Rosenstiel School of Marine and Atmospheric Science--

Division of Marine Biology and Fisheries

STUDENT HANDBOOK

August 2004

The MBF Student Handbook is designed to aid students and faculty by stating the Division's interpretation of RSMAS policy. The committee invites your feedback on this publication, as its sole purpose is to aid you. Please direct any questions and/or comments to any member of the MBF Academic Committee or to the MBF Academic Secretary.

MBF Academic Committee 2004/2005

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1. Preface:

This handbook is intended to supplement information in the "RSMAS Student Handbook" with information specific to the Division of Marine Biology and Fisheries. There are several reasons for this additional information: (1) Marine Biology and Fisheries (MBF) Division academic guidelines occasionally differ from the School guidelines; (2) changes in policy made by the University of Miami (UM) Graduate School, the Rosenstiel School of Marine and Atmospheric Science (RSMAS) Academic Committee, and the MBF Academic Committee may have taken place since the previous edition of the RSMAS Student Handbook was published; (3) the RSMAS Student Handbook is open to interpretation in some areas. The MBF Student Handbook is therefore designed to aid students and faculty by stating the Division's interpretations of
RSMAS policy, and by stating specific division requirements. It is ultimately the responsibility of each student to meet all guidelines and requirements of the Division and the School.

2. Course Information and Requirements:

Required Core Courses:

Students entering fall 2004 should take three courses to meet their requirement for core courses. Biological Oceanography (MBF 604), taught by Larry Brand, is mandatory.

Additional required courses are:

1. Physical Oceanography, either MPO 502 Physical Oceanography, the existing core course taught by J. Van Leer and/or A. Mariano or D. Olson. This is offered this fall.

2. Marine Chemistry: MAC 503, the 3-credit marine chemistry course taught fall 2004 by F. Millero, D. Kadko, J. Rodriguez. The course provides an overview of inorganic marine chemistry, atmospheric chemistry, and biogeochemistry.

3. Note that there is no requirement for Geological Oceanography, MGG 501. Eventually a joint MBF-MGG course will be developed. Students entering in Fall, 2004 will not be required to take it.

4. Research Ethics. RSM 600. 0 credits (2 meetings during Orientation).

5. Research Colloquium RSM 610. 0 credits, 4-5 PM Thursday.

6. All MBF Students are required to enroll in MBF 602 Biological Oceanography Seminar for 1 credit prior to admission to candidacy. Details are listed below in the Biological Oceanography Seminar section.

The University requirement for a Comprehensive Exam would be met as long as the student receives a B or higher in the required core courses. Other courses could be designated as 'core' courses, although this will require prior approval by the MBF Academic Committee. Always select your courses in consultation with your advisor. The MBF Academic Committee is available for advice.

Waiver of the Core Courses:

Any student who has successfully completed one or more equivalent courses at an accredited institution may petition the MBF Academic Committee to waive the requirement for the relevant core course(s). This is accomplished by interviewing with the core course instructor, after which the instructor will send his/her recommendation to the MBF Academic Committee in the form of a memorandum.
Credit Requirements:

A total of 30 credits are required for completion of the M.A./M.S. degrees with 24 credits from course credits and 6 as research credits.

A total of 60 credits are required for the completion of the Ph.D. without a prior MS with a minimum of 12 research credits. The remaining credits may be either course or research credits after the core courses have been completed.

A total of 36 credits are required for the completion of the Ph.D. with a prior M.S with 12 credits as research and remaining credits either as course or research credits. This is provided that the M.S. is in Marine Science or a related discipline and includes a research thesis. (24 course credits are automatically transferred towards the PhD).

Biological Oceanography Seminar:

All MBF Students are required to enroll in MBF 602 Biological Oceanography Seminar for 1 credit prior to admission to candidacy. During the first year students learn how to give seminars through formal instruction and by observing upper-class students. Although students do not register for this course in more than one semester, they are required to attend the seminar throughout their residence at RSMAS and give one seminar a year every year. Contact the course coordinator, Dr Lynne Fieber at (305) 361-4906, for details.

Transfer of Course Credits:

Students may transfer up to 6 credits from other institutions for the M.A./M.S. degrees, and up to 9 credits for the Ph.D. degree. The transferred courses must be graduate level courses that have not been used to obtain a prior degree, must have been earned within the last six years, and must be deemed acceptable by the student's thesis/dissertation committee. Credit transfer is accomplished by submitting the 'Petition for Transfer of Credits' form available at the Graduate Studies Office to the MBF Academic Committee. Include a memo from your advisor.

Tuition Waivers:

The RSMAS Graduate Studies Office sets school-wide policies on tuition waiver usage and availability. The current policy is as follows: students who are fully supported (R.A. or T.A.) have a maximum of 30 tuition waivers for M.S. students, 60 for Ph.D. students without an M.S., and 36 for Ph.D. students entering with an M.S. Domestic students may wish to register for research credits during the summer in order to maintain full-time student status. This ensures that Medicare and FICA will not be deducted from their salary during the summer months.

It is the student's responsibility to maintain contact with the Graduate Studies Office concerning the number of tuition waivers available to them, and the number of course and research credits required for their degree. In particular, students who have switched from the Ph.D. to the M.S. program while the degree is underway, or who obtained an M.S. from RSMAS with more than 30 credits and are now pursuing a Ph.D., are advised...
to check with the Graduate Studies Office concerning the number of tuition waivers remaining for completing their degree.

3. Foreign Language Requirement:
There is no general divisional requirement for a foreign language, however; it is the option of the student's advisory committee to require reading comprehension in a foreign language. This should be applied if the student's research requires access to a large body of literature in a foreign language, or if it is expected that the language will contribute substantially to future career success. There are two ways to demonstrate proficiency. Information on the GSFLT (Graduate School Foreign Language Testing Program) is available with the MBF Academic Secretary. The second option is a 1.5 hour examination administered by two faculty members competent in the language being examined. The first half hour is sight translation of material that the student has not seen previously. The next hour is a detailed translation of a selection chosen by the student in consultation with the examining committee. In order to aid the selection of the text for translation in the second part of the exam, the student should present the examining committee with several lengthy books or monographs in his or her area of interest. The examining committee will then choose the pages to be translated. A dictionary may be used during the second selection. A written report of each exam will be submitted to the MBF Academic Committee, with a copy directed to the student.

4. Declaration of Research Interest:
This form is distributed to new students before the end of their first semester by the Academic Secretary. It must be returned to the Academic Secretary no later than the end of the first month of the second semester.

5. Thesis/Dissertation Committees:

General Information:
Students should note that the role of their Supervisory, Thesis, or Dissertation Committee is to help them:

1. Design a specific curriculum tailored to their needs;
2. Formulate reasonable thesis/dissertation topics;
3. Assist in funding;
4. Advise the student in all areas of academic progress.

Committee Meetings:
Students are expected to have one thesis/dissertation committee meeting each year. A brief report on the annual committee meeting should be prepared by the student's advisor as part of the annual progress report. This must be submitted to the MBF Academic Committee; it is filed as part of the student's academic record.
Guidelines for Selection of Committee Members:

Students should seek members who will provide guidance for their dissertation/thesis. With the exception of the 4-member Supervisory Committee formed by first-year Ph.D. students, all other committees are formed by completing the Appointment to Thesis/Dissertation Committee Form (available from the MBF Academic Secretary), and filing it with the MBF Academic Committee. The RSMAS Student Handbook should be consulted for details on Thesis/Dissertation Committees. Additional guidelines for MBF are as follows:

The chairperson or co-chairpersons must have direct expertise in the student's area of research.

The chairperson must be a full-time faculty member of the University of Miami. In the case of the Dissertation Committee, the chairperson must also be a member of the University of Miami graduate faculty.

The number of members outside of UM should be limited. The outside member should be from a different discipline. The primary role of this outside member is to evaluate objectively the quality of the thesis/dissertation.

Postdoctoral fellows can serve on thesis/dissertation committees. However, students should consider the potential temporary residence of postdoctoral fellows when selecting them.

Committees may contain more than the required number of members. This can recognize the significant contribution of scientists aiding the student with her/his research. Dissertation committees must contain three members of the graduate faculty. (See Appendix 1).

M.A. students: M.A. students are required to have three thesis committee members. One member is appointed outside of the division. The second committee member must be a member of the MBF Academic Committee. The form for Appointment to Thesis/Dissertation form is obtained from the Graduate Studies Office and should be returned to the MBF Academic Secretary.

M.S. students: M.S. students are required to have formed a three member Thesis Committee by the end of their second semester. The Appointment to Thesis/Dissertation Committee Form is obtained from the Graduate Studies Office and returned to the MBF Academic Secretary.

Ph.D. students: Ph.D. students are required to have formed a 4-member Supervisory Committee by the end of their second semester. To complete this milestone, obtain the Supervisory Committee Form from the Academic Secretary and return it to the Academic Secretary upon its completion. The full 5 member Dissertation Committee is to be formed by the end of the student's second year.
6. Comprehensive Examination

The University of Miami Graduate School does not require a comprehensive examination for graduate students, although RSMAS does require the equivalent of a comprehensive examination for its students. This requirement is complete when the Comprehensive Exam form is submitted to the Graduate Studies Office. Since the comprehensive examination content and form are formulated by the division, MBF has decided that proficiency in Biology and Marine Science must be demonstrated by all MBF students as follows:

Demonstration of Proficiency in Biological Sciences

The MBF Academic Committee will review each new student application to identify potential deficiencies in the applicant's background concerning her/his foundation in the biological sciences.

When an applicant is accepted into the MBF graduate program and verifies her/his intent to enroll, the MBF Academic Committee will identify specific areas of concern, if any, and send a memo to the major advisor to this effect. This will occur in the first semester.

During the first semester new students, one faculty member of the MBF Academic Committee and one student member of the MBF Academic Committee will meet with the student and her/his advisor to discuss the student's background in the biological sciences and to identify any areas requiring development. This meeting will also provide the student with information concerning the requirements of the graduate degree program.

If any areas of deficiencies are identified, the MBF Academic Committee faculty member will write a memo to the student and her/his advisor noting the deficiencies. The major advisor shall work with the student to address the deficiencies and shall submit a memo to the MBF Academic Committee by the end of the student's first academic year to describe how the deficiencies will be addressed. Corrective measures include, but are not limited to, directed readings, auditing courses, taking courses for credit.

Demonstration of Proficiency in Marine Sciences

Demonstration of proficiency in the marine sciences is required of all MBF students. This will be accomplished by the requirement that all core courses must be taken (or waived as described on page 2 of the MBF Student Handbook) by all entering MBF students, and a grade of "B" or higher is required for each core course. If a student fails to attain a grade of "B" for a course, the student must work with the core course instructor to retake examinations, do additional work, retake the course, or do other things to demonstrate at least a "B"-level [3.0-level] competency in the subject matter to the satisfaction of the core course instructor.

Comprehensive Examination for MBF M.S. Students

The requirements for a comprehensive examination for MBF M.S. students are met through: 1) demonstration of adequate background in the biological sciences as described above; 2) demonstration of proficiency in the marine sciences through attaining a "B" or
higher on each core course as described above; and 3) successful completion of the oral defense of the M.S. thesis.

7. Thesis/Dissertation Proposal:

Guidelines:
Students should approach the proposal in the same manner as they would a proposal for funding directed to a government agency. The first step in designing a research project is to formulate clearly stated hypotheses. Beyond this point, the primary goal in designing most research proposals can be summarized as follows:

1. The importance of conducting the proposed research in the context of the current state of knowledge in a given scientific specialty;

2. Availability of suitable resources and facilities must be demonstrated (lab space, equipment, etc.);

3. The budget for the proposed project must be described.

The guidelines provided are based on the format required by the National Institutes of Health. Students are advised to "be specific and informative and avoid redundancies. Reviewers often consider brevity and clarity in the presentation as indicative of a principal investigator's approach to a research objective and ability to conduct a superior program."

MBF Thesis/Dissertation Proposal Format:

Part I: Background and Budget

1. Cover Page - Name, project title, approximate dates of planned project period

2. Abstract - Do not exceed one-half page

3. Biographical sketch - Curriculum vitae, not to exceed two pages

4. Resources and Environment - List facilities to be used in the following categories: laboratory space available - location and supervisor; major pieces of equipment available for the project; animal maintenance facilities; ship time; office space other - field stations, facilities of other universities, etc.

5. List items needed and approximate cost. Suggested categories:

   permanent equipment - instruments
   expendable supplies - glassware, reagents, etc.
   radioisotopes
   ship time
   travel
   other expenses
6. Budget reconciliation - List possible sources of support for items in budget

Part II: Research Plan

1. Specific Aims. State concisely and realistically what the research described in this proposal is intended to accomplish and/or what hypothesis is to be tested. Do not exceed one page.

2. Significance. Briefly sketch the background to the hypothesis, critically evaluate existing knowledge, and specifically identify how the research will advance the field. State concisely the importance of the research by relating the specific aims to longer-term objectives. Do not exceed three pages, unless a more extensive literature review is required by the advisor.

3. Progress Report/Preliminary Studies. This section provides an account of the investigator's preliminary studies pertinent to the research. Do not exceed eight pages. A Master's proposal can be much shorter. The Ph.D. proposal should contain a preliminary results section, designed to convince the committee of the feasibility of the research.

4. Experimental Design and Methods. Discuss in detail the experimental design and the procedures to be used to accomplish the specific aims of the project. Describe the protocols to be used and provide a tentative sequence and timetable for the investigation. Include the methods by which the data will be analyzed and interpreted. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. Point out any procedures, situations, or materials that may be hazardous to personnel and the necessary precautions. The degree of detail provided must be sufficient to convince your committee that you have designed the protocols carefully and that there is a high probability for obtaining useful data. Although no page limitation is specified, be succinct.

Note on Vertebrate Animals. If vertebrate animals will be used in the research (even if research is conducted on preserved specimens) state the species, strains, ages, and numbers of animals involved. If the animals are regulated species, in short supply, costly, or to be used in large numbers, provide a specific rationale for their selection and their numbers. Describe the procedures to avoid unnecessary discomfort, pain, or injury to the animals, such as surgical anesthesia, post-trauma analgesia, tranquilizing drugs, and comfortable restraining devices. Students should note that this is a high priority issue for all federal funding agencies and all proposals are thoroughly evaluated in terms of animal care provision by the University's Animal Research Committee before they are eligible to receive any funds. Although no page limit is specified, it should not exceed one page in most cases. UM's Animal Research Questionnaire, filed with all outside grant applications, is available in the Division office.

5. Literature Cited. List all publications cited in the proposal. Use a standardized format such as from a scientific journal in your field that includes all pertinent information such as the authors, title, and location of the work.

Recommendation in the event of numerous revisions:
It is recommended that numerous revisions of the proposal be avoided if possible. If there are many questions concerning experimental design, a committee meeting should be held to discuss these problems.

**M.S. Students:** M.S. students are required to have an approved proposal on file at the end of their first year. Proposal Approval Forms are available in the Graduate Studies Office, and should be returned to the MBF Academic Secretary when completed. The names of all committee members should be written or typed next to the appropriate signature. It is strongly suggested that a formal committee meeting be held. Questions concerning the experimental design should be discussed at this time.

**Ph.D. Students:** Ph.D. students must have an approved proposal at the end of their second year in residence. Proposal Approval Forms are available in the Graduate Studies Office, and should be returned along with the proposal to the MBF Academic Secretary. The names of all committee members should be written or typed next to the appropriate signature.

**8. Qualifying Examination:**

*Purpose:*

The purpose of the Qualifying Examination is to demonstrate that the MBF doctoral student has the necessary level of understanding and expertise in her/his research and related fields to complete the dissertation research and to demonstrate the appropriate level of knowledge commensurate with earning a doctoral degree from RSMAS.

*Guidelines for MBF Qualifying Examination*

Completion of the written qualifying examination is required of all doctoral students before admission to candidacy. The written examination generally consists of four or five 4-hour sessions, each closed book and proctored by a member of the student's Dissertation Committee. The scheduling of the exam sessions is the responsibility of the student's major advisor, but in all cases the written portion of the examination shall be completed within one week.

The topic areas to be covered by the written examination are to be mutually agreed upon by the student and her/his major advisor, in consultation with the Dissertation Committee. These should represent those areas in which the student wishes to be recognized as proficient, and the questions should be commensurate with the level of understanding expected of a Ph.D. A good rule to follow in selecting these areas is for the student and major advisor to discuss those areas in which the student might want to apply for employment. The student is strongly encouraged to discuss the specific topics with each member of the Dissertation Committee, well in advance of the examination, to clarify the expected questions.

The major advisor is responsible for preparing and administering the written examination. Questions should be solicited from each member of the Dissertation Committee, from which the major advisor develops the examination, and then circulates it to all committee members for their approval, before it is administered to the student. The major advisor is
responsible for disseminating each answer to the appropriate member(s) of the Dissertation Committee for grading, and for collating the grades into an overall evaluation of each question. The Dissertation Committee determines if the written examination is pass or fail. If the Dissertation Committee determines the student has failed, at the Committee's discretion, the student may be offered one opportunity to retake the examination within one semester.

The complete, original copy of the written examination(s), including both questions and answers, is to be submitted by the major advisor to the MBF Academic Secretary to be inserted as a permanent entry into the student's personal file. The MBF Academic Secretary will keep on file, and make available to all interested students and faculty, copies of recent (i.e., within the previous 5 years) written qualifying exam questions at the discretion of the advisor.

At the discretion of the Dissertation Committee, the student may also be required to take and pass an oral qualifying examination in addition to the written examination. Reasons for requiring the oral examination include further exploration of deficiencies or questions not answered sufficiently on the written examination, or those other reasons the Dissertation Committee deems relevant. The student is to be given an adequate opportunity to review her/his grades on the written examination prior to the oral examination. If the student has clearly failed the written examination, the written re-examination should normally be given prior to an oral examination. In those cases in which the student's written performance is marginal, the oral examination may be scheduled at the Dissertation Committee's discretion to clarify the pass/fail decision. The oral examination should be administered within one month of the written examination. The schedule, structure, and topics covered in the oral examination are the responsibility of the major advisor in consultation with the Dissertation Committee.

The decision of passing or failing the qualifying examination is through the Dissertation Committee. The qualifying examination (written and, if required, oral) must be successfully completed, as documented by the Dissertation Committee, before the student can be admitted to candidacy.

9. Theses, Dissertations, and M.A. Papers:

M.A. Paper:

M.A. candidates will have the required paper approved by their advisor and two additional members, with member from outside MBF. The M.A. paper should be:

1. of high quality.
2. on a topic approved by the student's advisor and committee members.
3. include an extensive literature search and bibliography.
4. should strive to identify new areas for research, highlight gaps in our knowledge, or suggest a useful new approach to an existing problem.

The paper can report on information or knowledge accumulated during a specific period of internship, and may be completed at any time during the student's progress toward a degree.
Theses and Dissertations:

Specific requirements for the format of theses and dissertations are set by the Graduate School. These guidelines are available in the Graduate Studies Office. Students must read these guidelines and strictly adhere to them. Otherwise these or dissertations may not be accepted by the Graduate School and the student will not graduate. In summary, all requirements and specifications of the Graduate School must be met.

A student’s dissertation/thesis must be signed by all committee members and turned in to the Graduate School prepared for binding by the end of the subsequent full semester following the date of defense.

10. Advancement to Candidacy:

Students must advance to candidacy before defending, and at least one semester prior to graduation. Advancement to candidacy requires the completion of all course work and removal of all deficiencies. In short, only research credits, preparation of the thesis/dissertation, and the defense should remain after candidacy has been achieved. The form requesting advancement to candidacy is available in the Graduate Studies Office.

11. Defense:

The Division has no specific guidelines for the format of either thesis or dissertation defenses. Students should consult closely with their advisor and advisory committee members throughout the course of their studies to minimize any possibility for dissension at the defense.

Procedure if there is dissension on the acceptability of a thesis or dissertation:

Note that there is a School-wide policy on Academic Appeals. See page 18 of the RSMAS student handbook (on-line) for a description of this procedure. Alternatively for MBF students, the following may be applied.

If during the final phase of evaluating a draft thesis/dissertation, or at the defense, a committee member refuses to approve the document, and this results in less than a requisite number of signatures, the following procedure can be followed:

The student and his or her advisor will recommend to the MBF Academic Committee a third party reviewer to read the document and render an opinion as to its acceptability. The MBF Academic Committee can approve or disapprove the reviewer, and if it disapproves, the student and advisor will recommend alternates until approval is obtained. The MBF Academic Committee can provide the student and advisor with acceptable suggestions as well. The reviewer should have expertise in the research area and preferably be a senior scientist. Once a reviewer has been approved, he or she will read the thesis/dissertation, attend the defense (if possible), and provide the MBF Academic Committee with a written evaluation. It is also expected that the MBF Academic Committee members will attend the defense if possible. The MBF Academic
Committee will then render a decision regarding the acceptability of the thesis/dissertation, weighing all evidence including the reviewer's report.

This decision will be conveyed to the Division Chairperson in the form of a recommendation, and depending on the requirements for committee composition, with either the chairperson or Associate Dean signing the document. Dissenting members of the Thesis/Dissertation Committee do not sign the document but may register a minority report.

12. Degree Progress and Academic Probation:

The MBF Academic Committee monitors each student's progress each semester. The expected time to completion for degrees is as follows:

- M.A. - 1 to 1.5 years
- M.S. - 2 to 2.5 years
- Ph.D. - 4 to 5 years

**Recency of Credit:**

The Graduate School has a firm policy concerning the time elapsed since earning academic credits. Students must complete all degree requirements within 8 years, including leaves of absence. If the student remains for a Ph.D. after completing a M.S. at RSMAS, the date of entry is enrollment in the Ph.D. program, and credits from that time forward are the only ones affected by this policy. Credits are reinstated for 4 years after completion of the Qualifying Examination. For further information, students are urged to contact the Graduate School on the Coral Gables Campus.

**Academic Warning and Probation:**

If the student fails to meet a degree milestone, or exceeds the expected time for completion of the degree, there is a set procedure for academic warning and probation:

1. If milestone or requirement is less than one semester late: The student and her/his advisor are sent a memo listing the milestone(s) that has/have not been met as a warning.

2. If more than one semester late: The student and her/his advisor are sent a memo listing the specific milestone(s) that has/have not been met and informing them that the student is on Division Academic Probation. Students on probation cannot be teaching or research assistants and are exempted from all fellowship competitions within the School and University.

3. If more than two semesters late: The Academic Committee will contact the advisor and student to determine the cause for the delay. If there is a significant problem with the student's progress, the student and advisor will be called to appear before the
committee to discuss the problem and possible solutions. If meeting with the Academic Committee does not solve the problem with the student's progress, the MBF Academic Committee can recommend that the student be dismissed from the University.

Students and their advisors can at any time speak to any member of the Academic Committee about a situation that is causing delays in the student's progress. Confidentiality will be maintained as necessary and appropriate.

**Resetting the timeline for degree completion:**

If a student falls significantly behind the schedule for a degree because of a major event such as a change of advisor, change of research project, personal hardship, or other unforeseen events, the student and advisor may petition the MBF Academic Committee to "reset the clock" for completion of the degree.

**Required Minimum GPA:**

All students must maintain a GPA higher than 3.0 at all times. This is a requirement of the Graduate School and is checked each semester by the Graduate Studies Office. A student whose GPA falls below 3.0 is automatically placed on RSMAS academic probation. If the GPA is not increased to 3.0 in the subsequent semester, the student may be dismissed from the program.

**13. Entry into the Ph.D. Program:**

**Correcting Errors in Degree Program:**

Occasionally, a student who intended to enter the Ph.D. program is registered as an M.S. student at the time of acceptance. To correct this error, a memorandum signed by the student's advisor is sent to the Graduate Studies Office with a copy directed to the MBF Academic Secretary. The same process is followed for Ph.D. students who had intended to complete a Masters.

**Entry into the Ph.D. program after completion of the M.S. at RSMAS:**

Completion of the M.S. degree in MBF does not guarantee acceptance to the Ph.D. program. If admission to the doctoral program is desired by the student, the Thesis Committee must recommend this at the time of the M.S. defense in the form of a memo to the MBF Academic Committee. The student must then complete a readmission form. Finally, there must be a faculty member with funds available to act as the student's advisor. It is recommended that this process be initiated at least three months in advance of the entry date desired.

**14. Leave of Absence:**

All leaves must be approved in advance by the MBF Academic Committee and the Associate Dean. Leave is usually granted for one year at a time, with possible extensions under extreme circumstances. Leaves are requested for the student by his/her advisor or advisory committee by means of a memorandum sent to the MBF Academic Committee.
This memorandum should indicate the advisor's approval. When returning, the student must file a readmission form. The form is available in the Graduate Studies Office, and must be approved by the MBF Academic Committee. Any time the student is not registered at the University for a period of one or more semester, she/he must request a leave of absence. Students are cautioned that under the Regency of Credit rule set by the Graduate School, they must complete all degree requirements within 8 years of entry, including leaves of absence.

15. Funding:

Most students in the Division are supported by research assistantships, although a few are supported by teaching assistantships. Support is typically offered for tuition, stipend, and research funds. Maytag, and University Fellowships provide support for 12 months. The RSMAS Fellowships cover 8 months with the remaining 4 months (summer sessions) to be covered by the student's advisor.

Research Assistants and Teaching Assistants are awarded tuition scholarships under the terms of current RSMAS policy. See the Graduate Studies Office for any questions on this policy. Most fellowships/scholarships are available only to doctoral students. MBF-distributed scholarship funds are listed in appendices. Files of information on non-UM fellowships as well as a fellowship database are available from the MBF Academic Secretary.

16. Student Files:

The MBF Academic Secretary keeps a copy of all MBF student files, although the official student file is in the Graduate Studies Office. Since the progress of MBF students is mainly followed by the Division, students should submit all paperwork, other than course registration forms, through the MBF Secretary. The appropriate forms are forwarded to the Graduate Studies Office.

17. Appeals and Changes in Policy:

The student may appeal any decision made by the MBF Academic Committee to the RSMAS Academic Committee, and, if necessary, subsequently to the Associate Dean for Graduate Studies. All students should be aware that there is no right to a degree, and that the M.A., M.S., and Ph.D. degrees are conferred only with approval of the thesis/dissertation committee and completion of all degree requirements issued by the Division, the School, and the University. The MBF Academic Committee recognizes that the guidelines for obtaining degrees will evolve in any healthy program. Any faculty member or student who has recommendations should contact the MBF Academic Committee.
### Degree Timeline: Masters of Arts (MA) in MBF

**Year 1: Fall**
- **August**: Enter the Program
- **September**: Meet with MBF Academic Committee and Advisor
- **December**: Declaration of Research Interest / Major Advisor

**Spring**
- **April**: Committee (3 members) formed
- **May**: Progress Report Due

**Year 2: Fall**
- **August**: Advance to Candidacy
- **September**: Apply for Graduation
- **December**: M.A. Paper Deadline & Graduation

Total recommended time is 1.5 years
## Degree Timeline: Masters of Science (MS) in MBF

### Year 1: Fall
- **August**: Enter the Program
- **September**: Meet with MBF Academic Committee and Advisor
- **December**: Declaration of Research Interest / Major Advisor

### Spring
- **April**: Committee formed (3 members; 1 outside member)
- **May**: Progress Report Due

### Year 2:
- **August**: Advance to Candidacy

### Year 3: Fall
- **September**: Apply for Graduation
- **December**: M.S. Thesis Deadline & Graduation

Total recommended time is 2.5 years
### Degree Timeline: PH.D. (without prior M.S.) in MBF

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<td>Year 1</td>
<td>August</td>
<td>Enter the Program</td>
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<td>Year 3</td>
<td>December</td>
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<tr>
<td></td>
<td>July</td>
<td>Defense</td>
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<td>August</td>
<td>Dissertation due at Graduate School &amp; Graduation</td>
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Total recommended time is 5 years.
**Degree Timeline: PH.D. with prior M.S.**

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<th>Month</th>
<th>Event Description</th>
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<td>August</td>
<td>Enter the Program</td>
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<td>September</td>
<td>Meet with MBF Academic Committee and Advisor</td>
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<td>December</td>
<td>Declaration of Research Interest / Major Advisor</td>
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<td>April</td>
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</table>

Total recommended time is 4 years
Appendix 1

2004 MBF Graduate Faculty

Ault, Jerald
Bakun, Andrew
Brand, Larry
Crawford, Douglas
Cowen, Robert
Ehrhardt, Nelson
Fieber, Lynne
Fell, Jack
Glynn, Peter
Grossell, Martin
Gruber, Samuel
Hitchcock, Gary
McManus, John
Myrberg, Arthur
Schmale, Michael
Smith, Sharon
Sponagule, Su
Thomas, Gary
Voss, Nancy
Walsh, Patrick

Worden, Alexander

as of August 2004