# Scripps Ph.D. Student Handbook

*Updated August 2012*

## Scripps Academic Program Overview

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Scripps Academic Program Overview

SCRIPPS GRADUATE DEGREE PROGRAM

Doctoral Degrees
The Department of the Scripps Institution of Oceanography offers graduate instruction leading to a Ph.D. degree in Oceanography, Marine Biology, and Earth Sciences. The Doctor of Philosophy degree at Scripps Institution of Oceanography is a research-oriented degree, which requires individual study and specialization within Oceanography, Marine Biology, or Earth Sciences. A student's work normally will be concentrated in one of eight curricular programs within the department.

These programs are applied ocean science, biological oceanography, climate sciences, geosciences, geophysics, marine biology, marine chemistry and geochemistry, and physical oceanography. The interdisciplinary nature of research in marine and earth sciences is emphasized: students are encouraged to take courses in several programs and departments, and to select research problems of interdisciplinary character.

Candidates are recommended for the doctorate in recognition of having mastered in depth the subject matter of their discipline and having demonstrated the ability to make original contributions to knowledge in their field of study. More generally, the degree constitutes an affidavit of critical aptitude in scholarship, imaginative enterprise in research, and proficiency in communication, including practice in teaching.

Earthquake Science and Applied Geophysics Joint Doctoral Program with SDSU
A joint graduate group from the Geophysics Program of Scripps Institution of Oceanography at the University of California, San Diego (UCSD) and the Department of Geological Sciences at San Diego State University (SDSU) offers a Joint Doctoral Program in Geophysics. The complementary specialties and ongoing, vigorous collaborations between the two groups result in two focus areas: earthquake science and applied geophysics. Integrating geophysics at UCSD and SDSU will provide outstanding opportunities for students to develop the skills needed to address important local, regional, and global societal problems where geophysics can contribute to the solutions. Strong capabilities will be in:

1. earthquake-hazard investigations (incorporating tools such as observational and computational seismology, airborne and satellite-based geodesy and remote sensing, and earthquake geology), and

2. energy, resource, and environmental exploration methods (mainly land and marine seismology and electromagnetics).

Graduates of the program will be prepared to begin rewarding geophysics careers and assume leadership roles as university faculty, government scientists, and industry researchers. Joint
UCSD and SDSU committees will administer and monitor the admission, advising, evaluation, graduation, and all other academic processes related to the joint doctoral program. Students will spend at least one academic year of residency at each campus. A Doctor of Philosophy (Ph.D.) degree in Geophysics will be awarded upon completion of the program in the names of The Regents of the University of California on behalf of the UCSD and The Trustees of the California State University on behalf of SDSU. Prospective applicants will apply through SDSU. More information can be found at the San Diego State University website, http://www.geology.sdsu.edu/jdp/

Concurrent Ph.D./M.B.A. Program
The Department of Scripps Institution of Oceanography offers a concurrent degree program allowing interested Ph.D. students to complete an M.B.A. at the Rady School of Management. Students who are admitted to Scripps may, with the consent of their academic advisor, apply to Rady, through the usual admissions process, to begin the M.B.A. program no earlier than after the completion of their departmental exam, and no later than the fall quarter following their advancement to candidacy, in line with specific plans developed with their Scripps faculty advisors. An extensive independent study, jointly supervised by Scripps and Rady faculty, enables the student to develop linkages between Scripps and Rady studies. Interested students are encouraged to consult early with Rady M.B.A. Admissions and with their Scripps academic advisors.

Ph.D. Timeline
The following is a rough estimate of a graduate student's progress towards a Ph.D. at Scripps. The exact schedule of exams and the balance between classes and research is based on decisions made by you and your advisor as well as the department's requirements:

Year 1: Core Classes/Departmental Exam
Year 2: Classes/Research
Year 3: Research/Qualifying Examination; Advancement to Candidacy
Year 4: Research
Year 5: Research and/or Final Examination/Dissertation
Year 6: Research and/or Final Examination/Dissertation

Program of Study
Your program of study is determined in consultation with your advisor, who supervises your activities until the appointment of your doctoral committee. The doctoral program generally involves two stages.
The first stage requires at least three quarters of an academic residence and is spent fulfilling the requirements established by your curricular group. After successful completion of the departmental exam, and when your advisor considers you ready to take the qualifying examination, the doctoral committee is appointed. The student in consultation with the advisor decides the committee membership.

**ACADEMIC STANDING**

Students must remain in good academic standing by meeting departmental and graduate studies standards. These include:

1) Maintaining a minimum 3.0 GPA and enrolling in at least 12 units of graduate level (200 series) and/or upper division (100 series) courses each quarter. Scripps students are expected to enroll for the letter grade option in all courses until advanced to candidacy, unless the course is only offered for satisfactory/unsatisfactory grades.

2) Obtaining satisfactory annual evaluations

3) Having no more than a total of eight units of “F” and/or “U” grades.

Good academic standing is required to obtain funding, advance to candidacy, take a leave of absence and to obtain a graduate degree from UCSD.

**DEPARTMENTAL EXAM**

At the end of the first year, students are required to take a Departmental Examination, administered by the curricular group. The Departmental Examination is intended to test the general scientific background of the student, the ability to integrate material from specific courses in analyzing new problems, demonstration of a reasonable degree of originality and insight, and the ability to present clear verbal and/or written arguments. Expectations and format vary with the curricular group. Failure to pass the examination may have these results, decided by the examination committee:

- An opportunity to retake the examination at a later date.
- An opportunity to take a focused examination on the areas in which the student did poorly.
- Recommendation that the student leave the program (possibly with a terminal MS degree)

Individual Curricular Group exam details are as follows:

**Applied Ocean Science**

The exam is held at the end of the first year and is based on the core technical courses, including a core math sequence, and two of the four introductory courses (chosen by the student). The exam has both oral and written components.

SIO 202A-B – Fundamentals of Wave Physics,
SIO 214A – Introduction to Fluid Mechanics
SIO 221A – Analysis of Physical Oceanographic Data
Two of the four introductory courses:
SIO 210, 240, 260 or 280

Biological Oceanography
The student is expected to be familiar with the content of: SIO 210, SIO 240, SIO 260, SIO (270, 275A or 277), and SIO 280, and at times, other courses offered in the student's first year that are also with the content of preparatory courses. This can include SIO278, every quarter, a course in parametric statistics, and participation in an oceanographic cruise (minimum of two weeks duration). The exam format is an oral examination held at the end of the first academic year.

Climate Sciences
The courses needed to prepare for the Departmental Exam are: SIO 210, SIO 260, SIO 217A, SIO 217B, and SIO 217C. These five courses are the "core" courses that climate students are required to take. In addition, least 4 elective courses are required and must actively participate in at least 2 quarters of a seminar course. The criteria for an elective course being acceptable is that it be justifiably relevant to the study of climate, and the instructor must be willing to write and grade a question for the written departmental exam. The exam format consists of a written and an oral portion.

Geophysics
The Geophysics Departmental Exam consists of oral and written components. There is no single course of study appropriate to the geophysics curriculum; instead, the individual interests of the student will permit, in consultation with the first-year guidance committee, a choice of course work in seismology, geomagnetism, etc. The content of six core courses taken during the first year (SIO 223B, SIO 224, SIO 225, SIO 227A, SIO 229, and SIO 234) forms the basis for the written departmental examination. Those lacking adequate preparation in probability and statistics are encouraged to take SIO 221B, or a comparable course, before enrolling in SIO 223B. Students should also consider taking SIO 233 if they have little experience in programming. Finally, students are also encouraged to participate in the Special Topics seminars (SIO 239) where students have a chance to practice their speaking skills before their peers.

The written exam is administered at the end of spring quarter and the oral exam follows early in the fall quarter. The written exam is based on the coursework. The oral exam is based on assigned papers to read, which are targeted at the student's interests. A brief presentation of possible research interests will also be expected at the oral exam.

Geosciences
The Geosciences Departmental Exam consists of a written portion in the Spring Quarter of the 1st year and, if student passes this, an oral presentation of research results in September, before the start of the Fall Quarter. The written portion of the exam consists of four questions, three
posed by the exam committee and one posed by the first year advisor. These questions are of a
general nature that are tailored to the student's first year classes and involve research of the
relevant literature, as well as original analysis and synthesis of the literature. The exam
questions are handed out in the middle of Spring Quarter and the students are asked to answer
one question per week. The exam committee meets with each student near the end of the Spring
quarter or just after exam week to review the quality of the student's writing, analysis, and
synthesis. Students can be passed, passed conditionally, or failed.

The oral part of the exam consists of a 30 to 45 minute presentation by the student of research
that they have conducted during the first year and summer. This research topic is typically
discussed between the committee and the student several times during the first academic year
and at the conclusion of the written exam. Students are expected to present a polished talk,
discuss the background to their study, why the study is important, and present and analyze their
data. The oral exam is judged partly upon the quality of the presentation and the student's
analysis of their results. Following the student presentation of the results of the project, the
committee asks questions related to the study.

**Marine Chemistry and Geochemistry**
The departmental exam also requires students to take SIO 210, SIO 260 and either SIO 240 or
SIO 280. Each committee is expected to comprise:
(a) The student's advisor
(b) another faculty member from our curricular group (as chair)
(c) one of the faculty that teaches SIO 260 (Marine Chemistry)
(d) one of the faculty that teaches SIO 210 (Physical Oceanography)
(e) either a faculty member in Biological Oceanography (typically the instructor for SIO 280)
or in Geological Science (SIO 240) (depending on the student's course work, interests and
research goals).

The student will read a paper set by each committee member, and is expected to answer
questions that synthesize their course work with the contents of these papers. This is an oral
examination.

**Marine Biology**
Marine Biology graduate students are expected to gain research experience in one or more
laboratories during their first year. In the spring term of their first year at SIO, students will
take a departmental exam consisting of a presentation of their first-year research in the form of
a paper and short talk to the curricular group, followed by a meeting with their first-year
advisory committee. In this exam they also will be expected to demonstrate competence in the
material covered in the following courses: SIO 210, 260, 280, 290A-B as well as any other
course work recommended by the advisory committee.

**Physical Oceanography**
Physical oceanography students are required to take the departmental examination after
completing one year of graduate work at UCSD. The exam is usually administered in
September. The examination covers the material in the four required courses (SIO 203A, SIO
203B, SIO 212A, SIO 214) and in eight additional first-year graduate courses chosen by the
student in consultation with the curriculum advisor. The exam consists of a written and an oral
ENROLLMENT

Graduate students may enroll in classes anytime during the official enrollment period for each quarter. Students enroll via TritonLink (http://mytritonlink.ucsd.edu).

The schedule of classes, available on TritonLink, will contain the most recent scheduling information available for Scripps. You must be registered for at least 12 units of graduate and/or upper division courses every quarter to maintain full-time status.

Enrollment information and deadlines will be sent to you via e-mail. The information is also posted on the web calendar at the Registrar’s Office (http://registrar.ucsd.edu). Questions may be directed to the Scripps graduate coordinators.

Schedule of Classes: The Schedule lists course offerings and other pertinent information for a given quarter. The schedule of classes can be viewed on-line via TritonLink.

Add/Change/Drop: For the first two weeks of the quarter, changes to your course schedule can be made via TritonLink. After the second week of the quarter, an Add/Drop card, with departmental and OGS signature approval is required for each change. The card can be obtained from the Graduate Office. You are responsible for submitting the card to the Registrar. Deadlines are as follows:

- Adding a course = 4:00 pm, Friday of 10th week
- Dropping a course = 4:00 pm, Friday of 9th week

ANNUAL EVALUATIONS

The Graduate Council policy requires that doctoral students be evaluated every spring; this annual evaluation is also known as the “Spring Evaluation.” A satisfactory evaluation is necessary for financial support to be continued every year. For those who are pre-candidacy, this review requires the advisor and student’s signature. Once the student advances to candidacy, this evaluation will require three members of the student’s doctoral committee and the student’s signature. Spring Evaluations are a substantive progress review. At least three members of the doctoral committee are to participate in the review. The doctoral committee chair will write up the results and discuss them with the student. All doctoral students are required to have an annual Spring Evaluation; the only exemptions are for:

1. A student advancing to candidacy during the current Winter or Spring quarter of the current academic year.
2. A student on an approved leave of absence during Spring quarter of the current academic year. In this instance an evaluation must be submitted by the end of the first quarter if return.

Students must sign the review, indicating that they have read it. The student's signature does not necessarily indicate agreement. The student will also be given space to comment on the
review. Finally, the Department Chair reviews and signs all annual evaluations prior to their routing to the Office of Graduate Studies. Copies are placed in the student’s file and given to the appropriate curriculum coordinator.

Prior to advancement to candidacy, a course checklist will be reviewed with the student each year in conjunction with the Spring Evaluation. The checklist will also be reviewed at the Departmental Examination and the Qualifying Examination.

The purpose of the checklist is to ensure that the student has fulfilled the curricular group requirements, and also provides a means for the advisor to recommend or require additional coursework. This course checklist is to be signed by the advisor and the student and returned every year until the student has advanced to candidacy.

ETHICS REQUIREMENT

All students are required to complete one of the approved UCSD Responsible Conduct of Research courses before taking their Qualifying Exam. Current students who previously advanced to candidacy and who will receive NSF or NIH support prior to the completion of their PhD are also required to complete one of the indicated courses.

To see a listing of ethics courses offered through UCSD, please review the following website: http://ethics.ucsd.edu/courses/index.html. Note that Scripps offers two courses, SIO 273A in the Winter quarter and SIO 232 in the Spring (listed under other courses on the ethics link). If you would like to receive course credit, you may register using Webreg on Tritonlink. You will need to do this in addition to signing up on the UCSD ethics website.

If you do not sign up for course credit, you will still need to sign up through the website listed above in order for UCSD to track your completion of the requirement. Anyone who completes the course that did not sign up for course credit must also request a certificate of completion for verification.

Once the course is complete, please send the Graduate Office either a copy of the certificate or provide the name of the course you took so that it can be verified.

MASTER’S DEGREE POLICY

Students enrolled in the PhD degree program may obtain the Master’s Degree on the way to completing the PhD program. The Master's Degree is completed by either a thesis or comprehensive examination. The advisor determines the choice of plan.

The minimum residence requirement for a Master's Degree is three academic quarters, at least one of which must follow advancement to candidacy if you are continuing in the program.

If your degree will be terminal, advancement to candidacy can take place during the same quarter as the degree is granted if minimum requirements have been met. You must be
registered for the quarter in which the degree is to be awarded.

Fill out an Application for Candidacy Form. List only the courses required for the Master's Degree. A minimum of 36 units is required. Please contact the Scripps Graduate Coordinator for the form. You must have a GPA of at least 3.0 in upper division and graduate course work undertaken, with a total of no more than eight units of F and/or U grades.

Minimum Requirements Are:

**Plan I, Thesis**: A course of study must include 36 units of credit. Credits must be distributed as follows: At least 12 units in graduate courses in the major field, 6 additional units in graduate courses, 12 units in graduate or upper-division courses, and 6 research units leading to a master's thesis.

**Plan II, Comprehensive Exam** (requires the passing of your departmental exam): A course of study must include 36 units of credit. Credits must be distributed as follows: At least 14 units in graduate courses in the major field, 10 additional units in graduate courses, and 12 units in graduate or upper-division courses. No credit will be allowed for 299 research courses.

**Policy on Duplicate Master’s Degree:**
UCSD will not award a master’s degree to a student who already holds one, unless it is in a substantially different area of study (e.g. Literature and Oceanography). Please check with the Scripps Graduate Coordinator to discuss each individual situation.
Ph.D. Program Procedures

DOCTORAL TIME LIMITS

All graduate students are subject to University policy on time limits to the Ph.D. The Office of Graduate Studies has three time limits pertaining to students' academic progress toward the Ph.D. degree:

- Pre Candidacy Time Limit (PCTL): Maximum registered time in which a student must advance to doctoral candidacy may not exceed four years.
- Total Support Time Limit (SUTL): Maximum time during which a doctoral student is eligible for support may not exceed seven years (refer to Student Support).
- Total registered Time Limit (TRTL): Maximum registered time in which a student must complete all doctoral requirements may not exceed eight years.

Additional information regarding leaves of absence, parenting leave, withdrawal, etc. can be found in the Office of Graduate Studies Handbook (http://ogs.ucsd.edu/student-affairs/graduate-student-resources/graduate-student-handbook/).

DEPARTMENT POLICY ON TIME TO CANDIDACY

Although the University time limit for advancement to candidacy is the end of the fourth year, the departmental policy at Scripps is that all students must take their qualifying examination and advance to candidacy no later than the end of their third year. If a student is to receive meaningful guidance from the doctoral committee regarding their dissertation research, and if deficiencies in preparation are to be identified in time for them to be remedied, it is important that the qualifying examination be held by the end of the student’s third year.

EXCEPTIONS TO POLICY ON DOCTORAL TIME LIMITS

If a student fails to meet one of the doctoral time limits, Graduate Council will consider requests for exception to the Doctoral Time Limits policy only if the request is supported by the student's research advisor and the department graduate advisor and chair, and if a current annual evaluation is on file with OGS. A departmental analysis of the circumstances needs to be included in the request and a request for support time extension may not take away support from other students.

DOCTORAL COMMITTEE

After the student passes the Departmental Examination and completes an appropriate period of additional study, the Department will recommend appointment of a Doctoral Committee. The Doctoral Committee will determine the student's qualifications for independent research by
conducting a Qualifying Examination no later than the end of the student’s third year of study. The Doctoral Committee also supervises the preparation of the dissertation, and administers the Final Examination.

Doctoral Committees in the Scripps Department consist of a minimum of five (5) members who hold instructional titles and at least four (4) of the five (5) members must hold professorial titles of any rank. Committee members are chosen from at least two departments, and at least two members must represent academic specialties that differ from the student’s specialty. All committees must include one tenured or emeritus UCSD faculty member from outside’s the students major department.

Generally four members of the committee are from the Scripps Department, although it is not unusual for one of the four to be from another UC Campus or another Department at UCSD. The fifth member must be a tenured or emeritus professor (Professor or Associate Professor) from another department at UCSD.

Once the committee membership is decided, send the names (and titles) to one of the Scripps graduate coordinators. This must be done at least four weeks before the scheduled qualifying exam date. The graduate coordinator will ensure that the membership meets all Department and UCSD requirements. The graduate coordinator will also prepare the necessary forms, obtain signatures and route the form to the Office of Graduate Studies for final approval.

If a graduate student is employed by a company outside of UC San Diego in which a faculty member has a fiduciary interest (e.g. owns, consults for), then that faculty member may not be the thesis/dissertation advisor of the graduate student. The faculty member may be on the Doctoral Committee. Further, if the faculty member is on the Doctoral Committee then he/she must inform the University, through the appropriate offices, of the situation and any possible conflict of interest. Upon review, the Dean of Graduate Studies may grant exceptions. Questions regarding this policy may be referred to the Director of Graduate Academic Affairs and Admissions, Office of Graduate Studies.

COMMITTEE RECONSTITUTION

For a variety of reasons, a doctoral committee may need to be reconstituted. Should you find this to be the case, email one of the graduate coordinators with the reason(s) for requesting the change. The changes must be submitted at least four weeks before a scheduled qualifying examination or final defense to allow sufficient time to prepare the necessary forms, obtain signatures, and route the form to the Office of Graduate Studies for final approval.

Please consult with the Scripps graduate coordinators, if you have any questions regarding the Doctoral Committee.

QUALIFYING EXAM AND ADVANCEMENT TO CANDIDACY

The doctoral committee will determine the student’s qualifications for independent research by
means of a qualifying examination, which will be administered no later than the end of the third year. The nature of the Qualifying Examination varies between curricular groups.

In biological oceanography, marine biology, geosciences, physical oceanography, applied ocean science, and climate sciences the student will be expected to describe his or her proposed thesis research and satisfy the committee, in an oral examination, as to the student’s mastery of this and related topics. In marine chemistry and geochemistry the student, in an oral examination, is required to present and defend a single research proposition in their specialized area. The student also is required to provide a written summary of the research proposition, with references, prior to the examination. In geophysics, the student presents an original research problem, in the form of a written proposition, to the doctoral committee. The student’s oral presentation and defense of this proposition completes the examination.

The purpose of the Qualifying Exam is to examine the intellectual preparedness of the student to undertake independent and original research. The student should understand and be able to explain the broad conceptual framework within which the work is embedded, have an understanding of the intellectual and mechanical tools which will be needed, and present some assessment of feasibility. It is not the function of this examining committee to comment only on the analysis of data already taken or to guarantee the form and content of the final dissertation. It is reasonable that something proposed at the time of the Qualifying Examination will not, ultimately, be successful, and that the eventual dissertation may have changed considerably. The point is that the Doctoral Committee can and should be used in an advisory capacity after the Qualifying Examination, especially as the dissertation evolves. At the time of the examination the committee should be examining potential, not accomplished, research.

It is the student's responsibility to make arrangements for the Qualifying Examination to take place. Students are encouraged to contact all members of their committee a few months ahead of time to schedule the examination. Students must maintain a GPA equivalent to 3.0 or better with a total of no more than eight units of F and/or U grades in order to remain in good standing and to take the Qualifying Examination, and successfully advance to candidacy.

The Doctoral Committee administers the Qualifying Examination and authorizes the issuance of the Report of the Qualifying Examination and Advancement to Candidacy for the Degree of Doctor of Philosophy.

If the committee does not issue a unanimous report on the examination, the Dean of Graduate Studies shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

Please note that three (3) quarters of academic residency should elapse between advancement to candidacy and the final defense of the Ph.D. dissertation.

Students must have the doctoral committee membership approved by the Department at least three weeks prior to the scheduled examination date. The student, in consultation with the advisor and the committee, will choose a date for the examination. The entire committee must be present at the exam.
When the examination date is scheduled, the student must contact the Scripps Graduate Department at 858.534.1694 or at 858.534.3206, so that the examination is on the department calendar. The Graduate Coordinators can also assist with room and audiovisual reservations.

The week of the examination, the committee chair will be contacted by the department and requested to pick up the Report of the Qualifying Examination and Advancement to Candidacy form. The form must be signed by all committee members and returned by the committee chair to the graduate coordinator, who will obtain the department chair’s signature.

When all of the signatures have been obtained, the Scripps Graduate Coordinator will contact the student to pick up the form. The student must take the form to the cashier’s office on upper campus, pay the $50 advancement to candidacy fee, and drop the form off at the Office of Graduate Studies (OGS). Following this, the student will receive a copy of the form and a letter from OGS that confirms their advancement to candidacy.

**DISSERTATION AND FINAL EXAM**

A draft of the doctoral dissertation should be submitted to each member of the doctoral committee at least four weeks prior to the final examination. The form of the final draft must conform to procedures outlined in the "Preparation and Submission Manual for Doctoral Dissertations and Master’s Theses “Bluebook,” (http://ogs.ucsd.edu/academicpolicy/Dissertations_Theses_Formatting_Manual.pdf). We encourage students to publish appropriate parts of their theses in scientific literature. In some cases, individual chapters are published as research articles prior to completion of the entire dissertation.

The doctoral committee supervises and approves the candidate's dissertation and conducts the final oral examination, which shall be publicly defended and so announced.

The *Report of the Final Examination and Filing of the Dissertation for the Degree of Doctor of Philosophy* form is initiated by the Department, and signed by members of the doctoral committee and the Department Chair.

The candidate electronically submits the dissertation to the Office of Graduate Studies (OGS) and, upon approval by the Dean of Graduate Studies, files the dissertation with the University Archivist, who accepts it on behalf of the Graduate Council. Acceptance of the dissertation by the Archivist, with a subsequent second approval by the Dean of Graduate Studies, represents the final step in the completion by the candidate of all requirements for the doctor of philosophy degree. Dissertations submitted electronically are catalogued electronically and available through the UCSD Library website: http://libraries.ucsd.edu/.

There are several electronic publishing methods available. The Office of Graduate Studies at the preliminary filing appointment will explain these options. However, the Department is recommending students use the traditional publishing option.
FINAL DEFENSE PROCEDURES

As soon as you schedule your defense, your first step is to contact the Scripps Graduate Student Funding Coordinator at 858.534.1695. Funding issues can take several weeks to resolve. Be sure to tell the Funding Coordinator if you have accepted a job, since there may be some employment and fee issues that must be handled before you leave. The Funding Coordinator will let you know if there is anything special you must do for your support, taxes, tuition and/or fees before you defend and file your thesis. It is your responsibility to make an appointment with the Funding Coordinator.

Verify your committee membership with a Scripps Graduate Coordinator. If your committee membership has changed since your qualifying exam and you have not already received approval from the Office of Graduate Studies (OGS), you will need to request a reconstitution of your committee. OGS requires that the request for committee reconstitution be submitted at least four weeks prior to your defense, so plan ahead. The Scripps Graduate Coordinator will handle all the paperwork and approvals for you.

Get a consensus from your committee members regarding the date and time of your defense. All members are expected to attend the defense. If someone on your committee will not be able to attend, notify the Graduate Coordinator immediately. In most cases, your defense will have to be rescheduled. The Graduate Coordinator will also help you with the room reservation. Give your committee members a copy of your thesis at least four weeks prior to your defense. This will give them time to review your work and recommend changes.


OGS must check the formatting of your thesis before it is submitted. After your doctoral committee has approved your thesis, make an appointment with the Office of Graduate Studies (https://ogscalendar.ucsd.edu/). You may meet with OGS before or after your defense. Ask about the thesis check and dissertation submission deadlines well in advance. This information is also available on the OGS website, http://ogs.ucsd.edu/.

Submit your dissertation title to the Graduate Coordinator at least three weeks prior to the defense. Send your title exactly as you would like it to appear in all notices. Also include in this e-mail the day, date, time and location of the defense. If your defense title will be different than your dissertation title, let the Graduate Coordinator know at this time.

Complete and return the Application for the Degree and Diploma Form. The Graduate Coordinator will provide you with the correct major code. If you wish to receive your degree under a different major, the Graduate Coordinator can prepare a General Petition to request the change. If the name you wish to have printed on your diploma is different than your official UCSD record, you must submit a Name Change form to the Registrar (available from Graduate Coordinator).
When you are ready to submit your thesis, please do the following:

1. Provide the Graduate Coordinator with one copy of your dissertation abstract on paper, or via email.
2. Provide the Graduate Coordinator the completed “Forwarding Information” form and a picture to be used at Scripps Day Graduation Ceremony.
3. Return all Scripps Graduate Department keys to the unit from which you received them.
4. Revise or delete your subscriptions to Scripps and UCSD e-mail lists.
5. Update your mailing address for scientific journals, etc. They will not be forwarded.
6. Update mailing address on TritonLink (http://mytritonlink.ucsd.edu).

If you are interested in booking the Scripps Seaside Forum for your dissertation, reservations may be made by calling 858-534-5604. Please note that the Scripps Seaside Forum can only be booked for morning dissertations. If you are interested in renting out Surfside for a celebration afterwards, please contact the Scripps Graduate Office at 858-534-3206.
Graduate Student Financial Support

TYPES OF FUNDING

Financial support is typically available to Scripps students in the form of fellowships and grants, graduate student researcher positions and teaching assistantships.

Fellowships and grants
Fellowships and grants provide funding for tuition, fees and stipends for living expenses, and depending on the source, vary in amount and duration of award. They are the most desirable arrangement for graduate student support from the point of view of the student. Information and tools to help students identify fellowships and grants may be found at: http://ogs.ucsd.edu/current-students/fundraising-academic-awards.html and http://research.ucsd.edu/surf/index.html. Students are encouraged to obtain extramural support by applying directly to fellowship granting agencies.

Graduate Student Researcher (GSR)
GSR positions provide the bulk (about 60% at SIO) of student support. A GSR performs research support under the direction of a faculty supervisor on their research grants/contract. In the most desirable cases, the contract supports the student and provides other funds necessary for the work leading to the dissertation.

The simplest way for a student to find support is to find a project within an existing research program. The list of academics (http://scripps.ucsd.edu/Research/People) can aid students in their search for dissertation projects and funding. The academic staff of the institution, in varying degrees, seeks students to work with, but the students must establish productive communications.

In particular, first and second year students should move quickly to establish contact with the members of their curricular group and the groups with similar interests. Consulting with other students and faculty is useful but there is no substitute for meeting with the curricular group members and reading their papers and the dissertations of their students.

An alternative to taking up an existing project for which a funding base exists is to generate a project in collaboration with an interested staff member.

A GSR represents a form of salaried appointment, as well as, a research opportunity. The Principal Investigator (P.I.) or grant recipient has the right to ask for up to 20 hours a week of research work. In the most ideal situation this research work will also form the basis of the doctoral dissertation, but this need not be so. Many students, for example, are Graduate Student Researchers on grants or contracts administered by members of the research staff.

Teaching Assistants (TA)
TAs assist in the instruction of lower and upper division courses under the supervision of the instructor. Application for TA-ships is done online: http://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=244. TA-ships are allocated based on need; priority is given to students whose adviser has submitted a request for funding.
in addition to the student’s online application for a particular position. Students in their first year are not scheduled to teach. TA-ships at Scripps are available primarily through the Scripps undergraduate courses but are sometimes available to Scripps students through other departments, particularly biology. Graduate courses at Scripps do not have teaching assistantships.

A comprehensive series of workshops for Teaching Assistants is available at the Center for Teaching Development on the UCSD Campus. Two valuable programs offered by CTD include the English Language Program for International Instructors and the Teaching Assistant Development Program. For more information, contact 858.534.6767.

Support eligibility does not exceed seven years. The intent is for students to complete their degrees and to have room for new students. Therefore, self-generated national fellowships count as support; the number of quarters registered is the issue, not the number of quarters supported by University of California funds. This seven-year limitation on support may be waived only with approval of the Graduate Council. Further, the Department will not provide any support from its own sources for students after six years, since this support is needed for incoming, and some continuing, students. Students exceeding six years (18 quarters registered) must be supported by funds that, in the Department's opinion, could not be used for new students (e.g. Federal contracts or grants specifically including the student's dissertation research).

**SHIP FUNDS**

Scripps has some internal funds available to support ship time and related expenses. These funds are accessible to students as one of the highest priorities for their use.

The Ship Funds Policy can be read here: [http://shipsked.ucsd.edu/General_Info/UC_Ship_Funds/]
**Student Life at Scripps**

**GETTING THE MOST OUT OF SCRIPPS AND SAN DIEGO**

Here are a few pointers from current students on getting the most out of your time at both Scripps and San Diego:

- Your committee as well as other faculty at Scripps can be a great resource - get to know them!
- Do your part to build a close, fun community within your lab or research group - it really pays off.
- Make an effort to get to know your fellow students, especially your fellow first year students. These are the people who will be your friends and support group while you are at Scripps.
- Get to know other people in your division, especially in labs/groups that work in similar areas. Research science is a very cooperative endeavor, and people from other labs can be a great resource for advice and sometimes even equipment/materials.
- San Diego has a lot to offer. You are certain to find things you really enjoy if you take the time to explore the city. Talk to some of the older students or pick up a guidebook for a general description of the city, cultural activities, restaurants, recreational activities, etc. The San Diego Reader ([http://www.sdreader.com](http://www.sdreader.com)) is a good guide to nightlife and events.
- The San Diego area has a lot to offer as far as the outdoor activities - surfing, climbing, hiking, and biking.

**ROLE OF THE ADVISOR**

(Excerpt from "Graduate School in Science and Engineering: Tips for Students and Faculty")

The mentor/advisor is one of the most important persons in a graduate student’s life. "Why do you need a mentor? You can't graduate without one. That's the bottom line." The advisor will guide your research, provide funds for your materials and equipment, provide (or not provide) your financial support and, generally, will have a great deal of influence on the success of your graduate studies. Selecting a mentor/advisor should not be a "snap" decision. Do some research before committing yourself to a laboratory group.

What should your advisor expect from you? Following this section is a list detailing a number of things you will want your advisor to do for you. However, the relationship between a graduate student and his/her advisor must be mutually beneficial in order to work well. The term "graduate studies" is inaccurate...we should use the term "graduate work." You should consider graduate work your job for the next few years...and you should do your best to prove that it is a job that you can do well! With that in mind, we have developed a list of tips for working with your mentor/advisor:
- Let your advisor know that you are serious about completing the degree... Don't Assume That This Is A Given! Your advisor may have had students before who really were not dedicated to completing the degree.
- Discuss with your advisor what you hope to do with your degree, such as conduct research in a university setting, work in industry, or be a full-time teaching professor.
- Be Visible! Attend seminars sponsored by your department.
- Work! Graduate school is the time for working long hours...you don't have to live in the lab, but be sure you're getting the work done, even if it means staying late. Think of your graduate work as a job. Your advisor is putting time (and money, if you're a graduate student researcher) into training you. Show up at work every day and on many weekends. You don't have to give up your social life but this is not the time to go on road trips every weekend!
- Early in your graduate work, begin to build your advisor's trust in you...listen to his/her advice. Sometimes accepting this advice can be painful but unless you feel it is unethical, malicious, or really off target, take it! If you feel the advice is not in your best interest, confer with another faculty member on your advisory committee.
- Confer often with your advisor. It is recommended that, once you start working on your dissertation, two weeks should not pass without conferring with your advisor.
- Get to know other graduate students (both new and experienced) and other faculty members in your department. Talk with them frequently at lunch or before/after seminars. Learn how to collaborate—the old saying about friendship holds true—before you can have colleagues, you have to be one.
- In general, put your mentor at ease. Let him/her know that you're serious, that you're motivated, and that you're eager to earn a place in both his/her lab and in the national network of researchers in your field.

In general, an advisor should:

- Be involved in a research area that you are interested in. DO NOT choose a particular mentor/advisor just because they are "nice!" You must be interested in doing serious work over a long period of time in his/her research area...you should not expect him/her to support you in a new research field. Conversely, if you can tell that the faculty member absolutely rubs you the wrong way and that your personalities will clash, you may wish to reconsider your selection or at least have a discussion with several of his/her graduate students.
- Counsel you and direct your research - your mentor should be candid about your progress and should feel free to tell you not only when you're doing things right but also when you're wrong.
- Direct your course selection and course load - a good mentor won't let you get in over your head or take a worthless course.
- Steer you away from people in the department who will create barriers for you (in courses, collaborative work or sharing equipment, for example).
- Offer encouragement.
- Assist you in understanding and meeting the milestones and deadlines you have to
meet (for example, course work, preliminary exams, proposal preparation, and dissertation).
- Give you some research freedom...after working in the laboratory for a while, you should have the opportunity to propose experiments...you should not spend your entire graduate work acting as a laboratory technician to carry out someone else's work.
- Provide opportunities for you to participate in annual meetings of professional associations, including opportunities to prepare and staff posters.
- Assist you in learning to prepare research papers for submission to professional journals.
- Introduce you to colleagues from other institutions, both when they visit your campus and when you attend annual meetings of research associations.
- Make every effort to support his/her graduate students financially.
- Establish and encourage absolute intellectual honesty in the laboratory group. You should ask other graduate students whether laboratory discussions are open and free.
- Make efforts to establish a "cooperative" laboratory group where:
  o A network of cooperative interaction exists within the lab group...this should include postdoctoral fellows, both new and experienced graduate students, technicians;
  o The mentor encourages students and postdoctoral fellows to continue exploring problems begun in his/her laboratory when they move to a new position.
- Make sure that arguments about the interpretation of data or development of theories are kept separate from personal barbs or attacks.
- Work to make his/her laboratory a part of the informal national network of laboratories in his/her field...for example, does he/she collaborate with other persons around the country?...does he/she act as a reviewer for grants and research journals?
- Expose students to the funding process, including opportunities to draft sections of grant proposals, read grant proposals, and discuss how-tos on working with funders.

ELECTRONIC MAIL LISTS AT SCRIPPS

The following public email distribution lists have been created for your use. It is mandatory that you be subscribed to the students@sio mailing list, and the student mailing list for your curricular group at all times. You are added automatically upon acceptance to Scripps. Should you have any questions regarding public email distribution lists, please contact the Student Affairs Coordinator at 858.534.3206.

students@sio.ucsd.edu - All students
aos-students@sio.ucsd.edu - AOS students
bo-students@sio.ucsd.edu - BO students
coap-students@sio.ucsd.edu - All COAP students (AOS, CS, and PO)
cs-students@sio.ucsd.edu - CS students
geo-students@sio.ucsd.edu - All GEO students (GP, GS, and MCG)
gp-students@sio.ucsd.edu - GP students
gs-students@sio.ucsd.edu - GS students
mb-students@sio.ucsd.edu - MB students
mcg-students@sio.ucsd.edu - MCG students
obp-students@sio.ucsd.edu - All OBP students (BO and MB)
po-students@sio.ucsd.edu - PO students
ecology-seminar@sio.ucsd.edu - Ecology (BO) seminar notices
gsmcg-seminar@sio.ucsd.edu - GS/MCG shared seminar notices
gp-seminar@sio.ucsd.edu - GP seminar notices
mb-seminar@sio.ucsd.edu - MB seminar notices

You may subscribe or unsubscribe to these (and other) public mailing lists at http://siomail.ucsd.edu/mailman/listinfo

SIGN-OUT LOG

When you are leaving the Scripps campus for more than a few days, be it for business, a cruise, or vacation, you MUST contact the Scripps Department Office to sign out and provide your contact information. This is necessary in case we must notify you of an emergency.

You may contact us in person, via phone (858.534.3206) or via email (siodept@sio.ucsd.edu). The sign-out log is located in Room 22 of the Old Scripps Building. It is also in your best interest to get in touch with the Scripps Graduate Student Funding Coordinator several days in advance to make sure all funding issues are resolved before you leave.

SAFETY

Scripps places a high priority on maintaining a safe and healthy work and educational environment. Your safety awareness affects your own well being as well as that of your fellow students and staff. Federal and State laws and the UCSD Injury and Illness Prevention Plan additionally impose requirements on us to ensure that you have general safety training and are made aware of safety hazards and how to mitigate them. The Scripps Safety Officer will conduct General Safety Training Sessions throughout the year.

For more information, please look at our website or call the Scripps Safety Officer at 858.534.7962.

TRANSPORTATION AND PARKING

Scripps Parking Permits: Scripps graduate students are provided with free parking after 5:00 p.m. on weekdays and all day on weekends at Scripps only.

To obtain the Scripps Parking Permit go to room 104 of the Scripps Administration Building or contact 858.534.2831, parking@sio.ucsd.edu. You will be required to provide the following information: Name, division, mail code, and phone number. Your vehicle information is not required as you may use the permit for any vehicle you drive.
Students, who wish to park on the Scripps campus during the day Monday through Friday, or on the main UCSD campus at any time, must purchase a UCSD parking permit from the UCSD Parking Office. Graduate students are entitled to a "B" (staff) permit.

The Parking Office is located on level two of the Gilman Parking Structure, and is open Monday through Friday from 7:00 a.m. to 5:30 p.m.; except on university-designated holidays.

Current UCSD parking permit rates and further information regarding parking and transportation services (free bus passes, rideshare options, Scripps/UCSD Shuttle, etc.), is available at [http://parking.ucsd.edu](http://parking.ucsd.edu).

**Shuttle Services:** UCSD Transportation offers a shuttle service between the Scripps campus and the main UCSD campus as well as shuttles around the La Jolla area. For more information, see [http://blink.ucsd.edu/facilities/transportation/shuttles/index.html](http://blink.ucsd.edu/facilities/transportation/shuttles/index.html)

**OFFICE SPACE AND KEYS**

Most students will be assigned office space and a key from the Section Heads of their Research Division. Some units at Scripps may require deposits ranging from $15 per key. Upon leaving Scripps, the key(s) must be returned to the unit from which the key(s) was checked out.

For more information, please contact the Scripps section Heads of your department.

**TELEPHONES**

The Scripps Department does not provide telephones for student use. If your advisor deems it appropriate for you to have a telephone and/or data access to his laboratory, please have your advisor refer you to his/her division business office.

**STAFF COUNCIL COMMITTEES**

A strong student organization can be an effective tool for resolving problems and improving the educational environment at Scripps. Many committees require at least one student representative. A call will go out each fall requesting volunteers. Student input and participation are an important part of these committees.

For information on how to join any of the Staff Council Committees, please contact the Scripps Department Manager at 858.534.4794.

The following is a list of committees at Scripps:

**Aquarium-Museum Panel** - The function of the Aquarium-Museum Panel is to act as a liaison between the faculty and staff of Scripps and the Birch Aquarium-Museum, and to aid and
advise the Director of the Aquarium-Museum and the Scripps Administration in developing policy, both present and future.

**Director’s Space Advisory Committee** - The committee is responsible for advising the Director on fundamental space issues and providing a broad base of expertise representing the major elements of the Institution. In particular, it advises the Director in the area of space utilization policy and also regarding other space issues that might have a significant impact upon the Institution. The committee reviews and makes recommendations to the Director concerning space requests, involving more than one unit, which have not been resolved administratively, as set forth in the policy. The committee biannually reviews all space under Scripps control on or off campus, to determine how the space is being utilized. A written report of the findings and recommendations shall be submitted to the Director upon completion of the review.

**Diving Control Board** - The board oversees the UCSD SCUBA diving program. This includes determination of diving policy, training programs, certification of all divers working under the auspices of UCSD, supervision of UCSD diving activities and, where required, suspension of diving privileges under the auspices of the University. Because California Industrial Safety Orders state that scientific diving is exempted from the OSHA rules providing that the diving program includes a "diving control board, composed of active research divers," and because most of the appropriately skilled and experienced research divers at Scripps are not members of Staff Council, membership on the Diving Control Board shall consist of a mixture of Staff Council members and non-members.

**Editorial and Publications Committee** - The responsibilities of this committee are to serve as an advisory body to the Director of Scripps on all matters involving Scripps Publications.

**Experimental Aquarium Facility Advisory Committee** - This committee advises the Director of Scripps on the overall use and upkeep of the facility, as well as needed renovations.

**Geological Data Center Steering Committee** - The Geological Data Center (GDC) Steering Committee exists to formulate, with the assistance of the GDC Curator and Head, Marine Technology Group, policies concerning the collection, processing, archiving the early distribution of underway geophysical data and records obtained on Scripps research vessels as well as selected non-underway geophysical information. The GDCSC also advises on GDC program emphasis.

**Heritage Committee** - The committee will have a rotating membership and will function as a watchdog group to maintain the historic configuration of the G. W. Scripps Memorial Marine Laboratory Building, and any future buildings with historic designations, and will arrange at least an annual open house of the G. W. Scripps Memorial Marine Laboratory Building. The committee will also provide a history-oriented focus for the marine sciences portion of UCSD, including administration of the income from the fund provided by Mr. and Mrs. Robert Cody to be used to award a William E. and Mary B. Ritter Memorial Fellowship. After appropriate consultation with the Scripps community, the Heritage Committee will also be responsible for recommending names for new Scripps buildings to the Scripps Director.
Hydraulic Facility Panel - The panel serves as liaison between the Facility and the Scripps research community. It is a funnel for advice to the facility from all Scripps, both research and administrative components. It is also the channel through which the Facility communicates its needs and plans to researchers and staff who do not work there continuously.

Library Committee - This committee (a) acts as liaison between the Scripps staff and students and the library, (b) advises the Scripps Librarian and Archivist on matters of policy, (c) helps shape library policy as it affects users, (d) helps locate and appraise valuable records, and (e) disseminates information about the archival program.

Marine Operations Committee - This committee recommends to the Director, Scripps policy concerning all facets of marine operations dealing with ships, platforms, Nimitz Marine Facility, and marine technical groups. Specific tasks can include, but are not limited to acquisition, utilization, upkeep and disposal of ships and ships' equipment, ship scheduling, matters related to safety aboard Scripps ships and the distribution of UC ship funds.

Marine Sciences Development Shop Committee – This committee (a) serves as liaison between the shop, users and the administration, (b) in conjunction with the MSDS superintendent, helps develop policies for the shop, and (c) provides oversight of the staff support shop.

Marine Sciences Physical Planning Committee - The Marine Sciences Physical Planning Committee advises the Director of Scripps Institution of Oceanography on matters relating to the planning for changing physical requirements in the Marine Sciences, i.e., present and future physical and aesthetic environment of the Scripps campus at La Jolla, the Mount Soledad Laboratory and Nimitz Marine Facility. The committee has the responsibility for reviewing and periodically updating the Scripps Long-Range Development Plan. In addition, it advises on the siting and design of new buildings and other proposed structures as well as modification of existing structures. The committee serves as advisor with respect to grading, paving, roads, walks, exterior lighting, landscaping, utility distribution systems, building decor, and temporary and permanent assignment of outdoor land areas to individuals or groups for special uses. It makes an annual report to the Staff Council.

The members of the Marine Sciences Physical Planning Committee are proposed to the Director of the Scripps Institution as nominees for appointment to the Marine Sciences Physical Planning Committee, an administrative committee appointed by the Chancellor. The MSPPC reports as directed by the Chancellor.

Oceanographic Collections Committee - The duties of this committee include (a) ensuring that no important collection of materials remains uncared-for, (b) outlining requirements for appropriate facilities for the collections and the researchers directly using them, (c) developing means to standardize and integrate the handling of information on the collections, where appropriate, and (d) acting as liaison between the users and the managers of the collections.

Scripps Safety Committee - This committee will (a) advise the Scripps Safety Officer
regarding setting of needs and priorities for safety programs, remediation and enforcement, (b) facilitate and encourage compliance by faculty and staff to safety and health policy and regulations on the recommendation of the Safety Officer, (c) communicate faculty and staff concerns to the Safety Officer for action/interpretation by EH&S and the Safety Officer, (d) initiate programs to elevate and promote safety consciousness and awareness at Scripps, and (e) advise the Director of Scripps and the Scripps Safety Officer on safety policy for the Institution. The activities of the committee will be confined to land-based activities of the Institution, and shall specifically exclude diving safety, small boat operations and safety aboard research vessels.

**SIO Computing Committee** - The committee is concerned with the maintenance, security, and enhancement of computing and network resources for the Scripps community. It advises the Director of Scripps on such matters as data management, compliance with UC, State, and Federal data security-related regulations, networking, infrastructure, maintenance and acquisition of computing resources for general Scripps benefit, as well as rate structures for computing/networking/consulting resources and services.

**Unified Laboratory Facilities Panel** - The committee has the following functions: (a) advise the Analytical Facility Supervisor on equipment needs and analytical requirements of the Scripps users, recharge rates and structure, priorities for scheduling and for equipment purchase and repairs, and personnel needs and, when necessary, hiring of new staff, (b) act as liaison between users and the supervisory and support group of the facility, and (c) generate requests for major equipment acquisition and seek support funds for equipment and operational expenses.

**STUDENT FACILITIES AND RESOURCES AT SCRIPPS**

**Analytical Facility**
The Analytical Facility’s primary goal is to provide internal and external users with access to ICP-MS, ICP-OES, Elemental (CHN) Analysis and Stable Isotope (C, N, O) MS services and technology. In addition, we also provide users with ESEM services. The facility is located in Sverdrup Hall. ([http://sio-af.ucsd.edu](http://sio-af.ucsd.edu))

**Audio Visual Equipment**
The Department offers slide projectors, overhead projectors, LCD projectors, and a video camera for check out. Please contact the Student Affairs Coordinator (858.534.3206) in the Old Scripps Building, Room 22 for availability and checkout.

**Diving Locker**
The Scripps diving program, an American Academy of Underwater Sciences (AAUS) organization member, provides training, support and oversight of all staff, students and faculty who require the use of SCUBA for their research. The Diving Locker is a full-service diving facility, capable of supporting Air and Nitrox breathing mixtures, equipment service and
evaluation, and the use of various technologies. The program also maintains men's and 
women's locker facilities for use by our local and visiting researchers.

Two to three 100-hour scientific diving courses are conducted each year, as needed. This 
course meets both the criteria required of AAUS membership and that needed of a NAUI 
Advanced Diving Certification. For further information about the diving program contact the 
Diving Safety Officer, Christian McDonald at 858.534.2002 or mcdonald@ucsd.edu.

The Diving Locker is located in the lower Bldg T-40, north of the Scripps Pier, and is managed 
by Rich Walsh at 858.534.6979 or rwalsh@ucsd.edu.

**Experimental Aquarius**
Facilities for in vivo studies include two large experimental aquarium rooms. Hubbs Hall 
experimental aquarium facility contains 12 trays and 30 tanks (most insulated), utilizing an 
'open seawater system' that can deliver chilled (8 deg C), ambient (12 deg C-21 deg C), and 
warm (28 deg C) seawater. Four additional aquarium wet labs exist throughout Hubbs Hall, 
including a chilled 'closed system' in a controlled temperature room. The Ritter Hall 
Experimental Aquarium facility contains 18 trays and 19 tanks, a two chambered controlled 
light room and three each 3 m square 30 cubicle rooms. Chilled (10 deg C) and ambient (12 
deg C-21 deg C) seawater is also available via an 'open system.' 
([http://mbrd.ucsd.edu/Facilities/Experimental_Aquarium/](http://mbrd.ucsd.edu/Facilities/Experimental_Aquarium/))

**Hydraulics Laboratory**
The function of the Hydraulics Facility is to provide facilities, equipment and technical support 
for physical and biological research. The experimental facilities include the Wind Wave 
Channel, Glass Walled Wave Channel, Granular Fluid Mechanics Test Facility, Deep Tank, 
Stratified Flow Channel, Oscillatory Flow Tunnel, Pressure Test Chambers, and Temperature-
Pressure Calibration Facility. Data acquisition at these facilities is provided by several stand-
alone PC based data acquisition systems. There is an extensive selection of pressure, wave 
height, and miscellaneous transducers. For research support there is an electronics shop, 
machine shop, woodworking shop, and welding shop. Toyota pickups, a 1-ton stakebed truck 
and a forklift are also available. For more information, please contact David Aglietti at 
858.534.0935 or daglietta@ucsd.edu. ([http://hydraulicslab.ucsd.edu](http://hydraulicslab.ucsd.edu))

**Technology Application Group (TAG)**
This group designs, builds and deploys equipment for long term time-series data acquisition 
and control of underwater devices including video and digital cameras in support of field 
programs using a variety of self-contained and real-time sensing instrumentation. Experience 
includes the deployments of subsurface and surface ocean arrays, bottom mounted 
instrumentation and free vehicles in near-shore, shelf and deep ocean environments measuring 
physical, biological and chemical processes, along with the deployment of meteorological 
arrays at sea and on land. Projects have been stages in the US and abroad for principal 
investigators from various Scripps Divisions, other institutions and universities, and 
governmental agencies. For more information on TAG, please contact Douglas Alden, at
Benthic Invertebrates Collection
This collection contains some 50,000 lots of specimens sorted into major taxonomic groups such as Cnidaria, Echinodermata, Crustacea, and Mollusca. All are accessioned with collection data, and more than 35% are identified to species. Specimens, several catalogs of holdings (decapod and stomatopod Crustacea, Brachiopoda, Mollusca, and Echinodermata), and IBM-compatible dBase IV catalog data for most groups are available to qualified students and researchers.

The Collection serves as a repository for specimens collected by Scripps scientists including material properly preserved for genomic studies. Collection materials are used to support graduate courses and research at SIO. For more information, please contact Professor Greg Rouse (curator) at 858.534.7973 or grouse@ucsd.edu. (http://collections.ucsd.edu/bi/index.cfm)

Cored Sediment and Microfossil Collection
Deep-sea sediment cores are vital to our understanding of the past and present oceans. They record the geological history of the ocean basins, providing evidence for changing climates, emerging environments, evolving biota, and dramatic events that have altered the course of earth history.

The SIO collection contains nearly 6,600 cores (15,000 refrigerated core sections) collected using gravity, piston, trigger, vibra- and box-coring techniques. It is the largest collection in the U.S. (outside that of the Ocean Drilling Program) of sediments from the Pacific Ocean and also contains extensive material from the other major ocean basins.

The Microfossils Collections contain the raw samples, prepared microscope slides, and field notes from pioneering paleontologists who were the first to recognize and implement the use of marine microfossil remains for dating and correlating sediments. These include, for example, the very extensive Riedel/Sanfilippo radiolarian collection, M. N. Bramlette's calcareous nannofossil preparations, Fred Phleger's and Frances Parker's foraminifer collections (in part) and Patricia Doyle's microfossil fish teeth (ichthyoliths) collection.

The Collections support not only SIO faculty and student research, but also that of scientists from other domestic and non-U. S. institutions. For more information, please contact Professor Richard (Dick) Norris (curator) at 858.822.2783 or rnorris@ucsd.edu. (http://collections.ucsd.edu/cs/)

Dredged Rocks Collection
The Scripps dredged rocks collection consists of more than 3500 dredge hauls and related archive materials resulting from published research, donated by investigators specializing in paleoceanography, sedimentary/igneous petrology and geochemistry.
The Collection includes rocks from a wide variety of physiographic provinces located throughout the Pacific, Indian and Atlantic Oceans. All major tectonic features, including hot spots, island chains, seamounts and abyssal plains are represented and rock types include drowned coral reef rocks, icerafted rocks, manganese nodules as well as very rare igneous, metamorphic and mantle rocks. For more information, please contact Professor Richard (Dick) Norris (curator) at 858.822.2783 or rnorris@ucsd.edu. (http://collections.ucsd.edu/dr/)

Fish and Invertebrates Collection (Live)
Birch Aquarium at Scripps maintains 57 display tanks, featuring approximately 3,000 fish from the Pacific Northwest; Southern California; Baja California, Mexico; and various locations in the South Pacific. The aquarium centerpiece is a 265,000-liter display of the local kelp forest. In addition, the demonstration tide pool offers a close-up look at residents of the local intertidal habitat. For more information, please contact Fernando Nosratpour at 858-534-4099 or fnosratpour@ucsd.edu. (http://aquarium.ucsd.edu)

Marine Vertebrate Collection
The Marine Vertebrate Collection maintains approximately 2 million alcohol-preserved specimens in well over 100,000 lots, representing more than 5,500 species of fishes. The Marine Vertebrate Collection supports scientific research by providing specimens for studies on the taxonomy, evolution, and ecology of fishes. Specimens are available for examination at SIO and for loan to researchers at recognized institutions (loan policy at http://collections.ucsd.edu/mv/mvloan.cfm). The Marine Vertebrate Collection also plays an integral role in the support of graduate courses and research at Scripps. For more information, please contact Professor Philip Hastings (curator) at 858.822.2913 or phastings@ucsd.edu. (http://collections.ucsd.edu/mv/)

Micropaleontological Reference Centers - DSDP/ODP/IODP
Students are invited to use the Micropaleontological Reference Centers (MRCs), containing materials collected during Legs 1-182 of the Deep Sea Drilling Project/Ocean Drilling Program. Maintained by curators at over a dozen sites around the world, the Micropaleontological Reference Centers (MRCs) provide scientists with an opportunity to examine microfossils of various geologic ages, and from a globally distributed set of locations. The collections, with more than 20,000 samples, cover four microfossil groups - calcareous nannofossils, foraminifers, radiolarians, and diatoms - selected from sediment cores obtained from the Deep Sea Drilling Project (DSDP), the Ocean Drilling Program (ODP), and the Integrated Ocean Drilling Program (IODP). The MRCs are a source of materials for current research and are a legacy archive for deep sea drilling. The MRCs also accept selected "orphaned" collections of deep-sea microfossil materials.

Scripps Geological Collections maintains the US West Coast MRC containing more than 8,000 radiolarian, and diatom slides providing an excellent means for researchers to examine microfossils of various geologic ages from cores collected throughout the world's ocean basins. Students planning to request samples from the Ocean Drilling Program for their thesis research are encouraged to use the collections as an aid in sample selection. For more information,
Please contact Annika Sanfilippo (MRC curator) at 858.534.2049 or annika@ucsd.edu.

Information about the location of all MRCs and detailed lists of samples for a particular group of microfossils can be read from the MRC homepage at http://www.iodp.tamu.edu/curation/mrc.html.

Pelagic Invertebrates Collection
The Scripps Pelagic Invertebrates Collection is among the world's preeminent collections of marine zooplankton. It includes over 114,000 whole zooplankton samples containing some 10^8 specimens. In addition to worldwide geographic coverage, the Collection includes the remarkable CalCOFI zooplankton time series, which has surveyed the California Current since 1949. Zooplankton have been collected with nets, pumps, and specialized collecting devices, over depths ranging from the neustonic layer to the bathypelagic. While most samples are stored in formaldehyde, a growing number are available in ethanol, hence suitable for DNA sequencing. The collection houses the Fleminger Copepod Library, comprising ca. 21,500 sorted copepod specimens as well as reprints and monographs concerning the Copepoda. An additional 8,500 sorted, identified reference specimens are available for other zooplankton and micronekton taxa (e.g., Euphausiacea, Cephalopoda, Sergestidae, Pteropoda, etc.). Most samples are supplemented with physical and chemical data. The Collection includes worldwide holdings with particular strengths in the Pacific, Indo-West Pacific, and Antarctic regions. Collection data for all holdings are accessible on a searchable database.

The Pelagic Invertebrates Collection supports scientific research by providing specimens for studies on systematics, evolution, molecular genetics, ecology, population dynamics, climate change and other topics. Specimens are available for examination at SIO and for loan to researchers at recognized institutions (loan policy at http://collections.ucsd.edu/pi/pivloan.cfm). For more information, please contact Professor Mark Ohman (curator) at 858.534.2754 or mohman@ucsd.edu. (http://collections.ucsd.edu/pi/)

Scripps Library
Supporting the Institution’s pathbreaking research on global climate change, earthquake science, and marine sciences, the Scripps Library Collection offers unparalleled resources in marine and earth sciences. Although the Scripps Library closed on June 29, 2012, the collection of more than 227,000 volumes and more than 700 print periodicals emphasizing oceanography, marine biology, marine geology, marine technology, geophysics, and climate science, with extensive resources in ecology, zoology, fisheries, and seismology, is being maintained and will be moved to the UC San Diego Geisel Library. Use the online catalog Roger (http://roger.ucsd.edu) to find and request items in the former Scripps Library.

Scripps LOG
The Scripps LOG is a source of weekly information and events pertaining to the Scripps campus send out via email. The Scripps LOG is a public mailing list. You can sign up for the weekly email notice at https://siomail.ucsd.edu/mailman/listinfo/sio-log.
**Explorations E-Magazine**

Explorations e-magazine is a free bi-monthly e-magazine featuring the latest in ocean and earth science and research coming out of Scripps. Includes videos, science articles, photo of the week, and a section just for kids. Sign up at [http://explorations.ucsd.edu](http://explorations.ucsd.edu). For more information contact [explorations@ucsd.edu](mailto:explorations@ucsd.edu) or 858-534-3624.

**Scripps Student Computer Lab**

A Scripps Graduate Student computer facility, managed by UCSD Academic Computing Services (ACS) is located in 228 Ritter Hall. The facility includes both Macintosh and PC computers, printers, a scanner and a slide maker. A second smaller facility is located in 1155 Hubbs Hall.

Both labs are protected by Omnilock systems. Please go to Room 22 of the Old Scripps Building to obtain a confidential entry code. For information regarding email accounts and computing refer to Academic Computing Services.

**Scripps Archives**

Scripps Archives contains a rich archival and special collection documenting over one-hundred years of oceanographic, earth, & climate research at Scripps, & more generally on the history of oceanography. Scripps Archives’ collections are used by historians, scientists, graduate students, media, & Scripps itself. Scripps Archives holds 1,360 collections, which are personal papers of scientists, or office records/files from scientific & administrative programs, ranging from single items received to very large collections, including still images, audio, moving images, autobiographical works, & oral histories. In addition to producing online guides to its collections, Scripps Archives digitizes content in various formats from its collections in order to improve user access & provide a rich online resource in support of the history of Scripps, oceanography, & climate science.

The Scripps Archives collects personal papers of selected students in order to document student life at Scripps. The Archives seeks the papers of students who have kept diaries, correspondence, student’s notes, syllabi, photographic negatives and other material that documents their life and work at Scripps. Student donors will be asked to sign a deed of gift donating the material to the archives at the end of their academic career at Scripps. Student donors may restrict access to their collections for a period of time to protect privacy. For more information, please visit [http://scrippsarchives.ucsd.edu](http://scrippsarchives.ucsd.edu).

**Staff Support Shop**

The shop, located at the Institute for Geophysics and Planetary Physics, provides complete machine shop facilities and limited instruction for students and staff to construct and repair research-related equipment. Some scrap material, and an assortment of fasteners, is available. Other material are may be purchased through the Marine Sciences Development Center or the UCSD Storehouse. For more information contact John Mortimer at 858.534.2081 or
Every Friday a TGIF gathering is held at from 5:00 - 8:00 p.m. TG's are for the specific purpose of giving students, faculty, and staff an opportunity to socialize in a relaxed environment. Volunteer hosts are needed weekly for set-up and clean up. Sign up for TG notices at http://siomail.ucsd.edu/mailman/listinfo/tgif.

STUDENT ORGANIZATIONS

Graduate Student Association (GSA)
The GSA is the official governing body of graduate and professional students at UCSD. The GSA advocates for students' rights both on and off campus. (http://gsa.ucsd.edu)

Students at SIO (Students@SIO)
Students@SIO is an organization composed of graduate students from each curricular group in the Scripps department. The goals of the organization are to encourage interaction between and within curricular groups; to facilitate interaction between faculty, administration and students; to address specific problems and concerns of graduate students; and to serve as an efficient means for disseminating information. Meetings are held on a quarterly basis. For more information, contact the student representative for your curricular group. (http://siostudents.ucsd.edu)

Scripps Committee for Outreach Programs in Education (SCOPE)
SCOPE provides Scripps graduate students and staff with opportunities and resources to improve K-12 science education in community schools. SCOPE volunteers give talks in classrooms, at job fairs, and at other educational events. If you are interested in science education outreach, please subscribe to the mailing list (http://sioscope.ucsd.edu/mailinglist.html) and keep checking sioscope.ucsd.edu for current activities.

Committee for Humanity and Public Service (CHiPS)
The Scripps Committee for Humanity and Public Service (Scripps CHiPS) was founded in February 1997 by two Scripps graduate students, Aaron Thode and Rob Rhew, for the purpose of encouraging and facilitating graduate student involvement in community service. Since 1997, CHiPS has expanded to include the active involvement of faculty, staff, friends, and even family members from within and outside of SIO, logging thousands of person-hours of volunteer work in over 50 public service projects. For more information contact: siochips@sio.ucsd.edu. (http://siochips.ucsd.edu)
Grassroots Diversity Action Working Group (GDAWG-SIO)

GDAWG is a volunteer organization of students, staff, and academics at Scripps Institution of Oceanography who value diversity, including, but not limited to, socioeconomic, ethnic, gender, sexual, ability, religious, cultural, and intellectual diversity. The mission of GDAWG is to increase the inclusivity and diversity of our SIO community. Their objectives include promoting awareness about issues of diversity and supporting current and prospective members of our community who face difficulties related to their particular backgrounds and perspectives. (http://gdawgsio.org)