamu.bncollege.com/	979-845-8681
Thesis Office	http://thesis.tamu.edu	979-845-2225
University Writing Center	http://writingcenter.tamu.edu/	979-458-1455

Attached, you will find the Departmental Policies for graduate students. Please read it carefully, and check with me if you have any questions. Note especially, that it is the responsibility of each student to understand and adhere to these policies. Additional University regulations are listed in the current [Graduate Catalog \(http://catalog.tamu.edu/\)](http://catalog.tamu.edu/).

Graduate students must register for a minimum of 9 credits per semester during Fall and Spring semesters in order to qualify for full-time enrollment, and to be eligible for financial assistance or employment. Registration during the summer semesters requires 6 hours to be full-time.

- Office space will be assigned by your advisor. If you do not yet know who your advisor will be, the faculty member who advises you in registering this semester will provide assistance. Please see me if there are any problems. Do not remove or exchange furniture in your assigned office without permission from the building proctor. Keys to offices and labs can be obtained in Room 109. Obtaining keys to most labs requires permission from the appropriate faculty member.
- Graduate student mailboxes are located in room 106. Teaching assistants are required to check their mailboxes at least once per day. Many announcements of interest to graduate students are posted in this room, so be sure to check your mail and the bulletin board regularly.
- The departmental computer lab is located on the 3rd floor in the back wing of the building (Hall 367), and is secured from 5pm to 8am Monday-Friday, and all weekend. When you have received a student ID card, Steve Tran (room 367.F, 5-4842) can code your ID into the card reader. He can give you information about computer access and e-mail.
- The departmental policy for use of personal computers is given on the attached sheet.
- If you sign up for Seminars (681), Directed Studies (685), or Research (691) hours, you must register in the section assigned to the faculty member in charge. Those section numbers are given on the attached sheet, if you have any problems with that please see Debbie Schorm in room 109.
- All graduate students are expected to attend the departmental seminars held Friday at 11:30 AM. At the first seminar on Friday, 9/3 in room 101, new students and faculty will be introduced.

Special Course Requirements

- The following courses are required for all Geophysics Ph.D. students: GEOP 652, GEOP 660, GEOP 611, and GEOP 666.
- Each M.S. student must take at least two seminars (GEOL or GEOP 681); each Ph.D. student must take at least three seminars. The required number of 681 hours must appear on your Degree Plan. At the beginning of each semester, faculty members will post notices announcing the topics of seminars.

Committee Memberships

- M.S.- No fewer than three members of the graduate faculty representative of the student's general field of research, one of whom must be from outside the department.
- Ph.D.- No fewer than five members of the graduate faculty representative of the student's general field of research, at least one of whom must be from outside the department.

Schedules for Completion of M.S. and Ph.D. Degree Requirements

- All students are required to familiarize themselves with all requirements listed in the Graduate Catalog, the Graduate Handbook, and the Thesis Manual.
- The Degree Plan is to be submitted to the Office of Graduate Studies prior to the start of the third semester.
- The M. S. Thesis Proposal is to be filed by the end of the third semester.
- Ph.D. Preliminary Exams and Thesis Proposal are to be completed prior to the end of the fifth semester.
- All other schedules and requirements are as listed in the Graduate Catalog of the academic year entered.
- Advancement from the MS I to MS II TA stipend level requires a student to be in the second year of enrollment and have the Degree Plan submitted. To remain in MS II status requires submission of the Thesis Proposal. The stipend level for any semester is fixed on the Wednesday before classes begin.
- Advancement from the PhD I to PhD II TA stipend level requires a student to have passed the Preliminary Exam and submitted the Dissertation Proposal. The stipend level for any semester is fixed on the Wednesday before classes begin.

Signatures on Thesis/ Dissertation Title Page.

- The Department Head will not sign the title page of a Thesis or Dissertation until:
- The student has provided an electronic copy of the Thesis/ Dissertation Abstract to the Graduate Assistant.
- A departmental Computer System Manager has verified that the student has made arrangements to terminate computer accounts.
- The office staff has verified that the student has made arrangements to return all keys to the building.

Assistantships and Fellowships

If you receive a fellowship the award will be your primary support for the semester you choose. Therefore, you will not be eligible for a TA or RA position or Internship during the semester. You are also required to be in residence and you must register for at least 9 hrs for the Fall/Spring semester or 6 hours for the Summer. You will also not be eligible for benefits for the semesters you hold a fellowship, and your tuition will not be paid by the University. If you receive an assistantship you will not be eligible for any fellowship money. Assistantships and Fellowship are awarded as a means of continuing an individual's education. However if an individual is on a Fellowship or Assistantship (IT CANNOT BE BOTH) in our department he or she cannot accept employment outside this department without the expressed approval of the department and the Dean's Office.

When do I need to submit my degree plan?

Deadlines to submit degree plans are for MS-Before the start of the 3rd regular semester, for PhD-Before the start of the 4th regular semester.

If I want to change my classification from MS to PhD what do I do?

Fill out the Petition for Change of Major/Degree/Department at <http://ogs.tamu.edu/forms/student-forms>. Once you have filled out this form bring it to Debbie with a interest statement and ask three faculty in your department to send me a recommendation letter.

If I want to apply for another department on campus?

Fill out the Letter of Intent to Pursue Another Graduate Degree at <http://ogs.tamu.edu/forms/student-forms>. Once you have filled out this form bring it to Debbie with a interest statement and ask three faculty in your department to send me a recommendation letter.

I want to sign up for a 681, 685 or 691?

You will need to fill out Course Approval Form (sample attached on page 31). You will fill out the top and your advisor will fill out the bottom and sign, then you will need to return the form to me.

Fellowships: National Graduate Fellowship Programs

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National Science Foundation

~ 1600 awarded annually, due Nov. 3rd – 12th, depending on discipline

<https://www.fastlane.nsf.gov/grfp/>

NASA Earth Systems Science Fellowships

~ 55 new fellowships awarded annually, due February

<http://science.hq.nasa.gov/education/catalog/programs/Programs49.html>

Department of Defense Science and Engineering Graduate Fellowships

~ 200 awarded annually, due January <http://www.asee.org/ndseg/index.cfm>

Krell Institute/DOE Computational Science Graduate Fellowship,

~ 18 awarded annually

<http://www2.krellinst.org/csgf/eligibility.shtml>

Dept. Homeland Security

~ 62 awarded annually, due Feb.

<http://www.orau.gov/dhsed/>

Dept. of Education, J. K. Javits Fellowships

~ 48 awarded annually, due Oct.

<http://www.ed.gov/programs/jacobjavits/index.html>

Ford Foundation Predoctoral Diversity Fellowships

~ 60 awarded annually, due Nov.

<http://www7.nationalacademies.org/fordfellowships/fordpredoc.html>

Ford Foundation Diversity Dissertation Fellowships

~35 awarded annually, due Nov.

<http://www7.nationalacademies.org/fordfellowships/forddiss.html>

NIH Ruth Kirschstein NRSA Predoctoral Fellowships to Promote Diversity in Health-Related Research

> 100 awarded annually, due April, August and Dec annually

<http://grants.nih.gov/grants/guide/pa-files/PA-07-106.html>

(Note: this one is like a full research proposal)

EPA Science to Achieve Results (STAR) Graduate Fellowships

(This one is suspended this year, but is expected to be back next year)

http://es.epa.gov/ncer/rfa/2008/2008_star_fellow.html

GEM Fellowships (for minorities in engineering and science)

> 300 awarded (est.), due Nov. <http://www.gemfellowship.org/>

American Association of University Women Selected Professions Fellowship

~29 awarded annually, due Jan.

http://www.aauw.org/education/fga/fellowships_grants/selected.cfm

Fellowships: National Graduate Fellowship Programs cont.

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- Africa-America Institute <http://www.aaionline.org/>
- American Association of University Women Career Development Grants <http://www.aauw.org/3000/felgrawa.html>
- American Sociological Association Fellowship Program <http://www.asanet.org//page.wv?section=Funding&name=Funding+Opportunities>
- ASHE/Lumina Dissertation Fellowship Program <http://www.ashe.ws/fellowship/aboutfellowship.htm>
- Council of Independent Colleges American Graduate Fellowships (Humanities) http://www.cic.edu/projects_services/grants/americangrad.asp
- US Dept. of Energy Computational Science Graduate Fellowship <https://www2.krellinst.org/csgf/application/>
- National Institute of Justice (NIJ) Graduate Research Fellowship <http://www.ojp.usdoj.gov/nij/funding/graduate-research-fellowship/>
- W.E.B. DuBois Fellowship Program: NIJ Research Opportunity <http://www.ojp.usdoj.gov/nij/funding/current.htm>
- Jack Kent Cooke Foundation Graduate Fellowship Program <http://www.jkcf.org/scholarships/graduate-scholarships/>
- Jack Kent Cooke Foundation -- Other Funding Resources <http://www.jkcf.org/news-knowledge/external-resources/sources-of-graduate-funding/>
- Jacob K. Javits Fellowships <http://www.ed.gov/programs/jacobjavits/index.html>
- Committee on Institutional Cooperation FreeApp Program (application fee waiver at certain universities) <http://www.cic.net/Home/Students/FreeApp/Introduction.aspx>
- Knowles Science Teaching Foundation Fellowships <http://www.kstf.org/>
- National Science Foundation Graduate Research Fellowships <http://www.nsfgradfellows.org/>
- Truman Fellowships <http://www.truman.gov/>
- Graduate and Postdoctorate Extramural Support (GRAPES) database (provided by UCLA Graduate Division) <http://www.gdnet.ucla.edu/grpinst.htm>
- American Political Science Association http://www.apsanet.org/section_191.cfm
- American Psychological Association <http://www.apa.org/students/funding.html>
- National Academy of Sciences Fellowship Programs Unit <http://www7.nationalacademies.org/fellowships/>
- Kauffman Dissertation Fellowship Program <http://www.kauffman.org/research-and-policy/kauffman-dissertation-fellowship-program.aspx>
- Department of Education, Office of Postsecondary Education <http://studentaid.ed.gov/PORTALSWebApp/students/english/gradstudent.jsp>

Fellowships: Departmental

In the Spring of each year we email out applications for students whom are interested in applying Fellowships from the Department. A committee reviews the applications and makes the choices.

Fellowship Criteria

Academic Excellence (70%) – demonstrated progress toward successful completion of a degree. Evidence of progress includes authorship of papers, meeting abstracts, and success in coursework. We judged that the best evidence of progress toward an advanced degree is turning thesis or dissertation research into a tangible written product. Therefore, submitted papers and in-prep manuscripts had, by far, the heaviest impact in determining this score. Publications are weighted based upon the length of graduate study, which places MS students on an equal footing with PhD students. This is important so that students on different career tracks are assessed fairly.

Career Development (10%) –evidence of activities outside of advancement toward a degree that provide valuable experience for a student’s future career, including internships, attending professional workshops, teaching, and publications resulting from work done prior to arriving at TAMU

Service to Department (10%) - leadership in extra-curricular activities that are vital to the department, such as student organizations, industry-university events, and recruiting.

Excellence (10%) – a reserved category to reward truly outstanding achievements and contributions in any of the above or other categories.

Demonstrated Intent. Petroleum companies generously support most of our fellowships. These fellowships are an important means for the companies to support graduate programs that are integral in training future employees. Therefore, some of the fellowships have additional criteria that awardees must exhibit demonstrated intent to pursue a career in the energy sector.

Demonstrated intent means that the student has completed some action that shows they are considering a career in the energy industry. Examples of appropriate actions include making specific statements in research interests section of the graduate application concerning career plans (new students), interviewing with energy companies, completing industry internships, or attending industry-organized events.

We have two different Sources for funding:

Departmental
Berg-Hughes- Petroleum Based

Here is a list of the resources fellowship are given by:

Aramco	Berg-Hughes
BP	Berg-Hughes
Chevron	Berg-Hughes/Departmental
ConocoPhillips	Berg-Hughes
Devon	Berg-Hughes
Halbouty AAPG	Berg-Hughes
Handin	Departmental-Tectonophysics
Questar	Berg-Hughes

Forms: Q-Drop

Students cannot drop a course with Honor Code Violations

OFFICE OF THE REGISTRAR



Q-DROP Request Form

This form can be filled out with Adobe Acrobat and then printed for signatures.
Any questions may be directed to the Records Section 979-845-1003 or records@tamu.edu.

LAST NAME	FIRST NAME	UIN #
Local Street Address	Local City, State, Zip	Contact Phone Number

Major Field of Study	Classification	Are you a degree candidate this term? <input type="checkbox"/> Yes <input type="checkbox"/> No
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CHECK THE SEMESTER FOR WHICH Q-DROP IS APPLICABLE: (current term only)

Fall
 Spring
 Summer I
 Summer II
 Summer 10-week
 YEAR:

COURSE(S) FOR WHICH Q-DROP IS REQUESTED:		
COURSE PREFIX (Ex: ACCT)	COURSE NUMBER (Ex: 229)	COURSE SECTION (Ex: 501)

Please select the SINGLE most important reason for requesting Q-Drop.

<input type="checkbox"/> A. Conflict – employment/child care <input type="checkbox"/> B. Employed too many hours <input type="checkbox"/> C. Excessive course load <input type="checkbox"/> D. Medical <input type="checkbox"/> E. Financial <input type="checkbox"/> F. Death in the Family <input type="checkbox"/> G. Dropping out of Corps <input type="checkbox"/> H. Changing major <input type="checkbox"/> I. Dropping to add another course	<input type="checkbox"/> J. Not required for graduation <input type="checkbox"/> K. Do not have prerequisites <input type="checkbox"/> L. Cannot pass qualifying exam <input type="checkbox"/> M. Course too difficult <input type="checkbox"/> N. Not doing well in class <input type="checkbox"/> O. Missed too many classes <input type="checkbox"/> P. Difficulty with professor <input type="checkbox"/> Q. Professor hard to understand <input type="checkbox"/> R. Personal Other
--	--

To be completed by Student	To be completed by Academic Department Or Dean's Office
By signing this form I certify my understanding that hours for Q-dropped courses WILL NOT BE USED TO DETERMINE ENROLLMENT STATUS and I may no longer be considered full-time if my enrolled hours drop below the minimum required based on career level (undergraduate or graduate) and the term in which the drop occurs. I understand dropping below full-time status may adversely impact financial aid, eligibility for tuition rebate, eligibility as a dependent for insurance coverage, veteran's benefits, athletic eligibility, scholastic probation, eligibility for extracurricular activities and some types of employment, etc. INTERNATIONAL STUDENTS MUST RECEIVE PRIOR APPROVAL FROM INTERNATIONAL STUDENT SERVICES BEFORE DROPPING BELOW FULL-TIME.	Number of semester hours BEFORE drop: Number of semester hours AFTER drop:
Student Signature	Authorizing Signature of Dean and/or Department
Date	Date

Reset Form

Print Form

Forms: Approval Course Form

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Texas A&M University
College of Geosciences
Dept. of Geology and Geophysics
Course Approval Form

Request for enrollment in:
(check one)

GEOL 681 Seminar _____ GEOL 685 Directed Studies _____ GEOL 691 Research _____

Student's Name: _____ UIN: _____ Major: _____

Classification: _____ Email: _____ Phone number: _____

I request permission to register for _____ hours of section _____ during the:

Spring _____ SS I _____ SS II _____ SS 10 wk _____ Fall _____ YEAR _____

Name of supervising instructor (please print): _____ Signature of supervising instructor: _____

Short job description (what is expected of student in course):

Topic of Directed Studies or Graduate Research:

Signature of Department Head: _____

While graduate students may generally participate in ANY student organization, many graduate programs have also organized their own professional development and or social groups to enhance their academic experiences. In addition, there are some general purpose organizations that provide support, advocacy and social outlets for graduate students throughout campus. Listed below are some of the graduate student organizations on campus.

Below is a list and some links to more information about some groups that focus on graduate students.

Also visit the Student Activities website (<http://studentactivities.tamu.edu/online/search>) to search for other graduate student organizations, or organizations in general which might be of interest to you.

TAMU Graduate Student Organizations

[Aggie Christian Grads](#)

Aggies Plus

Agricultural Education Graduate Student Society

Association for Graduate Wildlife and Fisheries Scientists

Biology Graduate Student Association

[Black Graduate Students' Association](#)

[Computer Science Graduate Student Organization \(CSGSA\)](#)

Educational Human Resource Development Graduate Student Association

Entomology Graduate Student Organization

Genetics Graduate Association

Graduate Finance Investment Association

Graduate Sport Society

[Graduate Student Association of Chemistry](#)

[Graduate Women in Business](#)

[Hispanic / Latino Graduate Student Association](#)

Human Resources Masters Association

[International Student Association](#)

Offshore Technology Research Center Graduate Student Council

Mechanical Engineering Graduate Student Organization

Plant Physiology Graduate Student Council

[Society of Mexican American Engineers and Scientists](#)

Soil & Crop Sciences Graduate Student Association

[University Apartments Community Council](#)

[Veterinary Medicine Graduate Student Association](#)

[Women in Science and Engineering](#)

Departmental Graduate Student Organizations

[G&G Society](#)

AAPG Student Chapter

G&G Grad Students Council

<http://lava.tamu.edu/geoclub/geoclub/Home.html>

Contact: Spencer Gunderson (bigtex526@tamu.edu)

Contact: Regina Dickey (reginaperry@neo.tamu.edu)

Graduate Classes: Registration

Classes for the Fall 2010 semester start on Monday, **August 30**. Registration and orientation will begin on **Monday, August 23 and you must to be registered and have your fees paid by August 27**.

Sometime after the departmental meeting on Monday, August 23, you should meet with a faculty member in your field of interest to discuss your first semester courses. Prior to that time, you should give some thought to possible courses. The list of courses offered Fall semester can be found at and <http://courses.tamu.edu>. Descriptions of the courses can be found at http://www.tamu.edu/admissions/catalogs/GRAD_catalog08_09/course_descriptions/index.htm.

All students registering for the first time must have the approval of an appropriate faculty member in order to be cleared for registration. All graduate students must officially select an Advisor and Advisory Committee before they register for their third semester. That group then assumes the responsibility to advise you. Until that time, a faculty member must approve your registration each semester.

You are eligible to register for advanced-undergraduate-level (300 &400) and graduate-level (600) courses. Some undergraduate-level courses cannot be used for graduate credit, at the discretion of your advisor and advisory committee. If any deficiencies were listed on the acceptance form you received from the Admissions Office, you may be required to take the appropriate undergraduate courses. Certain of the programs in the department have additional course requirements that you may have to take. You will be informed of any special requirements during the meeting on 8/23.

We require all our full-time graduate students to take a minimum of 9 credits per semester. The normal load for a beginning student who does not have an advisor is three lecture courses (3 credits each). Other options involve a combination of courses, including Geology 681 (Seminar- 1 credit), and Geology 691 (Research).

To register go to <https://howdy.tamu.edu>.

Faculty Research Sections for GEOL 681, 685 & 691 Courses

Name	GEOL Section #	Name	GEOL Section #	Name	GEOL Section #	Name	GEOP Section #
Ahr	601	Marcantonio	615	Tchakerian	638	Carlson	611
Ayers	642	Mathewson	614	Thomas	626	Chester, F.	605
Bouma	631	Miller, B	613	Tice	602	Duan	607
Chester, F	604	Miller, D	643	Weiss	632	Everett	625
Chester, J	628	Newman	641	Wiltschko	624	Gibson	603
Firth	644	Newman	641	Yancey	625	Ikelle	606
Giardino	612	Olszewski	611	Zhan	637	Kronenberg	612
Grossman	608	Pope	636			Malone	623
Guillemette	627	Popp	617			Sager	620
Hajash	609	Raymond	618			Sparks	602
Heaney	640	Richardson	607			Sun	630
Herbert	629	Sassen	639				
Lamb	616	Spang	620				
Malone	623	Sun	630				

Graduate Classes: Fall 2010 G&G Classes

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CRN	Course	Credit	Description	Day	Time	Professor	Room
12878	GEOL 624	600 3	CARBONATE RESERVOIRS	TR	09:35 am-10:50 am	Wayne M. Ahr (P)	HALB 105
16919	GEOL 631	600 3	ENGR GEOMORPHOLOGY	TR	09:35 am-10:50 am	John Giardino (P)	HALB 304
20138	GEOL 633	600 3	RIVER RESTORATION	TR	02:20 pm-03:35 pm	John Giardino (P)	HALB 105
20148	GEOL 635	600 3	ENGINEERING GEOLOGY	TR	08:00 am-09:15 am	Christopher Mathewson (P)	HALB 104
15945	GEOL 643	600 2	INTRO ELECT MPROBE ANALY		TBA	Renald Guillemette (P)	TBA
20139	GEOL 648	600 3	STABLE ISOTOPE GEOLOGY	MWF	09:10 am-10:00 am	Ethan Grossman (P)	HALB 174
22421	GEOL 652	600 3	BIOGEOLOGY	MWF	10:20 am-11:10 am	Michael Tice (P)	HALB 304
20140	GEOL 665	600 4	STRUCTURAL PETROLOGY	TR	11:10 am-12:25 pm	Judith S. Chester (P)	HALB 174
20144	GEOL 681	600 1	SEMINAR	F	11:30 am-12:20 pm	Andreas Kronenberg (P)	HALB 101
20146	GEOL 681	601 1	SEMINAR		TBA	Wayne M. Ahr (P)	TBA
20142	GEOL 681	616 1	SEMINAR		TBA	William Lamb (P)	TBA
20143	GEOL 681	620 1	SEMINAR		TBA	John Spang (P)	TBA

Geophysics Graduate Classes that will be taught in Fall 2010

20043	GEOP 611	600 3	GEOMECHANICS	TR	02:20 pm-03:35 pm	Benchun Duan (P)	HALB 174
12883	GEOP 628	600 3	BASIN ARCHITECTURE	TR	11:10 am-12:25 pm	Ernest A. Mancini (P)	HALB 327
23801	GEOP 629	600 4	SEISMIC INTERPRETATION	TR	08:00 am-09:15 am	TBA	HALB 174
20040	GEOP 655	600 3	BOREHOLE ACOUSTICS	TR	12:45 pm-02:00 pm	Richard Gibson (P)	HALB 174

It is important to know your full-time status requirement, registration requirements and maintain continuous registration at a certain point in your graduate student career.

Full-Time Status

Although individual colleges may have higher requirements, you are considered a full-time student if you are registered for a minimum of nine semester credit hours during a fall or spring semester, or six semester credit hours during the summer.

Continuous Registration

If your graduate degree program requires a thesis, dissertation, internship, or record of study, and you have completed all course work on your degree plan (other than 691, 684, or 692), you must register continuously until all degree requirements have been met. You can satisfy the continuous registration requirement by registering In Absentia or in residence. Please see the Graduate Catalog for more information.

Non-thesis option students who have completed all of the course work listed on their degree plan do not have to maintain continuous enrollment.

Assistantships/Fellowship Holders

Students holding assistantships or fellowships must be registered for a minimum of nine semester hours during a fall or spring semester, or six semester hours during the summer. Assistantships terminate upon failure to maintain the minimum registration requirement.

In Absentia Registration

In order to qualify for In Absentia registration, you must not have access to or use of facilities or properties belonging to or under jurisdiction of The Texas A&M University System at any time during the semester or summer term for which you are enrolled. "Facilities" includes human resources and services such as those provided by graduate advisory committee members responding to drafts of theses, dissertations, or records of study, or other academic materials. If you register In Absentia you may enroll for a minimum of one and a maximum of four credit hours of 691, 684, 685 or 692. Your department or college may have additional or higher requirements. International students should check with International Student Services before registering in this manner. To register In Absentia, the student should contact his or her department.

International Students

International students should check with the International Student Services Office to determine the minimum number of hours required depending on the type of visa held.

Maximum Schedule

Graduate students may enroll for a maximum of 15 hours during a regular semester, six hours for a five-week summer term and 10 hours for a 10-week summer semester. Requests to exceed the maximum schedule must be made through your dean.

Howdy Portal

Texas A&M University recently launched a portal page where a collective of information can be accessed at one URL: <https://howdy.tamu.edu/>. This includes access to your official Texas A&M Email Account, Student Financial Aid, MyRecord, and more. Just a few of the specific items accessible through the Howdy portal, include: class registration

- student schedule
- grade display
- financial aid and billing
- transcript request
- library services
- campus life and news

For more information about the Howdy portal, please view the video tutorial called "Getting Started" at <http://howdy.tamu.edu/Inside/Guides/videoPlayer.html?movie=0>.

MyRecord

The Texas A&M University Student Information System available at <https://myrecord.tamu.edu/>. Services available include:

- class registration
- student schedule
- grade display
- apply for graduation
- transcript request
- address change
- Financial Aid Portal
- and AggiePay.

TAMU Libraries Portal

Evans Library Information: (979) 845-5741

Web site: <http://library.tamu.edu>

Services available online include:

- library catalogs
- databases and other resources to find articles and books
- interlibrary loans and document delivery
- online chat with a librarian and
- video tutorials of library services.

Department of Student Financial Aid

Location: 2nd Floor Pavillion

Telephone (979) 845-3236, Fax: (979) 847-9061

Web site: <http://financialaid.tamu.edu/>

Student Business Services

Location: General Services Complex, Ste. 2801

Telephone: (979) 845-8127

Fax: (979) 847-9406

Email: sfs@tamu.edu

Web site: <http://finance.tamu.edu/sbs/>

University Bookstore

Location: Memorial Student Center

Telephone: (979) 845-8681

Web site: <http://tamu.bkstore.com/>

Textbooks can be ordered online and shipped to your home. TAMU merchandise is also available from this website.

International Student Services

Location: 1st Floor Bizzell Hall East

Telephone (979) 845-1824

E-mail: iss@tamu.edu

Web site: <http://international.tamu.edu/iss/>

International Student Services (ISS) assists students in entering the United States or transferring your immigration paperwork to Texas A&M from another United States university. ISS also provides support and resources to currently registered international students.

University Writing Center

The University Writing Center provides workshops and resources to assist students with writing projects and expertise. Visit the UWC website

for upcoming events or to make an appointment for assistance. <http://writingcenter.tamu.edu/>

Aggie Card/Student ID Card

The Aggie Card is the official ID for students, faculty and staff at Texas A&M University. You will need to come to the Aggie Card Office located in Suite 2801 of the General Service Complex (GSC) (and be ready to have your picture taken). You must bring a government issued photo ID (drivers license, passport, military ID, etc.) with you.

Aggie Athletics

Students can keep up to date on all Aggie sports, including audio and video updates, weekly email newsletter, and live web broadcasts at this website: <http://www.aggieathletics.com>.

Campus Map

If you will be visiting campus you can find maps and information here:

<http://campusmaps.tamu.edu/>.

Aggie Traditions

For Aggie traditions that are recognized and/or practiced throughout the year and their meanings visit this page: <http://traditions.tamu.edu/>.

Office of Graduate Studies Resources:

Office of Graduate Studies

Location: 302 J. K. W. Administration Building
Telephone (979) 845-3631, FAX (979) 862-1692
E-mail: ogs@tamu.edu
Web site: <http://ogs.tamu.edu/>

This office serves as an advocate for graduate education; establishes procedures to guarantee that the educational experience at the graduate level is of the highest quality; fosters and facilitates interdisciplinary/intercollegiate graduate programs and research activities; and strives to maintain and enhance an environment conducive to creative scholarship and scientific inquiry. The Office of Graduate Studies is also home to the Ombudsperson for Graduate Education.

[Calendars](#) - Graduate degree deadline calendars, academic semester calendars, and sports calendar.

Online Publications:

- [Graduate catalog](#)
- [Student rules](#)
- [Off Campus Survival Manual, Little Maroon Handbook, and Little Aggie Handbook](#)

OGS Forms and Information:

- [Degree Plans](#)
- [Expectations for Graduate Studies at TAMU](#)
- [Master's Degree Requirements](#)
- [Doctoral Degree Requirements](#)
- [Preliminary Exams Steps](#)
- [Thesis Office](#)
- [Graduation Information](#)
- Graduation Application

1. [Graduate Student Handbook Introduction](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduate-student-handbook-introduction) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduate-student-handbook-introduction) This handbook provides an overview of graduate study, as a supplement to the Graduate Catalog, Texas A&M University Student Rules and the Thesis Manual.
2. [Calendars and Deadlines](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/calendars-and-deadlines) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/calendars-and-deadlines) Each student is responsible for knowing the specific deadlines which are applicable for your academic career.
3. [Campus Directory and Resources](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/campus-directory-and-resources) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/campus-directory-and-resources) As a new graduate student, the following resources will be useful during your time at Texas A&M.
4. [Ombudsperson for Graduate Education](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/ombudsperson-for-graduate-education) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/ombudsperson-for-graduate-education) The Ombudsperson for Graduate Education advocates and assists in certain situations of disagreement or conflict.
5. [Grants, Fellowships and Assistantships](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/grants-fellowships-and-assistantships) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/grants-fellowships-and-assistantships) Learn important information about grants, fellowships, assistantships and working greater than 50% effort.
6. [Graduate Student Workshops](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduate-student-workshops) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduate-student-workshops) The Office of Graduate Studies partners with other campus departments to present a series of workshops during both fall and spring.
7. [University Student Rules and Expectations for Graduate Study](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/student-rules-and-expectations-for-graduate-study) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/student-rules-and-expectations-for-graduate-study) Graduate students should be familiar with the student rules and expectations for graduate study.
8. [Full-Time Status, Registration Requirements and Continuous Registration](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/full-time-status-and-registration-requirements) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/full-time-status-and-registration-requirements) It is important to know your full-time status requirement, registration requirements and maintain continuous registration at a certain point in your graduate student career.
9. [Steps to Fulfill Master's Degree Requirements](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/steps-to-fulfill-masters-degree-requirements) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/steps-to-fulfill-masters-degree-requirements) Know and follow these steps to fulfill the requirements of your master's degree.
10. [Master's Degree Information](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/masters-degree-information) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/masters-degree-information) Find information about specific master's degrees offered at Texas A&M.
11. [Steps to Fulfill Doctoral Degree Requirements](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/steps-to-fulfill-doctoral-degree-requirements) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/steps-to-fulfill-doctoral-degree-requirements) Know and follow these steps to fulfill the requirements of your doctoral degree.
12. [Doctoral Degree Information](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/doctoral-degree-information) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/doctoral-degree-information) Find information about specific doctoral degrees offered at Texas A&M.
13. [Cooperative Graduate Programs](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/cooperative-graduate-programs) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/cooperative-graduate-programs) Find information about cooperative graduate programs between Texas A&M and other universities.
14. [English Proficiency Processes for International Graduate Students](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/english-proficiency) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/english-proficiency) Learn about English proficiency verification and certification processes for international graduate students.
15. [Residence Requirements](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/residence-requirements) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/residence-requirements) Know the requirements and expectations for residence.

Resources: TAMU Resources and Information cont. 27

16. [Scholastic Requirements](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/scholastic-requirements) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/scholastic-requirements) Learn and maintain your scholastic requirements.
17. [Degree Plan and Checklist](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/degree-plan-and-checklist) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/degree-plan-and-checklist) Know the important elements and steps to establish your degree plan.
18. [Advisory Committees and Graduate Faculty](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/advisory-committees-and-graduate-faculty) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/advisory-committees-and-graduate-faculty) Learn about graduate faculty and setting up your advisory committee.
19. [Petitions](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/petitions) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/petitions) Be aware of when you may be allowed to submit a petition to OGS.
20. [Preliminary and Final Examinations](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/preliminary-and-final-examinations) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/preliminary-and-final-examinations) Learn about procedures for preliminary and final examinations.
21. [Research Proposals](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/research-proposals) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/research-proposals) Graduate students must know research proposal requirements and procedures.
22. [Theses, Dissertations and Records of Study](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/thesis-dissertation-and-record-of-study) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/thesis-dissertation-and-record-of-study) Know the important elements of developing your thesis, dissertation or record of study.
23. [Graduation, Letter of Completion, Letter of Intent and Special Request Letters](http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduation-letter-of-completion-intent-and-special-request) (http://ogs.tamu.edu/ogs-help-center/tutorial/graduate_student_handbook/graduation-letter-of-completion-intent-and-special-request) Know the requirements for graduation and how to request letters of completion, intent or special request.

Software Evaluation and Licensing Library

The SELL (Software Evaluation and Licensing Library) provides discounted software to departments, faculty, students, and staff of Texas A&M University and the A&M System.

- Administers campus software licenses including Microsoft, McAfee, Novell, and others.
- Manages software.tamu.edu, where individuals can purchase discounted software for personal use.
- Fulfills department orders for licensed software products.

Software available to students for free or for purchase:

http://sell.tamu.edu/Home/Students/Student_Software_List.php

Student Software List

Software	Buy at software.tamu.edu	Use <u>Student Order Form</u>	Use <u>Student SAS Form</u>	Use <u>Student SPSS Form</u>	Other Requirements (See specific software page)
Adobe	X				
Camtasia/SnagIt	X				
EndNote	X				
Maple		X			
McAfee	X				
Microsoft	X				
Minitab					X
PCTeX		X			
SAS			X		X
SPSS				X	
X Windows		X			X

The following policies apply to students who wish to bring their own computer system into the building and connect to the department network

1. A student's computer may not be configured as a server and must be configured as a workstation. NOT allowed are DHCP or Internet Connection Sharing (ICS), web or FTP servers, or servers.
2. Student's computers must have licensed anti-virus software installed and students are responsible for the update of their anti-virus software at least once a week. Computers without anti-virus software installed will not be allowed to connect to the departmental network. The university provides free anti-virus software to students.
3. If a virus is found in a student's system, the owner of that system is responsible for removing it and making sure it has not affected other systems. If the virus is not removed, your computer will have its network connection disabled.
4. Each student can apply for one (1) IP address, regardless of the number of computers they have. This IP address is for your use only and may not be transferred to other people. If you have need for more than one network connection, it must be approved by your advisor. Hubs and other network sharing devices are not allowed, nor are private networks that connect to the public network.
5. Student must inform the system administrator of their last working day before they graduate or leave the department. The Department Head will not sign the final approval page of a Thesis or Dissertation until this task has been completed.
6. If any of the above policies are not followed, the student's connection to the departmental network will be disconnected, their IP address will be blocked, and their departmental computer account will be suspended.

Network/Computer Access Account Creation Approval

In order to process your request for network access, the network administrator requires confirmation by the departmental administration that you are currently a student (major) in Geology & Geophysics or are otherwise permitted to use Departmental resources. Please bring this form to the main office and one of the staff can confirm the required information.

When one of the staff has signed below, return to the administrator with your student ID card and this form, and your account will then be created.

I certify that _____ (print student's name) is currently
a/an _____ (undergraduate, graduate) student in the Department of Geology &
Geophysics or is otherwise permitted to access Departmental computing resources.

Staff member's signature _____, Date _____

Network usage policy

You must agree to the statements listed below and abide by them at all times. If you are found in violation of any one of these policies, the network administrator may cancel or suspend your account. This policy document may change at anytime and will be made available.

Never give your password or account information to anyone else. **Period!** The lab computers are **ONLY** for your individual use. They are not for your friends, family, pets, aliens, etc. If an unauthorized user is found in any of the Computer Labs using the facilities, they will be asked to leave and you may be reported to the Department Head and/or your advisor. If you have a visitor who has need of using the computers, let the administrator know.

Printing/Copier privileges are not to be abused. When printing, **DO NOT** print non-color documents (i.e., black & white) or documents that have color but **do not require** it for your use to the COLOR printer.

Do not prop open the Computer Lab doors at night or on the weekend. Please be considerate of other people in the Computer Labs. If you have to talk on a cell-phone, go outside. If you bring drinks into the labs, don't spill them. If you have to scream at the top of your lungs, stick your head out the window. Other people have to work here too.

You may have one personal computer in your office. This computer must be inspected by the administrator and it must have an active and up-to-date virus scanner running at all times. If you have need of more than one personal computer in your office, your advisor must approve and he or she must inform the administrator.

Personal computers in your office may not run server services. This includes, but is not limited to, Web, FTP, News and Mail servers. You may NOT setup private networks in this building. This includes Internet Connection Sharing. NAT Routers are not allowed.

Never install any programs on any of the lab computers (room 367 and 308 in particular). If any programs are found installed, the administrator *will* delete them immediately, without warning. If you have a need for a particular piece of software, see the administrator.

Never install any programs on the network (Z Drive), *ever*. Do not store data locally (C Drive or other local hard disk drives) on computers in the labs with the intention of keeping such data safe or available in the future. Any data stored locally is at risk of being purged/deleted at anytime without notice. If you have need of storing your school/research related data, please use your network user directory (Z Drive).

There is a quota on the Z Drive which is ridged. MS\PhD students are allocated 500Mb disk space; undergraduates are allocated 50Mb. If you meet the quota limit you will not be able to copy any more files to Z. If you have a need for more storage space, see the administrator, but have a sufficient reason.

Archive unneeded data to Zip Disk or CDROM, or compress old data with Winzip. If the administrator sees that you are using an unreasonable amount of network storage space, or have files stored that are clearly not related to your work, the administrator may contact you and have you fix the issue. If you do not fix the issue, the administrator will either lockout your account or fix the issue himself. To determine how much space you are using, right click on your network folder and select "Properties" from the menu.

Never store personal files, family pictures, porno, or MP3/music files, etc., in your user directory. Such files will be deleted without warning, as will any other information that is clearly unrelated to your studies. The network storage system is only for storing files related to your research, coursework, or teaching activities in the Department of Geology & Geophysics. If you need personal storage, get an ISP or talk to CIS. Storage space is limited and the administrator must control its usage to insure that everyone has sufficient space

If you are caught installing "Spyware/Maleware" on any system in the department, your account will be terminated, as will your account if you are discovered hacking, attempting to hack, or doing any suspicious activity relating to system security on any system. Network sniffers are not allowed. You may even be reported to the University Network Security Department.

Please try and keep your workspace clean. Throw away your garbage, bad printouts, etc.

Always **logout** when you are done with a lab computer or if you will be away from the computer for a while.

Sign below to acknowledge your understanding of the preceding:

Name (print) _____ Date _____

In a few cases, department policies are different than OGS policies. These include the deadline for thesis proposal. You must have your degree plan filed before your third semester. In these cases the department policies apply.

☐ Meet with departmental graduate advisor to plan course of study for first semester.

When: Before first semester registration.

Approved by: Graduate Advisor

☐ Establish advisory committee and submit a degree plan to OGS.

When: Following the deadline imposed by the student's college and no later than 90 days prior to final oral or thesis defense.

Forms and Instructions: Online forms are available at <http://ogs.tamu.edu/current/degreeplans.html>.

Online Degree Plan Submission System Handbook (<http://ogs.tamu.edu/current/ogsdps.pdf>)

Approved by: Advisory committee, department head and OGS.

☐ If thesis is required, submit thesis proposal

When: Must be submitted no later than 15 working days prior to submitting the request and announcement of final examination

Approved by: Advisory committee department head and OGS

☐ Apply for a degree at <http://degreeapp.tamu.edu>; pay graduation fee.

When: During the first week of final semester; see OGS calendar.

☐ Check to be sure degree program and advisory committee are up to date, and all ELP requirements (if applicable) and course work is complete.

When: Well before submitting request to schedule final examination.

Approved by: Advisory committee, graduate adviser, and department head.

☐ Complete residence requirement.

When :If applicable, before or during final semester.

Approved by: OGS

☐ Submit request for permission to schedule final examination to OGS.

When: Must be received by OGS at least 10 working days before exam date. See OGS calendar for deadlines.

Approved by: Advisory committee, department head, and OGS.

☐ If required, upload approved PDF file of the completed thesis to <http://thesis.tamu.edu> and submit signed approval page to the Thesis Office.

When: See OGS calendar for deadlines.

Approved by: Advisory committee, department head and OGS

☐ Graduation; arrange for cap and gown.

For more information, visit <http://graduation.tamu.edu/>.

Note: You must be continuously registered until all degree requirements have been met.

OGS Steps to Fulfill Doctoral's Degree Requirements 34

In a few cases, department policies are different than OGS policies. These include the deadline for thesis proposal. You must have your degree plan filed before your fifth semester. In these cases the department policies apply.

☐ Meet with departmental graduate advisor to plan course of study for first semester.

When: Before first semester registration.

Approved by: Graduate Advisor

☐ Establish advisory committee; submit your degree plan online.

When: Following the deadline imposed by the student's college and no later than 90 days prior to final oral or thesis defense.

Approved by: Advisory committee, department head and OGS.

☐ Complete course work detailed on degree plan and ELP requirements (if applicable).

When: Before preliminary exam

☐ Submit checklist and the report of the Preliminary Exam.

When: Must be received by OGS 10 working days after exam date and at least 14 weeks prior to the final defense date

Approved by: Advisory committee, department head and OGS

☐ Submit proposal for dissertation or record of study.

When: No later than 15 working days prior to submission of the Request and Announcement of Final Examination

Approved by: Advisory committee, department head and OGS

☐ Complete residence requirement.

When: Before submitting request to schedule final oral examination

Approved by: OGS

☐ Apply for a degree online at <http://degreeapp.tamu.edu>; pay graduation fee.

When: During the first week of final semester; see OGS calendar.

Approved by: OGS

☐ Apply for a degree online at <http://degreeapp.tamu.edu>; pay graduation fee.

When: During the first week of the final semester: see OGS calendar for deadlines

Approved by: OGS

☐ Submit request for permission to schedule final examination to OGS.

When: Must be received by OGS at least 10 working days before exam date. See OGS calendar for deadlines.

Approved by: Advisory committee, department head, and OGS.

☐ Upload approved PDF file of the completed dissertation or record of study to <http://thesis.tamu.edu> and submit signed approval page to the Thesis Office.

When: See OGS calendar for deadlines.

Approved by: Advisory committee, department head and OGS

☐ Graduation; arrange for cap and gown.

For more information, visit <http://graduation.tamu.edu/>.

Note: You must be continuously registered until all degree requirements

Teaching Assistants Award Criteria

Generally, the department can match TA needs with the number of students requesting TA support. In cases where the number of TAs requesting support exceeds the number of available TA slots, then we will award TA to students in the following sequence until all available TAs are awarded:

1. TAs promised by Department Head decisions
2. Faculty request for specific students to fill TA slots for majors courses for students that have been guaranteed a TA and has remaining eligibility.
3. Students guaranteed TA support (with Letter) and remaining eligibility
4. Faculty request for specific students to fill TA slots for majors courses for students that have not been guaranteed a TA or do not have remaining eligibility.
5. Everyone else on case by case decided by Herbert, Heaney, Schorm

Procedure to Request a TA

We have a few simple steps for a graduate student to request a TA. We need to follow these procedures so we can match graduate student need to the number of lab sections we run each semester. Failure to complete these steps or prior poor performance as a TA may be used as criteria for awards.

1. Grad student fills out and signs a TA request form. Debbie distributes these forms by email and mailbox in March for Fall and October for Spring (Advisor can sign a proxy form if student is out of town).
2. Teaching assistants are required to attend TA meeting the Monday before school starts.
3. Teaching assistants are required to attend meeting on Thursday before school starts to assign lab sections.

Employee Training

Teaching assistants, as all students on payroll, are required to complete employee training. Graduate student teaching assistants will be emailed directly by the human resources system (<https://sso.tamus.edu/>) for the list of required training.

All Teaching assistants are required to complete a Teaching Assistant Training Session Program before the first time they are TAs. The one-day training sessions are organized by the Center for Teaching Excellence. Students will be signed up to for the next session by Debbie when they accept.

Travel: Procedures/Rules for GSEF Reimbursements 36

For a Grad student to be eligible for travel reimbursements for professional meetings, etc., the following conditions must be met:

- Must be an employee of the State of Texas (GAT, GANT, GAR). Fellowship recipients and sponsored students are not eligible.
- Students must be the primary author listed on the abstract. If the primary author will not be attending, the student can receive funds if he/she presents in place of the primary author.

If you are eligible, you should draft a letter requesting funds from the Graduate Student Enhancement Funds, provided, through the Geology & Geophysics Grad Student President. It should include the following information:

- Name, location and dates of the conference/meeting that will be attended.
- A copy of the accepted abstract. The abstract must have Texas A&M Department of Geology & Geophysics, or at least TAMU associated with the author. This is because the research must have been conducted while the student attended TAMU.
- A copy of the abstract acceptance letter.
- Planned dates of travel to/from the meeting. You cannot be in business travel mode for more than 1 day before and 1 day after the scheduled conference dates.
- A short budget outlining the expected costs, which should include: method of travel, lodging arrangements, meals, parking, and other estimated expenses.
- The amount of any other funds that are available for a student to attend the meeting. If you have been given/awarded any other funds, you must let me know!!

NOTE: You may NOT charge or use “package deals” with the airline and hotel bundled in one invoice/bill!

The letter should be addressed to the Department head through the President of G&G Grad Students

The amount given varies depending on availability of funds, in-state or out-of-state travel, etc. You will need to check with the Grad student president for the amount. As state employees, student presenters are eligible for the Texas contract rate for lodging (in-state) and air travel. The following web sites outline the rules regarding contract rates:

State of Texas Travel Allowance Guide on-line: <https://fm.xcpa.state.tx.us/fm/trave;/travelrates.php>

State Contract Airfare Rates: <http://finance.tamu.edu/fmo/travel/docs/bookkeeper-resources.asp>

In order to be reimbursed for your travel, and to make the procedure as painless and quick as possible, please follow these guidelines. You **MUST** have receipts for **ALL** requested reimbursements. This includes, but is not limited to the following categories:

Airline tickets: These **MUST** be purchased with the Departmental Travel Charge Card. Please come see Debra to use this card. If you use a personal credit card to purchase your airline ticket to on Grad enhancement funds, you **WILL NOT** be reimbursed!!

Hotel Receipts: If you are sharing a room with one or more individuals, **EACH** of you needs your own receipt showing the amount **YOU** paid individually and it must show paid! Most hotels have no problem with doing this.

Food Receipts: the University does not pay “per diem”. If you intend to be reimbursed for your meals, you must have itemized receipts showing what was purchased. We cannot pay for alcohol!! We also cannot pay for meals for other individuals. Always get an itemized receipt for your meal **ONLY!!**

Parking/Taxi/Shuttle/Bus: You must have receipts and the “to/from” of each.

Registration: Receipt showing paid in full.

Abstract: Receipt showing paid in full.

Please note, there are some expenses that **cannot** be reimbursed even with receipts:

- Movies on the hotel receipt (or at all!)
- Alcohol (no exceptions).
- Personal phone calls: if business calls, please document!
- State tax on in-state hotel bills

Please turn in your receipts neatly and in a timely manner!

As always, if you have any questions, please come see me, call me or e-mail me **BEFORE** you spend any money! If we are all on the same page prior to making travel arrangements, reimbursements will go much easier and quicker.

Be sure you fill out the Travel & Leave form **PRIOR** to leaving on your trip, preferably at least 1-week in advance. The form, like all you will need for reimbursements are in my office.

Submit your forms and letters to Debra Stark, Room 108C, 845-2453, stark@geo.tamu.edu