Louisiana State University
& Agricultural Mechanical College

Department of Oceanography
and Coastal Sciences

Graduate Student Handbook
2017-2018

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"Graduate students must assume full responsibility for knowledge of Graduate School policies and Departmental requirements concerning their individual degree programs." The Department of Oceanography and Coastal Sciences will not accept any responsibility for overlooking or inadvertently omitting any Graduate School requirements.

Graduate Catalog, 2017 - 2018
https://sites01.lsu.edu/wp/graduateschool/

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GRADUATE STUDENT HANDBOOK
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GOALS OF THE DOCS ACADEMIC PROGRAM

"We need to teach our students how to think,
When you don't know what method to use,
About a (future) problem which is not yet formulated."

---Margaret Mead
"The School of American Culture" 1955

This quote from Margaret Mead summarizes the goals of the DOCS academic programs. The Department tries to provide the atmosphere, courses, supervision, advice, and facilities to train students to function as educators and scientists with primary expertise in scientific problems within the coastal, continental shelf, and oceanic systems.

Our emphasis is on the development of skills which will enable individuals to function as independent scientists with the ability to:

1. Evaluate existing information.
2. Formulate research problems.
3. Investigate independently, or as a member of a team, research problems.
4. Analyze, interpret, and report results of research in your area of major competence.
5. Broaden one's competence as the nature of the research dictates, i.e., to continuously reeducate yourself.

Developing these skills demands initiative and active participation on the part of the student. The educational process on the graduate level requires that over the course of time the student assume greater responsibility for his or her own program of study. Making passing grades in required courses is a necessary ingredient, but not a singular goal. The individual work needed to develop personally and academically with the ultimate aim of making original contributions to the existing body of scientific knowledge takes the students far beyond the demands of coursework.

THE ORGANIZATION OF THE DEPARTMENT OF OCEANOGRAPHY AND COASTAL SCIENCES

The Department of Oceanography and Coastal Sciences is an academic unit in The College of the Coast and Environment. Oceanography is an interdisciplinary science that encompasses various aspects of geology, biology, physics, and chemistry as they apply to the marine environment. The research efforts of the faculty reflect these scientific specialties as do the groups with which the faculty are associated.
The four groups that represent the research foci of the Department are:

- **Coastal Ecology** investigates coastal ecosystems with particular emphasis on processes and relationships between biotic and abiotic elements. Practical applications relate impacts of cultural development to changes in renewable natural resources, especially coastal fisheries and coastal restoration. Areas of research focus on deep sea benthic ecology and the census of marine life, stable isotope ecology and biogeochemical processes, offshore hypoxia (e.g., the dead zone), harmful algal blooms, submarine groundwater discharge and wetland hydrology, and ecosystem-scale modeling.

- **Coastal Fisheries** conducts applied and fundamental research intended to provide a better understanding of relationships among humans, environmental processes and fish communities, to document the status of fish populations, and to assist in providing the foundation for managing sustainable fisheries. The objectives of this group are to strengthen and lead marine fishery-related research (fish, mollusks, and crustaceans) and education at LSU, to address relevant issues, such as overfishing, pollution, habitat loss, sustainability, and resource utilization disputes that threaten Louisiana’s fishery resources, its rich coastal heritage, and the economic well-being of an important industry, and to assure the safe development and wise use of fishery resources in Louisiana and the Gulf of Mexico.

- **Wetland Biogeochemistry** investigates chemical and ecological interactions in marshes, mangroves, swamps, and flood plains of deltaic coastal settings and focuses on biogeochemical processes in wetlands and sediment-water systems. Research interests include investigations of redox chemistry of wetlands, biogeochemical cycles of major elements (C, N, S, P, and O), sedimentation processes, soil morphology and water quality functions, production, emission and removal of greenhouse gases by wetlands, biotic and abiotic controls on wetland plant growth and distribution, wetland plant stress physiology and adaptations, effects of global change on wetland vegetation, and disturbance ecology. In addition to basic research, projects with a more applied focus include oil spill remediation, improvement of yields in agricultural wetlands, environmental chemistry of toxic metals and organics, treatment of industrial and municipal wastes, and functional assessment and delineation of wetlands. Other important current research activities include comparative ecosystem ecology of wetlands, and chemical, physical, and biological factors affecting coastal marsh instability, including strategies for effective wetland creation and restoration.

- **The Coastal Studies Institute** conducts research extending into marine geology and geophysics, hydrodynamics, dynamic meteorology, physical oceanography and remote sensing. Research concentrates on form-process relationships in coastal, continental-shelf, slope, and deep-basin environments.

As is evident from the above narration, most of the research efforts within the Department are focused on coastal processes, as it is the coastal ocean that provides significant economic resources and at this time is most impacted by human activities. Louisiana in particular has a heavy reliance on its marine resources.
REGISTRATION

New Students:

- Meet with your major professor (see page 5-6) in working up a tentative schedule of coursework for the first semester.
- Following the instructions given online, register your courses on the LSU Website using myLSU. Make sure that you choose any optional fees that apply. If you have an assistantship or fellowship, you will have to complete an authorization to payroll deduct form, as well as choose payroll deduction through myLSU. You must COMPLETE registration or your classes will be purged.
- Get advice from your major professor on what courses to schedule.
- You will be expected to pay a deposit of $5.00 per key given to you by any of the Administrative Coordinators. If you lose a key you must pay an additional deposit. Upon leaving the department and turning in your key(s) you will be reimbursed.

Degree Only Registration

Students’ who have completed all degree requirements, including final examinations taken in a previous semester, may register for “degree only” and pay only the graduation fee, if their theses or dissertations are submitted to the Graduate School on or before the last day to add courses for credit. Non-thesis students may also register “degree only”, provided all degree requirements are met in a previous semester.

OFFICIAL CLASSIFICATION (Full-time, Part-time, etc.)

If you are used to carrying 19 semester hours credit as an undergraduate you will be pleased to learn that the Graduate School expects that a full-time graduate student will register for at least nine semester hours of work in the fall and spring (six hours in the summer).

The official wording on full-time status from the Graduate Catalog follows:

"A full-time graduate student is one who, in the opinion of the Graduate School, is fully committed to graduate study and devotes no appreciable time to duties not directly related to graduate work. Full-time status does not depend solely on the number of hours for which a student registers, although it is normally expected that a full-time graduate student will register for at least nine semester hours of work. Graduate assistants employed for half-time (20 hours), or less are considered full-time graduate students and are expected to register for a full load of graduate courses each semester until all degree requirements are completed." You must register for 6 hours in the summer, as the department does not offer many courses, and the tuition goes up substantially after 6 hours. Do keep in mind that the student Technology Fee is assessed at $5.00 per credit hour up to a maximum of $75.00 per semester.
University regulations require that all students on an assistantship or fellowship must be full time students. A full time student must be registered for a minimum of 9 semester hours (at least 6 hours must be for graduate credit (most 4000 and ≥ 7000 level courses)). It is the Department’s policy to expect that students on assistantships or fellowships carry at least 9 semester hours of graduate credit during the Fall and Spring semesters and 6 in the Summer semesters. Thesis Research (OCS 8000) and Dissertation Research (OCS 9000) hours count toward this total so it is not a strain to take 9 hours. For the summer semester, you must register for 6 (at least 3 hours must be at the graduate level to maintain full time status). Students falling below 9 hours (6 in summer) may petition to add research hours late if justified. Note: beware that not all courses at or above the 4000 level are offered for graduate credit – the instructor must be on the graduate faculty.

Scheduling DOCS Courses

Please pay particular attention to the scheduling statement from the Graduate Catalog:

"Any graduate student who is utilizing University facilities and/or faculty time must register for an appropriate course load. Graduate students engaged in the writing of theses or dissertations are expected to register for research hours commensurate with the amount of University resources--faculty time, equipment, library facilities, and/or office space--to be utilized that semester. Students who have completed all degree requirements, including final examination, may register for "degree only" and pay only the graduation fee. There is a continuous registration requirement for doctoral students who have passed the general examination."

MAJOR PROFESSOR
(must be a member of the DOCS faculty)

Admission to the Department is on a sponsorship basis, and it is the faculty member with whom you have corresponded that has agreed to serve as your mentor. He/she has agreed to provide space, funding (if available) and guidance during your stay here. Your fate and future is in the hands of your major professor.

Your major professor is your commanding officer while you are at LSU, and will:

* Serve as the chairman of your graduate committee, and
* Supervise your research.

He/she is your most important contact with the department. Go see him/her, get to know him/her, invite him/her out for a cup of coffee, and pump him/her for help.

- Work out a tentative curriculum.
- Decide on committee membership (see COMMITTEE).
- He/she signs all your official forms, registration slips, oral exams, etc.
- Initiate research through him/her (see RESEARCH).
- He/she supervises your research (But don’t forget, if it isn't well thought out or carried out, it's your neck, not his or hers!).
- The most important thing to remember about your major professor is his/her name.
The next most important thing is that, notwithstanding his/her advice and his/her official signatures on your registration card, it is up to you to make certain you are completing all official requirements. Read the Graduate Catalog - [https://sites01.lsu.edu/wp/graduateschool/](https://sites01.lsu.edu/wp/graduateschool/)

Major professors, despite their impression, do not have the authority to waive department, university or graduate school regulations.

* The LSU Graduate Catalog represents a flexible program of the current educational plans, offerings, and requirements that may be altered from time to time to carry out the purposes and objectives of Louisiana State University. The provisions of this publication do not constitute an offer for a contract that may be accepted by students through registration and enrollment in the University. The University reserves the right to change any provision, offering, or requirement at any time within the student’s period of study at LSU. LSU further reserves the right to require a student to withdraw from the University for cause at any time.

**COMMITTEE**

Your committee is the group of graduate faculty who finally approve your work and recommend awarding the degree. It is an extension of your major professor and can be an enormous help to you. Choose individuals with specific specializations that can strengthen your work, and seek their advice. Your committee is a resource. Use them.

- During your first semester meet with your advisor and select a committee (please turn in Committee Form Sheet to the DOCS secretary).
- Get the committee together for a short meeting to establish the general direction of your work, appropriate courses, and guidelines they have; then meet at least once per year. See Annual Review.
- Keep them informed of progress through regular meetings and/or individual contact. Find out what they expect in your thesis (When you have completed research, it's too late for anything but "cosmetic" changes--use your committee early and often).
- They examine your work and okay your thesis plans. Therefore get to know them, what research they do, what they have published. Many of them have pet theories and examination questions that crop up in every exam. Find out what they are!

Your selected committee is submitted to and approved by the Department of Oceanography and Coastal Sciences, which may modify membership. The Graduate School, of course, has final approval.

The composition of your committee must meet the following guidelines, a combination of Graduate School and department rules. One of your toughest problems at LSU could be getting an approved committee together.

**M.S. Degree** - at least three Graduate Faculty Members, one of whom must be a full member and at least half must be full-time tenured or tenure-track members of the DOCS faculty:
- Major professor (must be a member of DOCS faculty *)
- DOCS faculty member with expertise relevant to the student’s research (approved by DOCS 11/4/2016).
• Faculty member (DOCS or otherwise) who complements expertise of the other two.
• Committee Chair is encouraged to include at least one committee member outside the student’s research area.
• If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee.

*If a committee member does not have Graduate Faculty status, Administrative Approval should be obtained through the Graduate School. This administrative approval appointment to your committee will be in addition to your three committee members with Graduate Faculty status.

**Ph.D. Degree** - at least three Graduate Faculty Members, **at least two of the committee members must be a full member** of the Graduate Faculty, and at least two of the committee must be from the DOCS faculty:

- Major Professor (DOCS faculty member with Graduate Faculty status*)
- Minor professor (outside of DOCS) if student is pursuing an official minor from another LSU department.
- DOCS faculty member with expertise relevant to the student’s research (approved by DOCS 11/4/2016).
- Faculty members (DOCS or otherwise) who complement the expertise of student's area of concentration.
- Committee Chair is encouraged to include at least one committee member outside the student’s research area.
- If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track Graduate Faculty member must co-chair the committee.
- Graduate School Representative: In addition, the Graduate School will appoint an outside member to all Ph.D. General and Final Exam committees. In most cases, the same outside member or "Dean's Representative" will participate in both the General and Final exam. (You should stay in touch with her/him between exams.) It is your responsibility to ensure that a copy of your thesis/dissertation makes it into the hands of all committee members three weeks prior to defense.

* If a committee member does not have Graduate Faculty status, Administrative Approval should be approved through the Graduate School. This administrative approval appointment to your committee will be in addition to your three committee members with Graduate Faculty status.

**Additional constraints for both M.S. and Ph.D. candidates:**

Check the Graduate School website (Graduate Faculty Membership List) for the list of Members, Associate Members and Affiliate Members of the Graduate Faculty.

**Full Members (M, 7M)** are appointed for indefinite terms, subject to review, and usually have the rank of associate professor or professor in a department offering work for graduate credit. They usually have the highest degree in the field, experience in direction of theses and/or dissertations, and sustained scholarly publications.
**Associate Members (6A)** are appointed for five-years for their initial appointment, two-years for reappointments on a renewable basis. This is usually the appointment for new faculty members with the rank of assistant professor or higher, with the highest degree in the field, and who participate in the graduate program and have scholarly publications in recognized journals.

**Affiliate Members (3F)** are appointed for a two–year renewable term. These persons are ineligible for Associate Membership because they are not appointed in an LSU department offering work for graduate credit. Affiliate Members may serve as members of thesis, dissertation, and examination committees, but may not normally chair one of those committees.

**Emeritus Members (EM)** A faculty member who holds full membership on the graduate faculty may be named as graduate faculty emeritus upon retirement provided that the faculty member has been approved for emeritus status through the LSU System per PM69. Emeritus graduate faculty status allows these faculty to continue to work with graduate students on master’s and doctoral committees as chairs and members.

### MEMBERS OF THE GRADUATE FACULTY
*(as of June 2016)*

<table>
<thead>
<tr>
<th><strong>Oceanography and Coastal Sciences (OCS)</strong></th>
<th><strong>STATUS</strong></th>
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<tbody>
<tr>
<td>Baltz, Donald M</td>
<td>EM</td>
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<td>Bargu Ates, Sibel</td>
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<tr>
<td>Benfield, Mark C</td>
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<td>Brum, Jennifer</td>
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<td>Day, John W Jr</td>
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<td>Lindau, Charles Wayne</td>
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<td>Xue, Zuo</td>
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See Graduate School website for current list of Graduate Faculty
ANNUAL REVIEW & EVALUATION

The Department requires an annual evaluation be filled out at the end of every spring semester for each student. You must meet with your committee at least once a year, and your advisor must provide you and the Department with an annual review. The review is primarily concerned with your academic progress and the significance of the results you have obtained so far. The review form (see FORMS) also requires that your major professor attest to the proficiency of the work for which you are being paid (ordinarily this is your thesis/dissertation effort). Louisiana law requires such a work statement for all persons receiving state funds regardless of the source of the monies. The annual review may be conducted any time during the academic year, but must be done before the end of the Spring semester. **It is your responsibility to see that the review is scheduled, and held within the time constraints as stated. Failure to provide the Department with a completed review form will prevent you from registering and receiving any further financial support.** Your committee members are very busy people and you will undoubtedly have some difficulty getting everyone there at one time; especially near the end of the spring semester! Make plans well in advance and remind your committee several times of the time and place for the review.

ACADEMIC REQUIREMENTS

Formal academic requirements are outlined in the Graduate Catalog. Nothing in this document is intended to supersede the Graduate Catalog. Nor is it our intention to supplant it. It contains details you need to know. If all else fails, read it. Do not rely on your fellow students or your major professor. They more than likely haven't read the bulletin either. If you have any questions, check with the Secretary or the graduate advisor.

You are expected to complete a M.S. internal Program of Study or a Ph.D. internal Program of Study and (except in the M.S. Non-Thesis program) a research project in the form of a thesis or dissertation. We advise setting up a tentative schedule of courses and research with your committee. This should be done fairly early in your program, if it is to be more than a formality.

GRADE REQUIREMENTS

**Good Standing:** Graduate students are considered to be in good academic standing (making satisfactory academic progress) if they earn a 3.00 cumulative average on all graduate course work taken within the LSU System and earn a grade of “S” in research.

**Probation and Dismissal:** A student whose cumulative average is below 3.00 will be placed on probation, except that a student whose cumulative average is as low as 2.75 may be dropped from The Graduate School without having a probationary period. For these purposes, a summer term is counted the same as a regular semester. A student already on probation whose cumulative average is below 3.00 will be dropped from the Graduate School. A student receiving a “U” grade in research will be placed on probation. A student receiving a second “U” in research may be dropped from The Graduate School. Rules governing students admitted on probation are given in the “Graduate Admission” section of The Graduate Catalog. The grades recorded determine the student’s academic status, even if the student changes to a different graduate degree program.
Calculus Requirement

All Ph.D. and M.S. students are required to have successfully completed (grade of "C" or better) Calculus I and Calculus II. If an applicant has not completed these requirements by the time of enrollment in the Department of Oceanography and Coastal Sciences, they will be required to do so during their first year at LSU. However, it is advisable to have at least the first calculus course completed prior to enrollment. This requirement can be met by taking MATH 1550 (Analytical Geometry and Calculus I) and MATH 1552 (Analytical Geometry and Calculus II). For a course at another university to count as equivalent to LSU's MATH 1550, it should cover limits, differentiation, and integration, not only for algebraic functions, but also for exponential and trigonometric functions. Math 1554 (Calculus II for Life Sciences) may be substituted from Math 1552 with prior committee approval. For M.S. students, who have not completed Calculus II by the time of enrollment another quantitative focused course taken during their first year at LSU may be substituted for Calculus II with prior approval of their advisory committee (including but not limited to courses in math, statistics, modeling, computer sciences, etc.). A student may register for those courses on a pass-fail basis with approval of the student's major professor, department chair, instructor of the course involved, and the dean of the Graduate School. The instructor will determine actual quality of work required to obtain a grade of "P". Professional M.S. students (i.e. not thesis track) are exempt from the above requirements.

Pass-Fail Option

With approval of the student’s major professor, department chair, instructor of the course involved, and the dean of the Graduate School, a graduate student may register on a pass-fail basis for courses not included in the major or minor requirements. The deadline for changing from pass-fail grading to letter grading, or vice-versa, is the last day for adding courses for credit. If the student’s major department agrees, graduate courses passed with a grade of “P” may be offered for degree credit, but the grade will not be considered in computing the GPA.

For graduate-credit courses, a grade of “P” will be assigned only if the work is of at least “B/3.0” quality. A grade of “F” in a pass-fail course will be treated as any other “F”.

Note: All students for degrees may only count 6 hours of “C (C+ to C-)” towards graduation requirements.

CORE COURSES

**All MS and PhD students are required to pass the four core courses with grades of “B/3.0” or higher. A student receiving a “C” may be allowed to repeat the course only once, or be dropped from the graduate degree program.

OCS 4126 - Chemical Oceanography (3) Controls on the mass balance and distribution of major elements, trace elements, heavy metals, dissolved gases, and nutrients in estuarine and open-ocean systems. (taught fall semester)
OCS 4170 - Physical Oceanography (3)  Physics of the ocean; with emphasis on dynamical problems; physical properties of sea water, marine instrumentation, flow dynamics in the earth's rotating coordinate system, water waves, general circulation. (taught fall semester)

OCS 4210 - Geological Oceanography (3)  Principles of marine geology; sediments and sedimentation in the marine environment from the near shore zone to the abyssal plain; geological effects of bottom currents; sea-level history; geophysical techniques; continental drift and sea-floor spreading; tectonic history of the oceanic crust. (taught spring semester)

OCS 4550 - Biological Oceanography (3)  Biology of open oceans, continental shelves, and large river deltas. (taught spring semester)

All incoming MS and PhD students are strongly encouraged to complete the four core courses during the first year at LSU.

Students requesting to substitute graduate coursework from another institution for required core courses will need to obtain permission from the faculty member who teaches the course and the graduate advisor. The petition should be signed by the major professor and all committee members. The approval should be reflected in a formal “Doctoral Degree Audit.”

Equivalent courses previously taken for undergraduate credits at another institution cannot be counted for LSU graduate credit.

LSU undergraduate students completing any of DOCS core courses (grade of “B/3.0” or higher) will not be required to repeat the courses upon entering DOCS graduate program. However, no LSU undergraduate credits will be counted for graduate credits.

Seminar Course

OCS 4030 – Techniques in Research Presentations, must be taken by all M.S. (thesis track). and Ph.D. students at least once.

M.S. Program

The M.S. Degree with thesis option has a minimum requirement of 30 semester hours of graduate work, 24 hours of which must be in coursework, meeting all core course requirements, and 6 hours in thesis research. Starting the fall 2016 semester at least 12 of the 24 hours of coursework must be at the 7000 level or above (can include 7001, 8900, and 8901). Transfer work from other institutions is not counted towards meeting the 7000-level requirement. The Graduate School does not require a formal curriculum statement, but a committee approved internal Program of Study must be submitted to the Department by the end of the second semester.
Ph.D. Program

The PhD program requires at least 48 hours of coursework beyond the baccalaureate degree, meeting core course requirements, 9 hours of dissertation research, and research leading to a dissertation. At least one half of the 57 credits (~29 hrs.) must be at or above the 7000 level (can include 7001, 8900, and 8901). Nine hours of dissertation credit (9000) will be counted as work above the 7000 level. **Twenty-nine minus 9 means students only need a minimum of 20 hrs. of coursework at or above the 7000 level.** (Approved by DOCS Faculty 2/15/2012)

Ph.D. Graduate Minor

A Ph.D. student in the Department must complete a minor requirement. This requirement can be met in one of two ways. Other departments offer “official” minors that are satisfied by successfully completing a specific number or set of courses within the offerings of that department. This is usually a total of 12 semester hours. The second way to satisfy the minor requirement is to complete a course plan (12 hours at the 4000 level or above, at least 6 of these hours must be at the 7000 level) in an “area of specialization” and the courses must be approved by the student’s committee. The courses must be from outside of OCS offerings, though they may be taken from more than one department. For the “official minor” the student must have a professor from the outside department as a member of the committee to represent the minor area. For the “area of specialization” a minor professor from an outside department is not required (approved by DOCS faculty 8/26/2016).

Ph.D. Publication Requirement  (Approved by DOCS faculty October 17, 2014)

At the time of their dissertation defense, a Ph.D. candidate in the Department of Oceanography and Coastal Sciences will demonstrate that they have:

1) One journal article published in a reputable journal as lead author that is based on their dissertation research;
2) The Department recommends that the student have at least one other article they co-author submitted to a reputable journal (Note: does not have to be from dissertation work).

Definitions:

a) A minimum definition of a reputable journal is, for example, one that has an impact factor of at least 1.2 based on current analyses. The student’s committee is the final arbiter of this definition.

b) The definition of ‘published’ includes accepted articles that may not be ‘in print’.

Exceptions:

Exceptions may be granted on rare occasion by approval of all three governing entities closest to the final examination process: the student’s committee Chair, the student’s committee (majority vote), and the Departmental Chair.
*See Ph.D. Publication & Exception Forms in Appendices.

Special Topic Courses OCS 4001 & 7001
"may each be taken for a maximum of 9 sem. hrs. when topics vary".
OCS 8900 & 8901
“may each be taken for a maximum of 6 sem. hrs.”

Fulfilling Doctoral Degree Requirements

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Departmental Level Academic Course Plan (use Ph.D. Internal Program of Study form)</td>
<td>During the first semester after the master’s degree is awarded or during the first full year of full-time graduate study for a student not taking the master’s degree. Committee members must be selected during this time frame.</td>
</tr>
<tr>
<td>Doctoral Degree Audit Form</td>
<td>Must be submitted with General Exam Request</td>
</tr>
<tr>
<td>Request <strong>General</strong> Examination</td>
<td>After completing most coursework. Request for the general examination must be submitted to the Graduate School by the student’s department chair as least three weeks prior to the proposed examination date.</td>
</tr>
<tr>
<td>Exam must be taken within 3 calendar years of being classified as a doctoral student</td>
<td></td>
</tr>
<tr>
<td>Exam may be taken anytime the University is open for business</td>
<td></td>
</tr>
<tr>
<td>Request <strong>Final</strong> Examination</td>
<td>At least three (3) calendar months after passing the general examination. Request for the final examination must be submitted to the Graduate School by the student’s department chair at least three weeks prior to the proposed examination date and by the current semester deadline, if the student is a candidate for the doctoral degree.</td>
</tr>
<tr>
<td>Exam may be taken anytime the University is open for business</td>
<td></td>
</tr>
</tbody>
</table>

MS – Professional Option*

The Department of Oceanography & Coastal Sciences (DOCS) has a non-thesis option which is designed for individuals interested in non-research careers (e.g., positions in regulatory agencies, management groups) where breadth of course work may be more valuable than research experience.

- Students are accepted for this course of study through regular admission procedures of the LSU Graduate School and Department’s Academic Affairs Committee. Students may attend full or part-time.
- Students must remain in “good academic standing” in the Graduate School and maintain at least a cumulative 3.00 grade point average.
- 36 credit hours of coursework beyond the bachelor degree level are required for graduation, specified as follows:
- All coursework must be approved by the Student’s Advisory Committee (which consist of three graduate faculty members, at least two of which (including the Chair) must be from DOCS)
- Complete a minimum of 18 hours in courses numbered at or above 7000
- 6 hours of departmental core courses or approved substitutions
- 9 hours of advanced coursework in one DOCS specialized area
- 9 hours in a minor field outside the Department of Oceanography & Coastal Sciences
- At least 3 semester hours of advanced field or literature research based on internship or a team project (e.g. OCS 8900, OCS 8901) which demonstrates the student’s ability to synthesize data and demonstrates acceptable writing skills
- 9 hours of electives (within or outside of department)
- A student must pass a final exam, both oral and written, to be given by the Student’s Advisory Committee.
- During the last semester, professional students must deliver an oral presentation (to committee) of a written research report from the internship or team project, one copy must be turned into the DOCS office prior to graduation

*Approved by LSU Graduate Council (11/19/2014)

**Graduate Minor in Wetland Science and Management**

The Departments of Oceanography and Coastal Sciences and Environmental Sciences of the College of the Coast & Environment jointly offer a graduate minor in Wetland Science and Management. The minor requirement is designed to provide students with a strong background in wetland science and policy by enhancing their understanding of ecosystem processes in wetland resource management. **The Minor in Wetland Science and Management is also available to graduate students outside the two departments.**

**Curriculum:** The following are the course requirements for both Master's and PhD students. All courses listed except OCS 4372(4) are 3 credit hours.

**Course requirements for OCS students:**
Students must take one course from Group A, two courses from Group C, and at least three additional elective credit hours from any group for a total of at least 12 credit hours. OSC courses taken to meet the department’s core course requirement may not be counted toward the minor. OCS Ph.D. students cannot substitute the Wetland Science and Management minor for the DOCS Ph.D. minor requirement. **If you plan to pursue the graduate minor in Wetland Science and Management please notify the DOCS office (Dana Sanders) or DOCS Graduate Advisor (Dr. Charles Lindau).**

**Course requirements for ENVS students:**
Students must take one course from Group A, one from Group B, and at least six additional elective credit hours from any group for a total of at least 12 credit hours. ENVS courses taken to meet the department’s core course requirement may not be counted toward the minor.

**Course requirements for students in other departments:**
Students must take one course each from Group A, Group B, and Group C and at least three additional elective credit hours from Groups A, B, or D for a total of at least 12 credit hours. **If you plan to pursue the graduate minor in Wetland Science and Management please notify the DOCS office (Dana Sanders) or DOCS Graduate Advisor (Dr. Charles Lindau).**
Group A  
OCS 4308 Plants in Coastal Environments  
OCS 4560 Wetland Loss, Restoration, and Management  
OCS 7129 Global Climate Change and Wetlands

Group B  
OCS 4128 Wetland Hydrology and Hydrodynamics  
OCS 4165 Environmental Chemistry of Wetlands  
OCS 4565 Restoration Ecology/Ecological Restoration  
OCS 7165 Biogeochemistry of Wetland Soils and Sediments

Group C  
OCS 4465 Coastal Zone Management  
ENVS 4149 Design of Environmental Management Systems  
ENVS 7040 Environmental Planning and Management  
ENVS 7041 Environmental Policy Analysis  
ENVS 7042 Environmental Conflict Resolution  
ENVS 7045 Land Use Law and Regulation  
ENVS 7050 Spatial Modeling of Environmental Data  
ENVS 7061 Water Quality Management and Policy

Group D  
OCS 4040 Environmental Pollution and Transport Processes  
OCS 4164 Deltaic Processes and Products  
OCS 4372 Estuarine Ecology - 4 credit hours  
OCS 4410 Ecosystem Modeling and Analysis  
OCS 7124 Applied Coastal Plant Ecology  
OCS 7130 Marine Isotope Biogeochemistry

In addition, all students:
- Must include at least one 7000 level course
- Must maintain a minimum 3.0 grade point average in all minor courses
- May not apply courses taken on a pass/fail basis to the minor
- A minor committee member from DOCS or ENVS is required

New or existing courses may be substituted after approval by both the student’s committee and both departments.

Degree Recognition:
Thesis: Line on cover page denoting MS/PhD degree with a “Minor in Wetland Science and Management”.
Degree Transcripts: Line denoting the completion of degree requirements for the “Minor in Wetland Science and Management”

Points of Contact:
Charles Lindau, Professor and Graduate Advisor, Department of Oceanography and Coastal Sciences  
Phone 225-578-8766, clinda1@lsu.edu

Crystal Johnson, Assistant Professor and Graduate Advisor, Department of Environmental Sciences,  
Phone 225-578-9422, cnjohnson@lsu.edu
CONCURRENT DEGREE PROGRAMS

The Department has recently formalized two concurrent M.S. programs, one with Experimental Statistics, and one with Public Administration. Each leads to an M.S. degree in Oceanography and Coastal Sciences as well as one in the joint curriculum. Because of overlapping course requirements both degrees can be earned with about 50 semester hours or 5-6 semesters of work. For further information, refer to the section on "Second Master's Degrees" in the current Graduate School Bulletin.

EXAMINATIONS

The Graduate School allows considerable leeway in conduct of graduate examinations. DOCS has no rules which modify the general requirements, but a few comments are in order.

M.S. Degree

**Final Examination:** This exam is almost always oral, although the committee may require a written exam. This examination covers both thesis and coursework. All students are expected to be competent in all four core areas of oceanography. The experience of other students who have successfully maneuvered this hurdle would be useful, but they seem to disappear with remarkable speed immediately after the exam. (Perhaps they are afraid someone will change their mind.)

A few suggestions: Do not present your committee with a half-finished thesis just before the exam. About one month before your defense give them neat copies, which have been carefully worked over with your major professor. (This puts part of the onus for errors on him/her, so he/she has to come to your defense). Review your course notes, refresh your memory on hazy points.

Ph.D. Degree

**Qualifying Assessment:**

The purpose of this evaluation is to determine whether the student has (1) the background and intellectual capabilities to pursue a doctoral degree in oceanography and coastal sciences and (2) to assist in the preparation of the student’s departmental-level Program of Study. It may also serve to discover strengths and weaknesses in a student’s academic preparation. The final format and structure of the certification procedure will be decided by the student’s advisory committee. The qualifying procedure is given as an oral assessment (written questions optional) administered by the student’s advisory committee (a serious attempt should be made to include a representative from the minor field). After meeting with the student, the advisory committee will be required to approve or disapprove and sign the departmental-level Program of Study listing all coursework requirements for the degree during the first or second semester following the student’s formal admission to the doctoral program. If a student already has a master’s degree, the departmental-level Program of Study should be formulated and submitted (with student and committee signatures) during the first semester; if a student is bypassing the master’s degree, submission may be delayed until the second semester.
**Student Responsibilities:**

1) Contact the advisory committee several weeks before the evaluation to determine date, time, location of committee meeting, and to discuss content of evaluation.

2) Provide committee members with a listing/grades of relevant undergraduate coursework, completed graduate coursework and probable future Ph.D. coursework (complete working copy of Program of Study) at least two weeks prior to the qualifying meeting. A brief outline or description of the student’s dissertation research may be helpful to the advisory committee for future coursework assessment/recommendations.

3) Give a short presentation, before the advisory committee, outlining completed and proposed graduate coursework, proposed dissertation research followed by a question and answer period.

4) Make committee suggested coursework additions/deletions to the departmental-level Program of Study, obtain all required signatures and submit to department (Ms. Dana Sanders, DOCS Administrative Coordinator).

* The approved departmental-level Program of Study will assist the student in future preparation and submission of The Graduate School Doctoral Degree Audit.

** Graduate Catalog - “The advisory committee is not necessarily identical to the student’s committee for the general examination”.

**General Examination:** Review the Graduate Catalog General Examination Section. In DOCS, committee members are expected to include written exams before the oral portion. A written exam is required of all students, and should be scheduled prior to the orals. It will be to your advantage to provide each committee member a listing of courses you have completed for graduate credit (major, minor and other)--department, course #, title, credit hours, grade, semester, etc.

There is a special form to be used to request permission of the Dean of the Graduate School to take the general exam. There is a time limit for the submission of this form prior to the date scheduled for the exam. See the Graduate Bulletin for details. The Doctoral Degree Audit Form must be submitted with the General Exam Request.

The report of the exam is in the form of cards signed by the examining committee and submitted to the Graduate School along with a possible "Change in Doctoral Degree Audit" form.

**Final Examination:** Traditionally this examination focuses on your dissertation research and can be a stimulating, even exhilarating discussion among peers, with you in the position of expert. How closely you attain this goal depends almost entirely on how well you communicate with the committee throughout your tenure as graduate student. The dissertation is emphatically your work, but it should also reflect the expertise and experience of your committee.

This final examination also will require a special form to be used to request permission of the Dean of the Graduate School to take the exam. The same time limit conditions apply for submission of the request for exam prior to the date of the exam. Special cards and forms are also required to report results of the exam to the Graduate School.
Students, at the discretion of their committee, may be allowed to take the exam a 2nd time (if failed the first time). However, all of the University limits on time deadlines must be met in scheduling exams, if allowed.

**NOTE:**

All enrolled MS and PhD graduate student forms are available on-line at:

https://lsu.edu/graduateschool/current-students/enrolled-student-forms.php

A copy of any form or paper should be put in your individual folder in the Departmental office. Remember this!

**RESEARCH PROSPECTUS**

The Department requires approval by your committee of a research prospectus which describes the work you intend to do. Whether you are a M.S. or Ph.D. candidate you need a committee, a research prospectus and a Program of Study. This prospectus takes many forms and can be of enormous help to you and your committee. It outlines for your committee what you want to do and why. It should show your grasp of the literature on the subject. It also should show the extent of the work you propose, with some estimate of: 1) the time involved; 2) labor, logistic support, and cost; and 3) the content of the final products. M.S. and Ph.D. students should have an committee approved research prospectus submitted to the department by the end of their second semester. A well-developed prospectus informs the committee on your need for course work.

Often students are too ambitious in their initial goals (sometimes they aren't ambitious enough). Committee members can help you define a workable problem with this document. This is also a good opportunity to outline and get suggestions for appropriate techniques. All in all, the prospectus can be a positive force in your career as a graduate student.

When your prospectus is complete get your committee's approval of it. Among other things this gives you some measure of security against the vagaries of your committee. Your prospectus should be on file in the DOCS office. Your prospectus is a working document and can be modified with committee approval.

The committee may also require or request, either as a group or individually, periodic reports on your progress. These meetings can be very helpful, both to you and to your committee. Take the initiative. Do not wait for the committee to do your work.

One further comment is in order. Both M.S. and Ph.D. students ordinarily take a number of hours of research credit (OCS 8000 or 9000). For this the major professor, each semester, awards Satisfactory (S) or Unsatisfactory (U) grade. It is the student's responsibility to ascertain his/her major professor's requirements each semester, and to show him/her concrete evidence of satisfactory progress. Otherwise the advisor has no choice but to award a U grade.
THESSES AND DISSERTATIONS

Your thesis or dissertation is an original piece of research, your work. The dissertation, in particular, may be the most important piece of research you ever do. The faculty is here to help you make it the best piece of work possible.

Miscellaneous comments about aspects of the manuscript follow:

(a) **Publication:** Whenever possible write your manuscript for publication in a refereed journal. If the scientific world is not anxiously awaiting your discoveries, perhaps it is because the world doesn't know about the discoveries. Graduate School format for theses is flexible. You can kill two birds with one stone by painstakingly writing a quality manuscript for publication, slapping appropriate title pages on it, and using it for your thesis. In a dissertation each chapter can be a separate publication, although you may need a separate introduction and reference section. In any event, write your thesis/dissertation for publication the first time. Avoid the pain of returning to it again when you start a new job!

(b) **Data:** If your research is supported by grant funds, clarify with your major professor your responsibilities and his/hers under the grant, in particular the disposition of the data. Common procedure is to allow you reasonable time to complete your manuscript and publish, after which the data revert to the principal investigator. Remember he/she has to perform on the grant, so he/she depends on you to do a professional job. (See CHECKING OUT below). In addition, acknowledge, in your thesis, the agency with which the contractual agreement was established. That's a small courtesy for the funds the agency is providing.

(c) **Time Schedules:** The Graduate School publishes a schedule for completion of theses and dissertations, final examinations, etc. Do not believe it! Give yourself more time! Nobody in DOCS has been able to stick to it yet. You are not likely to be an exception. A little known principle of thesis writing is stated as follows: "Thesis completion always occurs in the next semester." As a minimal rule of thumb give committee members triple the time you think they need to review the thesis. The minimum time period on the Graduate School calendar between final examination and submission of thesis to the Graduate School is insufficient if extensive revision is necessary. Don't forget that the thesis must be edited, proofread, and duplicated before submission, and all this requires time.

(d) **Editing:** Before final printing, all theses should be edited by a professional editor. Confer with your major professor concerning his/her thoughts on this.

(e) **Cost & Copies:** Traditionally the cost of the production of the thesis or dissertation is borne by the student. You are expected to pay for copies for the members of your committee and the department. You should always check with your major professor since most research is funded by grants or contracts which often include "publication" costs; however, dissertation or theses printing and binding is not allowed on university accounts. The department requires a bound copy of your thesis and a CD with the thesis/dissertation and any associated data and/or publications. The format should be in Word or Excel as appropriate, and PDF.
RESEARCH ACCOMPLISHED UNDER GRANTS OR CONTRACTS

The department should have a rule that one obligation of any student completing a thesis under contract funds is the preparation of an acceptable report for the funding agency. This ought to be a publication for the scientific community. The department does not have this policy, but your boss may. You had better talk to him/her.

CHECKING OUT

When you have successfully cleared all the hurdles and broken the tape at the finish line, we ask one more thing of you--an orderly exit. It helps us considerably for departing students to take care of each of the following:

- Data Disposition. Please discuss this with your major professor. If data were collected by you on grant funds, it becomes the property of LSU and should be put in a format that is easily used by others. Discuss the whole question with your major professor. Make certain that the data set is clearly documented with dates, locations, etc.
- If you have sample collections which should be preserved, discuss them with your major professor. We have not had space to maintain many collections, but if the material is valuable some thought should be given to disposition. The LSU Museum of Natural Science and the Biological Sciences Department herbarium may be interested in biological material.
- Copies of your thesis or dissertation should be presented to your committee members, your grant officer, and, most definitely, the DOCS Office.
- Turn in any equipment you have to the owner.
- Turn in keys to any DOCS rooms or buildings to the Departmental office.
- Leave your forwarding home and work address, telephone number, and e-mail with the Department. We would like to stay in touch. Also, as your career takes off, please notify the Department. Quite often we are asked to document the success of our graduates and we have no way of doing this if you don't keep in touch.
- Please schedule an Exit Interview with the current Department Chairman.

SC&E FIELD SUPPORT SERVICES

Support facilities include a pool of vehicles and small boats (14 to 22’), a fabrication shop and a Field Camp. Other state agencies and LSU programs are serviced if facilities are available. Use of the facilities is handled on a cost reimbursable basis through a schedule of use charges.

The following organizational chart gives the breakdown by function for the logistical support staff:

MARINE SERVICE COST CENTER: Mark Miller, Manager (8-7782 or 8-6076)

SMALL CRAFT OPERATIONS AND FABRICATION: 6 Towing Vehicles and 14 Boats

(Specialized service facility within context of OMB circular A-21; indirect costs are recovered on modified total cost basis)
All requests for use of facilities or equipment should originate with the appropriate division personnel. Safety regulations and efficiency of shop operations preclude walk-in contacts. Please use forms in Shop mailbox or telephone, if immediate response is necessary.

Vehicles are available for field trips and will not be allocated for local travel unless needed to carry equipment or for towing. A use charge schedule for local travel is based on 1/8 of the daily rate per hour.

**BOAT USE**

Trailerable boats are available to "qualified operators" and should be scheduled at least a week in advance. An initial meeting should be scheduled with auxiliary staff to discuss your anticipated use schedule and scope of operations well in advance of the first scheduled trip. A certification procedure and training program has been developed and is mandatory for all boat users. Contact Mark Miller for the current schedule and registration for safety courses. Anyone anticipating research involving boat operation in the current academic year should participate in this training program. Shop facilities are the domain of auxiliary personnel who maintain the equipment and perform major fabrication. Use of the shop by research personnel or graduate students for simple tasks will be considered on a case by case basis. Some hand tools are available for use but you should call to arrange the use of these tools. Walk-in requests will not be honored.

**PROCEDURES FOR USE OF THE FABRICATION SERVICES DIVISION OF THE MARINE SERVICES COST CENTER**

- Any project with funds and a valid account code may request service. Prior approval of charges must be obtained from budget heads.
- Charges will be based upon actual time and material used on the job. Materials will be billed at cost plus 10%, to pre-approved valid account codes. Prior approval of charges must be obtained from budget heads.
- Jobs expected to require less than four man-hours of shop personnel time may be handled by telephone (578-6076). The proper budget code must be given, after approval by budget head is obtained for the charges.
- To promote safety, and efficiency, we discourage walk-ins. Please call before coming over.
- There are numerous pieces of electronic, optical and mechanical equipment which are used by research personnel and maintained and stored in shop space. This equipment will still be checked out at no charge. However, if reconditioning, repair or calibration is required, charges for time and materials will be billed to the appropriate project(s). Replacement of lost or heavily damage equipment is the responsibility of the user.
ASSISTANTSHIPS AND FELLOWSHIPS

Assistantships and fellowships seem to be of some minor interest to some of you. The Department of Oceanography and Coastal Sciences has some assistantships; 8G Board of Regents, and Graduate School Fellowships are currently held by our students. The number of Graduate Research Assistantships available varies from semester to semester, depending on the grants and contracts in force. These RAs come from faculty research grants. See a copy of P.S. 21, which states the regulations covering graduate assistantships and fellowships. The current LSU General Catalog clarifies grade and course load requirements for holders of assistantships. All DOCS students must register for at least 9 hours in the Fall and Spring semesters and 6 hours in the Summer semesters, especially those students who hold assistantships or fellowships.

DOCS FACULTY COMMITTEES (members to be announced)

- **Academic Affairs/Admissions** - Admissions, assistantship and fellowship decisions, non-thesis options, student guidance.
- **Awards** - Selection of candidates to receive academic awards available for scholarly achievements.
- **Curriculum** - Revise teaching schedule with DOCS faculty, new courses to be integrated.
- **Departmental Assessment/Review** - Organization of Departmental priorities, communication of assessment data and outcomes to higher administration.
- **Faculty Development** – Tenure/promotion review and faculty mentoring.
- **Faculty Senate** - Representation on campus-wide administrative body.
- **Seminars** - Selecting, arranging and presenting School seminar speakers.
- **Webpage** – Design, uploading, and maintenance of the Department’s webpage and its contents.
CEGO
( Coast & Environment Graduate Organization)

2017-2018 OFFICERS

President: Wokil Bam  CEGO.president@gmail.com

Vice-President: Andy Muench

CEGO (Coast & Environment Graduate Organization) is the name of the student organization which provides for the interaction of Oceanography & Coastal Sciences and Environmental Sciences graduate students. Formally recognized in 1995-96, CEGO is now permitted to use the Student Organization Services office in the LSU Union, schedule CEGO functions in LSU facilities and raise money on campus for worthwhile projects. CEGO works to improve both the academic and social experience for all CEGO students: membership and active participation in CEGO is strongly encouraged.

This group organizes student representation and communication with DOCS faculty, in large part by electing officers who attend meetings of Faculty Committees. The president of CEGO represents DOCS students at monthly faculty meetings, while the Vice-President attends irregularly scheduled Curriculum Committee meetings and coordinates completion and summary of the end of term course evaluation surveys which are completed for each course taught in the department. The Student Affairs Chair is a regular member of the committee that reviews applications to the department and reviews petitions from current graduate students requiring action by the committee. Ongoing responsibilities of CEGO (and the officer responsible for completion of the task) also include the following:

- coordinating the weekly seminar series (Seminar Chairs);
- organizing the Fall Picnic/Shrimp Boil and the Spring Crawfish Boil (President);
- DOCS representation to the Graduate Student Association (GSA Representative).

FIELD TRIPS AND TRAVEL

(FOLLOW “WORKDAY” APPROVAL AND REIMBURSEMENT PROCEDURES)

Are you planning a field trip for data collection? Care to attend any conferences? Then you should know about travel approval and reimbursement. If your major professor has funds to cover some or all of your travel expenses, the university will reimburse allowed expenses. If you are presenting at a conference, you may request additional funds from the Graduate School ($250, but may vary). You must submit to them (1) a copy of the “Authorization to Travel” form (AS292) along with a memo through your major professor indicating his approval and the budget code from which the travel will be paid from and (2) proof that you will be presenting. In turn, submit a copy of this to the department and it is possible that you may be approved for an additional $ 150-250 if budget permits.

The first stop before your first excursion should be to the Departmental Office. A blanket approval form should be on file in the office, and renewed each year, to cover routine in-state travel for data
Once this form is on file, you will not need to fill it out before every trip. If your trip involves the use of your own vehicle, travel to attend conferences or conventions, vehicle rental, expenses in excess of the normally allowed amounts, or foreign travel, then a prior approval form, "Request for Authorization to Travel" (AS292), is necessary. This must be approved by the budgetary unit head to ensure reimbursement, and to document that you are on official university business for legal eventualities.

Within ten days after completion of your trip, you need to submit a travel expense voucher (AS300 form) to the travel coordinator. This is necessary if you want to be reimbursed for you travel expenses. It will cover personal auto mileage, meals, lodging, and registration fees, as well as parking and tolls. If you need help from other students in the field & these students are covered by trip insurance, you may also be reimbursed for their meals. In all cases, save your receipts. Accounting can supply you with a card outlining travel reimbursement rates as well as travel approval requirements for specific situations, like foreign travel.

If you plan on traveling often or spending a lot of money, a travel advance may be justified. It cannot be for less than $100 and must be submitted to accounting at least four days before the check is needed. This request must also be approved by the budgetary unit head. A travel expense voucher must be submitted within ten days of completion of the trip, and if you did not use the total allowance, a check for the difference should accompany the voucher.

Try to get the paperwork done on time to make life easier for accounting and yourself. Field trips should be educational and not unpleasant, so the sooner you learn the ropes about approval and reimbursement the smoother yours will be.
Useful Forms
VESSEL AUTHORIZATION/OPERATOR HISTORY FORM

The following information will be retained on file by all Agencies on their Operators authorized to operate a State vessel:

Name: _____________________________ Employed by: ________________________________
Address: __________________________ (Department, Board, Commission)
_________________________________ Zip__________ Assigned to: _______________________
Date of Birth: __________________________ (Agency, District, Office)
Operator’s Phone Number: __________________________
Operator License No.: __________________________ Job Title: ________________________________
Expiration Date: __________________________ Immediate Supervisor’s Name:______________________
Issue Date: __________________________ Is the Primary purpose to operate vessels? Yes No __
Is a Current Operator Record attached: __ Has it been verified as accurate? __________
Will this Operator be authorized to operate his or her privately owned vessel in the course and scope of employment? Yes No __

<table>
<thead>
<tr>
<th>Types of Vessel</th>
<th>TYPE 1</th>
<th>TYPE 2</th>
<th>TYPE 3</th>
<th>TYPE 4</th>
<th>TYPE 5</th>
<th>TYPE 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>No motor, Pirogue skiff Raff bateau</td>
<td>Motorboat Class A-1-2-3</td>
<td>Airboat Push</td>
<td>Tug</td>
<td>Ferry</td>
<td>Marsh Buggy</td>
<td>Other</td>
</tr>
</tbody>
</table>

State Vessels Authorized to Operate:

Date Trained: __________________________ Source of Training: __________________________
Number of days per week required to operate a vessel: __________________________
Required to handle hazardous cargo: Yes No __
Trained to haul/Handle: Yes No __

I have reviewed this individual's genuine need to operate a State vessel. In conducting this review I have considered his/her operating experience, class/type equipment to be operated, and a one year operating record. The attached Operator Record has been verified as accurate and updated as necessary. I authorize this individual to operate the vessels listed above in accordance with the provisions of this program. This authorization expires in one year from this date.

/ __________________________
Agency Head (Print name/ Signature) 
(or specifically designated individual)

Date of Authorization

DA 2066 LSU (11-15-10)(1-11)
STUDENT COMPLAINT FORM

Personal Details

Name

Date    Student Number    Phone Number

Course Number

Are you an international student? Circle: Yes or No

This form must be filled in and lodge with the Administrative Coordinator.

Please provide an accurate state of the matter you wish to have resolved and the steps you have taken to try to resolve the matter. Attach extra pages as necessary.

Describe your complaint

What have you done to resolve this complaint?

What outcome are you seeking? Do you have a suggested remedy for this problem?

X

Student Signature

For office use only

Received by: ___________________________ Date: ________________

Complaint referred to: ___________________________ Date: ________________
<table>
<thead>
<tr>
<th>#</th>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Date Submitted</th>
<th>Type</th>
<th>Actions/Notes</th>
<th>Sent to Director / Dean</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schaefer</td>
<td>Matthew</td>
<td>89-322-6385</td>
<td>10/25/2012</td>
<td>MedW/R/CR</td>
<td>Requested resignation from the University due to bicycle/car accident and debilitating arm/hand surgery</td>
<td>10/26/2012</td>
<td>Approved 10/29/2012</td>
</tr>
</tbody>
</table>

*MedW, medical withdrawal; RetroD, retroactive drop; R/CR, resignation/cancellation of registration

Updated: 8/12/13

GA, general appeal
DOCS Committee Form

Name: ________________________________

Degree: ____________________________

Major Professor: ____________________________

Committee Members:

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

Concentration in Wetland Science: Yes No

____________________________________

Academic Affairs Committee Chair
Authorization and Driving History Form

The following information will be retained on file by all agencies on their drivers authorized to operate a State vehicle, or a private vehicle for state purposes:

Name ___________________________ Driver’s License No. ___________________________
Date of Birth ______________________ Issuing State ___________________________ Class License _______
Phone Number: (______) - ________________ LSU Issue Date ___________________________
Employee ID No. ____________________ Expiration Date ___________________________

********************************************************************************************

Department employed by ___________________________ Department Code (first 5 digits)___________
Dept Address ___________________________ Job Title ___________________________ Position: Staff_____ Faculty_____ Student_____  
Is employee’s primary purpose to drive vehicles? Yes____ No____ (A YES answer requires a license class other than Class E.)
Is driver authorized to operate his/her private vehicle in the course and scope of employment? Yes____ No_____  
Date of last Driver Training Course? / / (mm/dd/yy) ___________________________

********************************************************************************************

State vehicle(s) authorized to operate:

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Date Trained</th>
<th>Source of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any LSU State Vehicle</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>VEH #1</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>VEH #2</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>VEH #3</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

********************************************************************************************

I understand that I must report any accident while performing state business to my supervisor as soon as possible, and complete a “Driver’s Accident Report Form” (DA 2041) within 48 hours. I also understand that I am responsible for reporting any citations I receive, and to pay any traffic fines levied as a result of the citations.

I certify that if I am authorized to drive my personal vehicle on state business, I have, and will maintain, at least the minimum liability coverage as required by LA R.S. 32:900(B)(2). I also understand that the use of my vehicle on state business requires: 1) prior written authorization from my supervisor or agency head, 2) a current liability policy meeting the requirements of LA R.S. 32:900(B)(2); and 3) my paying of all expenses I have as a result of using my vehicle, subject to receiving at a later date the reimbursement pursuant to the State's travel policy. I understand that any false statement on this form or failure to notify my supervisors of any change in my insurance status could result in disciplinary action.

________________________________________________________________________
Employee Signature ___________________________ Date ___________________________

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual’s genuine need to drive a State Vehicle, and/or to drive his/her personal vehicle on state business. In conducting this review, I have considered his/her driving experience, and type of vehicle to be operated. I authorize this individual to operate the vehicles approved by the type of license above. The individual is aware of the requirement to report any accident while performing state business to his/her supervisor as soon as possible and to complete a “Driver’s Accident Report Form” (DA 2041) within 48 hours of the accident. This authorization must be reviewed one year from this date.

________________________________________________________________________
Agency Head (or Designated Authority) ___________________________ Agency Head Signature ___________________________ Date of Authorization ___________________________

Return this form to: Office of Property Management, C201A Copy & Mail Center
The attached operator's record has been verified as accurate and dated as necessary.

Property Management

DA 2054-LSU rev 4/5/11
DOCS Thesis Defense Information Form for M.S. Students
(Note: Curriculum Vitae and LSU Transcript are required to be attached to this form during submission. This form is to be filled in by the student, and co-signed by the student, committee chair, and department chair). (Finalized 2-26-15)

Student Name: ________________________
Date Started Program: ________________________
Defense Date: ________________________
Anticipated Graduation Date: ________________________
Committee Chairperson: ________________________
Committee Members: ________________________

Number of professional meetings attended: _________
Number of papers or posters presented at meetings: _________
Number of awards received: _________
List of Awards: _____________________________________________________________________
____________________________________________________________________________________

Publications:

a. Manuscripts submitted but not yet accepted: _________
b. Manuscripts accepted but not yet published:
b1. Based on thesis/dissertation research at LSU _________
b2. Not based on thesis/dissertation research at LSU _________
c. Manuscripts published:
c1. Based on thesis/dissertation research at LSU _________
c2. Not based on thesis/dissertation research at LSU _________

Learning Objective 1A (Core Course Letter Grades)

Physical _________ Chemical _________
Geological _________ Biological _________

Have you attached your curriculum vitae?  Have ______ Yes ______ No
You attached your LSU transcript?  ______ Yes ______ No

Signatures
Student________________________________________Date____________
Committee Chairperson________________________________________Date____________
DOCS Chairperson____________________________________________Date____________
Department of Oceanography and Coastal Sciences
Faculty Assessment Form for M.S. Students at Defense Examination
(Modified and Finalized 1-22-2016)

Defense Date: _________________
Student Name: ___________________ Chairperson: ______________________
Committee Member: ________________

ASSESSMENT SCORING (refer to attached rubric to help with scoring):
1 = below expectations; 2 = acceptable; 3 = good; 4 = superior/excellent

Learning Objective 1 (broad understanding of core areas and interactions): ____
Question for student: How does your thesis research relate to biological, chemical, geological and physical oceanography?

Learning Objective 2 (conduct independent research):
– contribution to research goals and development of approaches: ______
– conduct of research: ______
– appropriate evaluation of data: ______
– productive interaction with faculty, students & support personnel: ______

Learning Objective 3 (communicate scientific findings effectively):
– public defense seminar, presentation of scientific information: ______
– public defense seminar, overall quality of presentation: ______
– written communication skills evident in thesis: ______
– oral communication skills at defense: ______

Learning Objective 4 (advanced knowledge, evaluate literature, significance of their research, and identifying related future research needs):
– overall defense of research: ______
– reveals advanced level of knowledge in their specialized area: ______
– ability to evaluate and use appropriate scientific literature: ______
– relate significance of their research: ______
– identify future research needs related to your project: ______

Comments (optional, use back if more space is needed)
DOCS Dissertation Defense Information Form for Ph.D. Students
(Note: Curriculum Vitae and LSU Transcript are required to be attached to this form during submission. This form is to be filled in by the student, and co-signed by the student, committee chair, and department chair. (Finalized 2-26-15)

Student Name: ________________________
Date Started Program: ________________________
Defense Date: ________________________
Anticipated Graduation Date: ________________________
Committee Chairperson: ________________________
Committee Members: ________________________

Number of professional meetings attended: ______
Number of papers or posters presented at meetings: ______
Number of awards received: ______
List of Awards: ______________________________________

Publications:

d. Manuscripts submitted but not yet accepted: ______
e. Manuscripts accepted but not yet published:
  b1. Based on thesis/dissertation research at LSU ______
  b2. Not based on thesis/dissertation research at LSU ______

  f. Manuscripts published:
     c1. Based on thesis/dissertation research at LSU ______
     c2. Not based on thesis/dissertation research at LSU ______

Learning Objective 1A (Core Course Letter Grades)

Physical ______
Chemical ______
Geological ______
Biological ______

Have you attached your curriculum vitae? Have ______ Yes ______ No
You attached your LSU transcript? ______ Yes ______ No

Signatures

Student________________________________________Date__________
Committee Chairperson__________________________Date__________
DOCS Chairperson______________________________Date__________
Date: __________________________

Student Name: ___________________ Chairperson:_____________________

Committee Member: ________________

ASSESSMENT SCORING (refer to attached rubric to help with scoring):
1 = below expectations; 2 = acceptable; 3 = good; 4 = superior/excellent

Learning Objective 1 (broad understanding of core areas and interactions):

General Exam
- Physical _________  Chemical _________
- Geological _________  Biological _________

Final Exam

Learning Objective 2 (conduct independent research):
- contribution to research goals and development of approaches:     ______
- conduct of research:           ______
- appropriate evaluation of data:           ______
- productive interaction with faculty, students & support personnel:     ______

Learning Objective 3 (communicate scientific findings effectively):
- public defense seminar, presentation of scientific information:  ______
- public defense seminar, overall quality of presentation:      ______
- written communication skills evident in thesis:        ______
- oral communication skills at defense:         ______

Learning Objective 4 (advanced knowledge, evaluate literature, significance of their research, and identifying related future research needs):
- overall defense of research:                       ______
- reveals advanced level of knowledge in their specialized area:      ______
- ability to evaluate and use appropriate scientific literature:       ______
- relate significance of their research:          ______
- identify future research needs related to your project:       ______

Comments (optional, use back if more space is needed)
M.S. Graduation Check Sheet  
(Internal) MS – Professional Option (non-thesis)

Name__________________________ Date__________________________

6 HOURS OF DEPARTMENTAL CORE COURSES

OCS 4126 – Chemical Oceanography (3) __________
OCS 4170 – Physical Oceanography (3) __________
OCS 4210 – Geological Oceanography (3) __________
OCS 4550 – Biological Oceanography (3) __________

50/50 Split of 4000/7000 courses: ___________ 36 Semester Hours ___________

9 Hours Advanced Course Work in DOCS specialized Area ____________________________

9 Hours in Minor Field Outside DOCS ____________________________

3 Hours of DOCS 8900/8901 ___________

9 Hours Electives: ___________ ___________ ___________ ___________ ___________

Oral Presentation _______ Final Examination ___________

______________________________  ______________________________
Major Professor  Signature of Major Professor

MINOR (optional)

OFFICIAL: ____________  UNOFFICIAL: ____________

MINOR COURSES : ___________ ___________ ___________ ___________

______________________________  ______________________________
Minor Professor  Signature of Minor Professor
M.S. Graduation Check Sheet
(Internal)

Name ___________________________ Date ___________________________

Prereq: Calculus I _______ & Calculus II or approved substitution ____________________________

CORE COURSES

OCS 4126 - Chemical Oceanography (3) ______
OCS 4170 - Physical Oceanography (3) ______
OCS 4210 - Geological Oceanography (3) ______
OCS 4550 - Biological Oceanography (3) ______

12 Credit hours at or above 7000 level ______________
*6 hours of thesis credit (OCS 8000) will NOT be counted as work at or above the 7000 level
*start date - for incoming MS students, fall semester 2016 - new Graduate School Requirement

REQUIRED:
OCS 4030 _____ (1 hr) 6 hrs. 8000 ____ 24 cred. hrs beyond baccalaureate ________

Special Topic courses OCS 4001 & 7001 "may each be taken for a maximum of 9 sem. hrs. when topics vary".
4001________________________(hrs) 7001________(hrs)

Thesis Title: ______________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Major Professor ___________________________________ Signature of Major Professor

MINOR (optional)

OFFICIAL: ___________ MINOR ___________ UNOFFICIAL: ___________
COURSES: ___________ ________ ________

_________________ ___________ ________

Minor Professor (outside of DOCS) ___________________________ Signature of Minor Professor

39
M.S. with thesis option has a minimum requirement of 30 semester hours of graduate work, 24 hours of which must be in coursework, meeting all core course requirements, and six hours in thesis research. At least 12 hrs. of the minimum required coursework (24 hrs.) must be at or above the 7000 level. * Six hours of thesis credit (OCS 8000) will NOT be counted as work at or above the 7000 level. * start date - for incoming MS students, fall semester 2016 – new Graduate School Requirement

Courses Completed and Applicable as Graduate Credit

List Subject, Course Number, and Hours of Credit. Include thesis research hours. (example: OCS 4126(3), EXST 7003(4), OCS 7001(2), OCS 8000(3), etc.)

Major Courses: ________________________________

________________________________________

Total credit hours completed

Probable Future Coursework

List Subject, Course Number, and Hours of Credit.

Major Courses: ________________________________

________________________________________

Total credit hours to be taken
Minor Courses Completed (if applicable)

__________________________________________________________________________

__________________________________________________________________________

Total credit hours completed

Probable Future Minor Coursework (if applicable)

__________________________________________________________________________

__________________________________________________________________________

Total credit hours to be taken

Grand Total of Completed & Future Coursework

Major plus Minor (if applicable) _____ Hours

Graduate Faculty Advisory Committee
(minimum of 3 required)

Signatures & Dates

Printed Names

Major Professor ___________________________ ___________________________

Minor Professor ___________________________ ___________________________
(if applicable)

________________________________________

________________________________________

________________________________________

________________________________________

Dept. Chair/Grad. Advisor____________________ ___________________________
Pass/Fail
Please Print

Student Name: __________________________

(Last Name) (First Name)

SSN#: __________________________

College: GRAD

Curriculum/Year: __________________________

(Curriculum) (Year)

To take on a pass-fail basis: __________________________

(Dept) (Course) (Section) (EG. SPAN 1001Sec 1)

NOTE: GRADUATE COURSES CHANGED TO P/F CANNOT COUNT IN MAJOR OR MINOR DEGREE REQUIREMENTS

SIGNATURE of Instructor: __________________________

SIGNATURE of Student's Major Professor: __________________________

SIGNATURE of Grad. Advisor or Chair of Student's Dept: __________________________

APPROVED: ______________ Date: ______________

(Dean, Graduate School)

MUST BE SUBMITTED TO THE OFFICE OF GRADUATE RECORDS, 114 DAVID BOYD BY THE CURRENT SEMESTER DEADLINE
**DOCS Ph.D. PROGRAM OF STUDY - INTERNAL**

Name ____________________________________________________________  LSUID# ________________________________

Specify degree type:  PhD ____________

Major Field _______________________________________________ Minor Field ______________________________ (if applicable)

Degrees held (University and date of each) ____________________________________________________________

Advisory Committee (Minimum of three required)

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Typed Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Professor</td>
<td>__________________________</td>
</tr>
<tr>
<td>Minor Professor</td>
<td>__________________________</td>
</tr>
<tr>
<td>(if applicable)</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

**COURSES COMPLETED AND APPLICABLE AS GRADUATE CREDIT**

List Subject, Course Number, and Hours of Credit.  **NOTE:** Courses in which D, F, I, AU or U grades are earned should not be listed.  (Example CHEM 4492 (3), 4452 (2), etc.)

**MAJOR COURSES AT LSU**

__________________________________________________________________________

__________________________________________________________________________

Total major credit hours at LSU __________

If student has completed graduate work at another institution that is applicable toward the major at LSU, list those courses here

__________________________________________________________________________

__________________________________________________________________________

Total major credit hours at (List University) __________________________ (Total credit hours) GRAND TOTAL COMPLETED IN MAJOR __________

**MINOR COURSES AT LSU**

__________________________________________________________________________

__________________________________________________________________________

Total minor credit hours at LSU __________

Minor courses completed at another institution

__________________________________________________________________________

__________________________________________________________________________

Total minor credit hours at (List University) __________________________ (Total credit hours) GRAND TOTAL COMPLETED IN MINOR __________

**OTHER COURSES AT LSU**

__________________________________________________________________________

Total credit hours at LSU __________

Other courses completed at another institution

__________________________________________________________________________

__________________________________________________________________________

Total other credit hours at (List University) __________________________ (Total credit hours) GRAND TOTAL COMPLETED IN OTHER __________
PROBABLE FURTHER COURSEWORK

List Subject, Course Number, and Hours of Credit. The Graduate Council has strongly recommended that at least 9 hours of dissertation research be included. SAMPLE TO BE USED IN LISTING PROBABLE FURTHER COURSEWORK: CHEM 7261 (4), CHEM 7800 (1), CHEM 9000 (9), etc.

MAJOR COURSES

TOTAL MAJOR CREDIT HOURS TO BE TAKEN

The Graduate Council has strongly recommended that minor requirements include at least one 7000-level course. In some cases, good academic planning and judgment may lead to the requirement of 4000-level courses only. A brief memorandum of justification should accompany this form whenever the minor requirements do not include a 7000-level course.

MINOR COURSES

TOTAL MINOR CREDIT HOURS TO BE TAKEN

OTHER COURSES

TOTAL OTHER CREDIT HOURS TO BE TAKEN

(Signature of Student) Date

(Signature of Major Department Chair or Graduate Advisor) Date

(Signature of Minor Department Chair) Date
DOCS Ph.D. Publication Requirement - INTERNAL

Start date - for incoming PhD students, fall semester 2016
(to be completed at dissertation defense)

*1) "One journal article published in a reputable journal as lead author that is based on their dissertation research"

Complete manuscript information (author(s), title, year, journal, volume, page numbers):


*2) "The department recommends that the student have at least one other article they co-author submitted to a reputable journal (does not have to be from dissertation work)"

Complete manuscript information (author(s), title, year, journal):


Committee Approval Date ______________

Typed/Printed Names Signatures

_________________________ Chair ____________________________
_________________________ Minor Professor ____________________________
_________________________ ____________________________
_________________________ ____________________________

a) A minimum definition of a reputable journal is, for example, one that has an impact factor of at least 1.2 based on current analyses. The student's committee is the final arbiter of this definition.
b) The definition of 'published' includes accepted articles that may not be 'in print'

(See second page if applicable)
DOCS Ph.D. Publication Requirement-INTERNAL

Exception Approval (if granted)

Committee Approval Date __________

Typed/Printed Names Signatures

________________________ Chair ______________________________

________________________ Minor Professor ____________________________

________________________

Department Chair Approval Date __________

Type/Print Name Signature

________________________

Comments:

*approved by DOCS Faculty 10/22/2014
Request for a Retroactive Drop/Add or Reinstatement of a Purged Schedule
LSU Graduate School

To be submitted to the Graduate Student Academic Services Center along with a Drop/Add Form (required by the Office of the University Registrar).

To be completed by the STUDENT and HOME DEPARTMENT:

I, __________________________, in the department/school of ________________________________.

(Student’s Name)

wish to make the following changes to my __________________________ schedule as

(Semester and Year)

indicated on the attached Drop/Add Form.

________________________________________
Student’s signature	Date

LSU ID#: __________________________________

Approved:

________________________________________
Signature of Chair or Graduate Advisor	Date

of the student’s HOME department
Student Information Sheet

Department of Oceanography and Coastal Sciences

Please complete and return to the departmental office within two weeks.

<table>
<thead>
<tr>
<th>Full name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LSU student ID #</td>
<td></td>
</tr>
<tr>
<td>Baton Rouge address</td>
<td></td>
</tr>
<tr>
<td>Permanent mailing address</td>
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<tr>
<td>Home telephone number</td>
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<table>
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<th>Emergency contact</th>
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<tr>
<td></td>
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<tbody>
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<td>Office telephone</td>
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<tr>
<td>E-mail address</td>
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<td>Birthday</td>
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<tr>
<td>Place of birth</td>
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</tr>
<tr>
<td>Citizen of USA? Yes or No.</td>
<td>If No, what country?</td>
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Departmental Use

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<td>Major Professor</td>
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<tr>
<td>Classification</td>
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<tr>
<td>Fellowship? Yes or No.</td>
<td></td>
</tr>
<tr>
<td>Graduate assistantship? Yes or No.</td>
<td></td>
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</tbody>
</table>
Graduate Student Insurance
Q & A

Below are links to the 2017-2018 student health insurance website:
Student Health Center
new policy's website.