

---

# **Scripps Institution of Oceanography Master of Science 2023-24 Student Handbook**

---

UC San Diego



---

Revised 9/19/23

---

OVERVIEW	2
ACADEMIC PROGRAM OVERVIEW	3
B.S./M.S.	3
M.S.	3
PROGRAM COSTS AND FUNDING OPPORTUNITIES	4
ADVISOR	5
SELECTING OR CHANGING ADVISORS	5
B.S./M.S.	5
M.S.	5
ROLE OF THE ADVISOR	5
M.S. TIMELINE	6
B.S./M.S.	6
M.S.	6
GUIDANCE COMMITTEE	6
REGISTRATION AND SATISFACTORY PROGRESS REQUIREMENTS	7
REGISTRATION	7
ACADEMIC STANDING	8
DEGREE REQUIREMENTS	8
B.S./M.S. STUDENTS	8
M.S. STUDENTS	10
Applied Ocean Science Curriculum	10
Climate Sciences Curriculum	11
Physical Oceanography Curriculum	11
Geophysics Curriculum	12
Geosciences Curriculum	12
Marine Chemistry and Geochemistry Curriculum	13
Biological Oceanography	13
Marine Biology Curriculum	14
Marine Chemical Biology Track	15
PREPARING FOR DEGREE COMPLETION	16

APPLICATION FOR CANDIDACY	16
THESIS COMMITTEES	16
COMMITTEE RECONSTITUTION	17
FINAL DEFENSE PROCEDURE	17
FINAL QUARTER REGISTRATION STATUS	18
THESIS DEFENSE	18
DEFENSE CELEBRATION	19
THESIS APPOINTMENTS WITH THE GRADUATE EDUCATION AND POSTDOCTORAL AFFAIRS OFFICE	19
POST GRADUATION CONSIDERATIONS	20
PROOF OF DEGREE COMPLETION AND AWARDING OF DIPLOMA	20
HEALTH INSURANCE	21
NON-ACADEMIC IMPORTANT TOPICS	21
ELECTRONIC MAIL LISTS AT SCRIPPS	21
SIGN-OUT	22
SAFETY	22
TRANSPORTATION AND PARKING	23
OFFICE SPACE AND KEYS	24
DEPARTMENT CONTACTS	24

## OVERVIEW

The purpose of this handbook is to clarify policies and procedures in areas most critical to M.S. students at the Scripps Institution of Oceanography. While this handbook is comprehensive, it is not exhaustive. This handbook should serve as a resource, in conjunction with other UC San Diego resources, such as the [UC San Diego General Catalog on Graduate Education](#) and the [Graduate Education and Postdoctoral Affairs guide on Policies & Procedures](#). In addition, students can find practical insight and information on non-academic elements of student life on the Department's [Student Guide](#).

Given that there are a number of online guides and resources, students are encouraged to contact the Department's graduate coordinators. The graduate coordinators are ready to answer any questions or address any concerns. If you are ever unsure, please [ask](#).

## ACADEMIC PROGRAM OVERVIEW

### B.S./M.S.

The Contiguous Bachelor's/Master's degree program leading to a bachelor of science and a master of science is offered to undergraduate students who are enrolled in majors within the Scripps department or related fields. It is open only to UC San Diego undergraduates, and entails participation in research in an area to be determined jointly by the student and a committee of faculty members from Scripps Institution of Oceanography.

Available program areas:

- Earth Sciences—open to current UC San Diego undergraduates in the earth sciences major and to qualified students who are completing a specialization or minor in earth sciences.
- Marine Biology—open to current UC San Diego undergraduates in any of the following biology-related majors or minors (1) marine biology major, (2) any one of the eight biology majors in the Division of Biological Sciences, (3) environmental systems major in the ecology/behavior/evolution track, or (4) biology minor.
- Oceanography- open to current UC San Diego undergraduates enrolled in the oceanic and atmospheric sciences major.

### M.S.

The Department of Scripps Institution of Oceanography offers instruction leading to a master of science (M.S.) in oceanography, marine biology, and earth sciences. The curriculum requirements and degree major are determined by the student's curricular group.

Students can petition the appropriate degree title based on approval of their guidance committee chair and the department chair.

## PROGRAM COSTS AND FUNDING OPPORTUNITIES

Both the B.S./M.S. and M.S. programs are self-supported, meaning that the Department does not guarantee any financial support, and students are expected to pay all required [tuition and fees](#). Students are encouraged to obtain their own support by applying directly to external scholarship and fellowship granting agencies. Students can find a list of the most commonly applied to fellowships on the [Scripps website](#).

B.S./M.S. and M.S. students are permitted to apply for Instructional Assistant (IA) positions. IAs assist in the instruction of lower and upper division courses under the supervision of the instructor. Application for IA positions is done online. The application for positions in Scripps department courses is available here:

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4195>

Priority for IA positions in Scripps Department courses is given to Ph.D. students. IA positions for Scripps graduate students are available primarily through Scripps undergraduate courses but may also be found through other UC San Diego departments. A list of hiring campaigns for IA positions in other university departments is available on the graduate division website.

<https://academicaffairs.ucsd.edu/Modules/ASES/OpenPositions.aspx>

Students can find additional information about IA positions on the Scripps website:

<https://scripps.ucsd.edu/education/current/instructional-assistants>

In addition, the SIO department provides small research grants to its Masters students, based on a short application. Total funding for any given student will not exceed \$3,000/year for a maximum of two years. (Note that this does not guarantee a total of \$3,000/year.) There are three application deadlines each year. For further information and application form, please visit: <https://scripps.ucsd.edu/education/guide/small-grants-business-office>

# ADVISOR

## SELECTING OR CHANGING ADVISORS

### B.S./M.S.

All B.S./M.S. students are assigned an advisor upon admission. This advisor is assigned based on the student's research interest and proposed thesis project, as listed in the student's application for admission.

In general, B.S./M.S. students do not switch advisors. However, if there are extenuating circumstances, a change of advisor can be approved at the discretion of the B.S./M.S. Program Director. If a student is concerned about the direction of their program, they are encouraged to contact the Department's graduate coordinators. The graduate coordinators will work with the student and program director to address any concerns.

### M.S.

All M.S. students are assigned an advisor upon admission. This advisor is assigned based on the student's research interest and proposed thesis project, as listed in the student's application for admission. Students are required to finalize their advisor by the end of spring quarter in their first year. In most cases, M.S. students will continue to be advised by their initial advisor.

M.S. students who wish to change advisors must do so by the end of spring quarter of year one. However, students are encouraged to reach out to the Department's graduate coordinators if they are considering a change, as early as possible. Whether a change of advisor is ultimately made, the Department can provide insight on potential advisors and the logistics involved in making a change.

## ROLE OF THE ADVISOR

The advisor-advisee relationship is critical to the success of graduate students. The Department and the Scripps Graduate Student Reps developed a list of advisor and student expectations as advisors and students are expected to work together to develop a respectful and productive professional relationship. You can find the expectations list [here](#).

# M.S. TIMELINE

## B.S./M.S.

The B.S./M.S. program is intended to be a one-year program (three academic quarters). Students are not required to register during the summer. However, students may choose to conduct research in the summer, with the consent of their advisor. Summer research can be critical if the student is to complete their program within three academic quarters.

## M.S.

The M.S. program is intended to be a two-year program. In the first-year, students will complete a majority, if not all, of their required coursework, and begin working on their research project. In the second year, students will primarily focus on their research project, while completing any remaining required or elective coursework. Students are not required to complete two years (six quarters) of study. It is possible for students to complete the program in a shorter period of time. However, two years is the typical timeframe for completion.

# GUIDANCE COMMITTEE

Each first-year student is assigned a guidance committee. For BS/MS students, their guidance committee consists of the three members who signed off on their application. MS students are provided their guidance committee in their offer letter. The guidance committee is charged with advising until the student forms their thesis committee. The intent is to provide individualized guidance to students particularly including advice about courses of study that may reach beyond a single curriculum, while ensuring that core requirements are being satisfied.

Students are expected to meet with their guidance committee to discuss coursework and, if applicable, research direction. First-year students are required to submit the [Quarterly Guidance Committee Meeting form](#) to the department's graduate coordinators. This form serves as a planning tool for the upcoming quarter.

Once a student forms their thesis committee, the thesis committee is tasked with providing guidance and oversight through the completion of the student's degree program.

# REGISTRATION AND SATISFACTORY PROGRESS REQUIREMENTS

## REGISTRATION

Graduate students may register in classes anytime during the official enrollment period for each quarter. Students register via [TritonLink](#).

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 and remain eligible for student employment.

All enrollment deadlines are posted on the enrollment & registration calendar on the [Registrar's website](#). Questions may be directed to the Scripps graduate coordinators. Enrollment reminders will be sent via email, but it is the student's responsibility to adhere to all enrollment policies and deadlines. Failure to enroll by the registration deadline will result in a \$100 late fee. It is the student's responsibility to pay any assessed late fees.

**Schedule of Classes:** The schedule lists course offerings and other pertinent information for a given quarter. The schedule of classes can be viewed online via [TritonLink](#). In addition, students should refer to the [Department's anticipated course offerings](#).

**Add/Change/Drop:** For the first two weeks of the quarter, changes to a student's course schedule can be made via TritonLink. After the second week of the quarter, students must submit an online request through UC San Diego's enrollment authorization system \*[EASy](#). Instructor, departmental and Graduate Division signature approval is required for most changes submitted through [EASy](#). Deadlines are as follows:

- Dropping a course, without receiving a W on transcript, Friday of 4th week
- Dropping a course and receiving a W on transcript, Friday of 9th week (failure to drop course by 9th week deadline will result in F on transcript)
- Adding a course = Friday of 10<sup>th</sup> week

## ACADEMIC STANDING

Students must remain in good academic standing by meeting Departmental and the Graduate Education and Postdoctoral Affairs office standards. This includes:

- Maintaining a minimum cumulative GPA of 3.0 or above and enrolling in at least 12 units of graduate level (200 series) and/or upper division (100 series) courses each quarter. Students who do not maintain a cumulative GPA of 3.0 or above are placed on academic probation by the Graduate Education and Postdoctoral Affairs office and are subject to academic disqualification and removal from the program.
- Students must enroll for the letter grade option in all required courses, and earn a grade of B or better, unless the course is only offered for satisfactory/unsatisfactory S/U. If a student does not earn a grade of B or better, it is at the discretion of the instructor, in consultation with the curricular group advisor, the student's advisor, and the department, to determine any further action. Potential actions include: retaking the course, auditing portions of the course, taking a substitute course, or completing an independent study section (298) to focus on deficiencies.
- Having no more than a total of eight units of "F" and/or "U" grades.

Good academic standing is required to be eligible for student employment, to advance to candidacy, to request a leave of absence, to continue registering for courses, and to obtain a graduate degree from UC San Diego.

## DEGREE REQUIREMENTS

### B.S./M.S. STUDENTS

Students in the B.S./M.S. Earth Sciences or Marine Biology programs must complete the following degree requirements:

- At least twenty-four units of coursework
  - twelve (12) units graduate-level course work in the major field (for **letter grade** only).

- six (6) units of SIOG 228 for **letter grade** only (two-units per quarter—SIOG 228 is a special research seminar for BS/MS students).
- At least six (6) units of additional coursework (graduate or upper-division courses)
- twelve (12) units of research (SIO 299) leading to a master’s thesis.
- Completion of a thesis, with an oral presentation to, and approval of, a three-member thesis committee.

Students in the B.S./M.S. Oceanography program must complete the following degree requirements:

- At least 24 units of course work
  1. Twelve units of graduate-level course work in the major field (for **letter grade** only) all to be chosen with the advice and consent of the project adviser.
  2. Six units of research seminars to be chosen with the advice and consent of the project adviser.
    - Option A: six units of SIOG 228 for **letter grade** only (two units per quarter).
      - or
    - Option B: two units of SIOG 228 for **letter grade** only with the remaining four units selected from the following:
      - SIOC 219. Observational Oceanography Seminar, one unit
      - SIOC 219. Theoretical Oceanography seminar, two units
      - SIOC 208. Seminar in Applied Ocean Sciences, one unit
      - SIOC 209. Paleoclimate seminar, two units
      - SIOG 228 (two units)
  3. At least six units of additional course work (graduate or upper-division courses)
    - Twelve units of research units (SIO 299) leading to a master's thesis.
    - Completion of a thesis, with an oral presentation to, and approval of, a three-member thesis committee. The thesis committee must contain at least two members from the Scripps department. Eligibility requirements can be found on the Graduate Education and Postdoctoral Affairs website.

## M.S. STUDENTS

A minimum of 36 units is required, including all courses required by your curricular group. Students must have a cumulative 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.

M.S. students are expected to complete their degree program by thesis. This course of study involves both coursework and research; culminating in the preparation of a thesis. A total of thirty-six (36) units of credit is required: twenty-four units must be in coursework, including all required coursework within the appropriate curriculum and additional units in recommended electives; and an additional twelve units in independent research (SIO 299) leading to the thesis.

### *Curricular Group Requirements*

#### Applied Ocean Science Curriculum

##### *Required Coursework:*

- SIOC 202A and SIOC 202B. Fundamentals of Wave Physics (two-quarter sequence; 4 units each)

Any two of the following SIO introductory courses:

- SIOC 210. Physical Oceanography (4 units)
- SIOG 240. Marine Geology (4 units) or SIOG 227. Intro to Seismology
- SIOG 260. Marine Chemistry (4 units)
- SIOB 280. Biological Oceanography (4 units)

##### *Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee.

In addition, enrollment in SIOC 208 (Seminar in Applied Ocean Sciences, one unit per quarter) is expected during the student's entire period of study. SIOC 208 serves as a communications bridge across the program.

## Climate Sciences Curriculum

### Required Coursework:

- SIOC 210. Physical Oceanography (4 units)
- SIOC 217A, SIOC 217B, and SIOC 217C. Atmospheric and Climate Sciences I-III (4 units each)
- SIOG 260. Marine Chemistry (4 units)

### *Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee. For most climate sciences students, this includes at least one additional quarter of fluid dynamics.

## Physical Oceanography Curriculum

### *Required coursework (20 units selected from the following designated courses):*

- SIOC 203A or SIOC 203B. Introduction to Applied Mathematics I-II (4 units each)
- SIOC 210. Physical Oceanography (4 units)
- SIOC 212A or SIOC 212B. Geophysical Fluid Dynamics I-II (4 units each)
- SIOC 214A. Introduction to Fluid Mechanics (4 units)
- SIOC 221A or SIOC 221B. Analysis of Physical Oceanographic Data A-B (4 units each)

### *Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee. These might come from the Scripps Institution of Oceanography core courses in other oceanographic disciplines (SIOG 240, Marine Geology; SIOG 260, Marine Chemistry; SIOB 280, Biological Oceanography) or from related graduate-level courses taught at UC San Diego.

## Geophysics Curriculum

*Required Coursework (24 units, selected from the following list):*

- SIOG 223A. Geophysical Data Analysis I (4 units)
- SIOG 223B. Geophysical Data Analysis II (4 units)
- SIOG 225. Physics of Earth Materials (4 units)
- SIOG 227A. Introduction to Seismology (4 units)
- SIOG 229. Gravity and Geomagnetism (4 units)
- SIOG 230. Introduction to Inverse Theory (4 units)
- SIOG 231. Introduction to EM Methods in Geophysics (4 units)
- SIOG 234. Geodynamics (4 units)
- SIOG 236. Satellite Remote Sensing (4 units)
- SIOG 238. Special Topics in Geophysics—Numerical Methods (4 units)

## Geosciences Curriculum

*Required Coursework:*

- SIOG 240. Marine Geology (4 units)
- One geophysics course, from the following:
  - SIO 103. Introduction to Geophysics (4 units)
  - SIOG 234. Geodynamics (4 units)
  - SIOG 247. Rock Magnetism and Paleomagnetism (4 unit)
- One geochemistry course, from the following:
  - SIOG 245. Marine Sediments-Paleo Proxies (4 units)
  - SIOG 251. Whole Earth Geochemistry (4 units)
  - SIOG 252A. Introduction to Isotope Geochemistry (4 units)
- One geology course, from the following:
  - SIO 105. Stratigraphy and Sedimentology (4 units)
  - SIO 160. Introduction to Tectonics (4 units)
  - SIO 170. Introduction to Volcanology (4 units)
  - SIOC 201. Geological Record of Climate Change (4 units)

### *Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee. Recommended course electives are below:

- SIO 113. Introduction to Computational Earth Sciences (4 units)
- SIO 166. Environmental Archaeology (4 units)
- SIO 167. Geoarchaeology in Theory and Practice (4 units)
- SIOC 221B. Analysis for Physical Oceanographic Data (4 units)
- SIOC 210. Physical Oceanography (4 units)
- SIOG 260. Marine Chemistry (4 units)
- SIOG 261. Introduction to Reology of Solid Earth (4 units)
- SIOG 270 Archaeology of Climate Change (4 units)
- SIOB 280. Biological Oceanography (4 units)

## Marine Chemistry and Geochemistry Curriculum

### *Required Coursework:*

- SIOC 210. Physical Oceanography (4 units)
- SIOG 260. Marine Chemistry (4 units)
- Select one of the following:
  - SIOG 240. Marine Geology (4 units)
  - SIOB 280. Biological Oceanography (4 units)

### *Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee.

## Biological Oceanography

### *Required Coursework:*

- SIOC 210. Physical Oceanography (4 units)
- SIOG 260. Marine Chemistry (4 units)
- SIOB 280. Biological Oceanography (4 units)
- One of the following:
  - SIOG 240. Marine Geology (4 units)

- SIOG 255. Paleobiology and History of Life (6 units)
- One of the following:
  - SIOB 270. Pelagic Ecology (4 units)
  - SIOB 270A. Fisheries Oceanography (4 units)
  - SIOB 275A. Benthic Ecology (4 units)
  - SIOB 277. Deep-Sea Biology (4 units)
  
- One of the following:
  - SIOB 271. Marine Zooplankton (5 units)
  - SIOB 282. Phytoplankton Diversity (4 units)
  - SIOB 283. Phycology: Marine Plant Biology (5 units)
  - SIOB 284. Marine Invertebrates (6 units)
  - SIOB 294. Biology of Fishes (5 units)
  - SIOB 296. Marine Tetrapods (4 units)

*Elective Coursework:*

Other coursework required may be recommended by the student's guidance committee, usually, one quarter of SIOB 278, Seminar in Ocean Biosciences (or equivalent participatory seminar).

## Marine Biology Curriculum

*Required Coursework:*

- SIOC 210. Physical Oceanography (4 units)
- SIOG 260. Marine Chemistry (4 units)
- SIOB 280. Biological Oceanography (4 units)

MB M.S. students also must take at least two graduate-level marine organismal courses or labs. A partial list of courses that fulfill this requirement include:

- SIOB 283. Phycology: Marine Plant Biology
- SIOB 287A. Marine Microbial Ecology
- SIOB 282. Phytoplankton Diversity
- SIOB 284. Marine Invertebrates
- SIOB 271. Marine Zooplankton

- SIOB 293. Applications of Phylogenetics
- SIOB 277. Deep Sea Biology
- SIOB 294. Biology of Fishes
- SIOB 296. Marine Tetrapods
- SIOB 281. Marine Physiology

*Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings that may be recommended by the guidance committee.

### Marine Chemical Biology Track

*Required Coursework:*

- SIOC 210. Physical Oceanography (4 units)
- SIOG 260. Marine Chemistry (4 units)
- SIOB 280. Biological Oceanography (4 units)

*Elective Coursework:*

Students may fulfill the remaining units of required course work through elective course offerings selected in consultation with the students' guidance committee.

Typical recommended electives are below:

- Chem 257. Bioorganic and Natural Products Chemistry (4 units)
- SIOB 232. Ethical and Professional Science (2 units) or equivalent
- SIOB 242 A-B. Marine Biotechnology I and II (8 units)
- SIOB 264. Special Topics in Marine Natural Products Chemistry (3 units)
- Chem 254. Mechanisms of Organic Reactions (4 units)
- Chem 258. Applied Spectroscopy (4 units)

# PREPARING FOR DEGREE COMPLETION

## APPLICATION FOR CANDIDACY

Each student must fill out an Application for Candidacy Form. In order to complete the form, students are required to list the members of their thesis committee (see Thesis Committees section below). In addition, the form requires the signature of the student's advisor and the department chair. The form is due to the Graduate Education and Postdoctoral Affairs office at the end of the second week of each quarter. The Department Office sends out an email reminder, at the beginning of each quarter, about the upcoming second week deadline.

Students can submit the Application for Candidacy, as early as the quarter in which all degree requirements will be satisfied. *In other words, if you are taking your final course(s) in spring quarter, you are eligible to submit the Application to Candidacy at the Week Two deadline in spring quarter.* Students must submit the Application to Candidacy no later than their last registered quarter.

As of Fall 2020, all paperwork is being submitted and signed electronically through Docusign. The Graduate Coordinator will submit all necessary paperwork on your behalf.

## THESIS COMMITTEES

All B.S./M.S. and M.S. students are required to form a thesis committee. The Graduate Education and Postdoctoral Affairs office provides an [eligibility table](#) for reference, as students will work with individuals, who hold a number of different instructional and research titles.

The thesis committee consists of three members, at least two of whom must be from the candidate's major department. Committee members must hold a professorial title or the instructional title of Researcher with a Lecturer's Appointment. The thesis committee supervises the preparation of the thesis, and administers the Final Examination.

Anyone who falls outside of these categories can potentially serve on the committee as a fourth member. These potential members are reviewed and must be approved by the Department Chair and Dean of the Graduate Education and Postdoctoral Affairs office. A copy of the fourth

member's CV is required, along with a justification of the individual's inclusion on the committee.

The student's thesis committee must be submitted at the time that the student submits their Application to Candidacy. An approved thesis committee is required in order for the student's Application to Candidacy to be approved.

Members of a student's guidance committee may serve on the student's thesis committee, provided they hold an appropriate title. Students are not required to include the members of their guidance committee on their thesis committee. Students should consult with their advisor when determining the members of their thesis committee.

## COMMITTEE RECONSTITUTION

For a variety of reasons, a thesis committee may need to be reconstituted. Should you find this to be the case, email the Graduate Coordinator: Dana Jimenez: [dljimenez@ucsd.edu](mailto:dljimenez@ucsd.edu), with the proposed changes and the reason(s) for requesting the change. The changes must be submitted at least three weeks before the final defense to allow sufficient time to prepare the necessary forms, obtain signatures, and route the form to the Graduate Education and Postdoctoral Affairs office for final approval.

Please remember, any changes to committee membership must continue to adhere to all UC San Diego committee policies, as outlined above.

## FINAL DEFENSE PROCEDURE

Notify the Graduate Coordinator, [Dana Jimenez](#), at least three weeks prior to the defense. Send your title exactly as you would like it to appear in all notices. Please note that as of fall 2023, all final defenses must be held in person or via Zoom. Students can request an on-campus room in Eckart or use of their office, should they have internet, technology, or other concerns that would limit their ability to conduct the exam off-campus. All requests are reviewed by the Department Chair. If a request for an on-campus space is approved, the student's doctoral committee still must participate remotely.

If your defense title will be different than your dissertation title, let the Graduate Coordinator know at this time. The graduate coordinator will prepare the final defense report, as well as the public announcement of your defense.

The Graduate Coordinator will also confirm the members of your thesis committee, your major, and official spelling of your name (for diploma purposes). If any changes are needed, the Graduate Coordinator will help process the request.

Once the defense has concluded, the Committee Chair must contact the Graduate Coordinator with the result. If the student passes, the Graduate Coordinator will submit the paperwork through Docusign and route it to the appropriate parties for electronic signature.

## FINAL QUARTER REGISTRATION STATUS

To be awarded a graduate degree, all students must be in a fee-paying relationship with UC San Diego, the quarter they finish degree requirements. Establishing a fee-paying relationship with UC San Diego is done in one of two ways:

- Register for classes during the quarter of degree completion. Payment of registration fees and tuition allows students to file their master's thesis.
- Pay the Filing Fee in lieu of registering. The Filing Fee is for the use of unregistered students who have completed all degree requirements. The Filing Fee is always half the amount of the registration fee: currently, the Filing Fee is \$189, but is subject to change.
  - Students who still need the use of laboratory space or equipment, or are otherwise engaged in on-campus activities that would fall under the purview of SIO 299, are not eligible to pay the filing fee.
  - Students who will pay the Filing Fee are not eligible for student employment.
  - Students should not pay the Filing Fee until they have scheduled their Final Appointment at the Graduate Education and Postdoctoral Affairs office, and all other degree requirements, including the defense of the master's thesis are completed.

Students should consult with the Graduate Coordinator to determine which course of action would be most appropriate.

## THESIS DEFENSE

A final defendable draft of the thesis should be submitted to each member of the thesis committee at least four weeks prior to the oral defense and final examination.

The form of the final draft must conform to the procedures outlined in the "[Preparation and Submission Manual for Doctoral Dissertations and Master's Theses "Bluebook,"](#)".

Students are encouraged to publish appropriate parts of their theses in scientific literature. In many cases, individual chapters are published as research articles prior to completion of the entire thesis.

The thesis committee supervises and conducts the oral defense and final examination, which shall be publicly held and so announced. The oral defense must be scheduled during the standard work week, Monday-Friday, and must be held during normal business hours.

*The Report of the Final Examination and Filing of the Dissertation for the Degree of Master of Science* form is initiated by the Graduate Coordinator, and signed by members of the Thesis Committee and the Department Chair.

## DEFENSE CELEBRATION

Currently, students are permitted to reserve Surfside or any on-campus space for a defense celebration. The handbook will be updated to reflect any changes that may occur to this policy in the 2023-24 academic year.

## THESIS APPOINTMENTS WITH THE GRADUATE EDUCATION AND POSTDOCTORAL AFFAIRS OFFICE

Students are required to schedule an appointment with the Graduate Education and Postdoctoral Affairs office: the Preliminary Appointment. Students will schedule this appointment through the Graduate Education and Postdoctoral Affairs's [Online Calendar](#). The purpose of the Preliminary Appointment is to review the formatting of the thesis. For this reason, students should not schedule their Preliminary Appointment until they have a final draft of their thesis to review with the Graduate Education and Postdoctoral Affairs office.

Appointments must be made at least one full day in advance, but not more than 60 days in advance. Given that students are expected to submit the final draft of the thesis to their committee four weeks in advance of their final defense, students should schedule their preliminary appointment approximately two weeks before their final defense.

When scheduling the Final Appointment, students should allocate sufficient time to incorporate any changes or feedback, provided by the student's Thesis Committee, at the Final Defense. This could take only a couple of days but could take a substantially longer period of time. Students should consider these factors when scheduling their Final Appointment.

The student electronically submits the thesis to the Graduate Education and Postdoctoral Affairs office. Upon approval by the Dean of the Graduate Education and Postdoctoral Affairs office, the thesis will be filed with the University Archivist who accepts it on behalf of the Graduate Council. Acceptance of the thesis by the Archivist, with a subsequent second approval by the Dean of Graduate Education and Postdoctoral Affairs office, represents the final step in the completion by the candidate of all requirements for the Master of Science degree. Theses submitted electronically are cataloged electronically and available through the UCSD Library website: <http://ucsd.libguides.com/dissertations>.

Students will submit the *Report of the Final Examination and Filing of the Dissertation for the Degree of Master of Science* form and any other required forms to Graduate Education and Postdoctoral Affairs. The Graduate Education and Postdoctoral Affairs office will provide students with a checklist at the Preliminary Appointment, which will indicate which forms the students must submit. Forms can vary based on registration status, inclusion of published material in the thesis, and other factors.

Please note that all of these steps must be completed by the final day of the quarter, to earn a degree in that quarter. For example, if a student holds their defense before the final day of winter quarter but does not submit all final documentation with the Graduate Education and Postdoctoral Affairs office until the following week, the student's degree will be conferred in spring quarter. Degrees are conferred based on when the student's thesis is accepted by Graduate Education and Postdoctoral Affairs, not based on when they hold their defense.

## POST GRADUATION CONSIDERATIONS

### PROOF OF DEGREE COMPLETION AND AWARDED OF DIPLOMA

The student's degree will be conferred and posted to their transcript after the conclusion of the quarter in which their degree paperwork is filed.

Whether the student completes all degree requirements in Week Two or Week Ten, their degree will not be conferred until after the conclusion of that quarter. It takes the Graduate Education and Postdoctoral Affairs office, in conjunction with the Registrar's Office, several weeks to process the hundreds of degree applications submitted each quarter. For this reason, it may take up to two months after the conclusion of the quarter for the student's degree to be conferred.

Students will receive a *Letter of Completion* following successful completion of the requirements from the Graduate Education and Postdoctoral Affairs office. This letter affirms that all degree requirements were satisfied and that the student will be conferred the appropriate degree at the end of the quarter. Students, who need to provide proof of degree to a prospective employer, agency, academic institution, etc., should use the *Letter of Completion* until their degree appears on their transcript.

A student's diploma will be mailed to the permanent address, as listed in the student's record. Students can review their permanent address and make any changes through [MyTritonLink](#). More information on diplomas can be found on the [Registrar's Website](#).

## HEALTH INSURANCE

If the student is enrolled in the student health insurance plan (UC SHIP), they should be aware of their last date of coverage. Coverage dates do not mirror the first and last date of the academic quarter. Students can find coverage dates and information on other post graduation health insurance considerations on the [Student Health Website](#).

If the student will not be registered in their final quarter but instead choose to pay the Filing Fee, the student may purchase voluntary UC SHIP. More information on optional coverage can be found on the [Student Health Website](#).

## NON-ACADEMIC IMPORTANT TOPICS

### 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 [ms-students@sio.ucsd.edu](mailto:ms-students@sio.ucsd.edu) mailing list, and the student mailing list for your program and 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 Graduate Coordinator, Dana Jimenez: [dlijimenez@ucsd.edu](mailto:dlijimenez@ucsd.edu).

[ms-students@sio.ucsd.edu](mailto:ms-students@sio.ucsd.edu)

[aos-students@sio.ucsd.edu](mailto:aos-students@sio.ucsd.edu)

[bo-students@sio.ucsd.edu](mailto:bo-students@sio.ucsd.edu)

[coap-students@sio.ucsd.edu](mailto:coap-students@sio.ucsd.edu) - All COAP students (AOS, CS, and PO)

[cs-students@sio.ucsd.edu](mailto:cs-students@sio.ucsd.edu)

[geo-students@sio.ucsd.edu](mailto:geo-students@sio.ucsd.edu) - All GEO students (GP, GS, and MCG)

[gp-students@sio.ucsd.edu](mailto:gp-students@sio.ucsd.edu)

[gs-students@sio.ucsd.edu](mailto:gs-students@sio.ucsd.edu)

[mb-students@sio.ucsd.edu](mailto:mb-students@sio.ucsd.edu)

[mcg-students@sio.ucsd.edu](mailto:mcg-students@sio.ucsd.edu)

[obp-students@sio.ucsd.edu](mailto:obp-students@sio.ucsd.edu) - All OBP students (BO and MB)

[po-students@sio.ucsd.edu](mailto:po-students@sio.ucsd.edu)

[ecology-seminar@sio.ucsd.edu](mailto:ecology-seminar@sio.ucsd.edu) - Ecology (BO) seminar notices

[gsmcg-seminar@sio.ucsd.edu](mailto:gsmcg-seminar@sio.ucsd.edu) - GS/MCG seminar notices

[gp-seminar@sio.ucsd.edu](mailto:gp-seminar@sio.ucsd.edu) - GP seminar notices

[mb-seminar@sio.ucsd.edu](mailto:mb-seminar@sio.ucsd.edu) - MB seminar notices

[students@sio.ucsd.edu](mailto:students@sio.ucsd.edu) - Unmoderated student list

[all-at-sio@sio.ucsd.edu](mailto:all-at-sio@sio.ucsd.edu) - All SIO campus

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

## SIGN-OUT

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 [Graduate Coordinator](#) to sign out and provide your contact information. This is necessary in case we must notify you of an emergency.

## SAFETY

Scripps Institution of Oceanography operates its safety program in conjunction with UC San Diego's [Environment, Health and Safety \(EH&S\) division](#), which manages a coordinated safety program for the entire UC San Diego campus. Safety at Scripps is a responsibility shared by everyone: students, volunteers, faculty, and staff.

A safe research environment begins with hazard awareness and risk management. Safety training is required for anyone who works in or uses a research lab, instrument development shop, test facility or other space at UC San Diego where workplace hazards exist. This includes researchers, faculty, post-docs, students (graduates and undergraduates), staff research associates, visiting scientists, and volunteers.

For more information, please look at our [website](#) or contact [Dennis Brand](#).

## TRANSPORTATION AND PARKING

Students who wish to park on the Scripps campus, or on the main UCSD campus at any time, must purchase a UC San Diego parking permit from the UC San Diego Parking Office. Graduate students are entitled to a "B" (staff) permit.

In addition, any Scripps student wishing to park in a Scripps lot, with a UC San Diego B or S parking permit, must obtain the Scripps supplemental permit. The supplemental permit has no additional charge. Current UC San Diego parking permit rates, instructions for purchasing a permit, and further information regarding parking and transportation services (free bus passes, rideshare options, Scripps/UC San Diego Shuttle, etc.), are available at <https://transportation.ucsd.edu/>.

Please note that only students approved for on-campus research or as part of UC San Diego's Return to Learn plan are permitted to park on campus.

**Shuttle Services and Public Transit:** UC San Diego Transportation offers a shuttle service between the Scripps campus and the main UC San Diego campus as well as shuttles around the La Jolla and Hillcrest area. More information can be found [here](#).

In addition, Triton U-Pass is a UC San Diego universal transit pass program that provides students unlimited rides on all regional MTS and NCTD mass transit bus and trolley/light rail routes during academic quarters. All current undergraduate and graduate students who have paid quarterly [registration fees](#) are eligible for U-Pass. More information can be found [here](#).

## OFFICE SPACE AND KEYS

Please note that only students approved for on-campus research can access an office, if assigned. This requires that the student be included on a PI's approved Research Plan. The handbook will be updated to reflect any future changes to office access. Below is a general description of how office space is managed at Scripps, under normal circumstances.

Office space is controlled by the Research Division Section Heads, with room assignments and facility maintenance being delegated to the Research Division business offices.

M.S. students are not guaranteed office space nor building keys. M.S. students should refer to the grid below to find the appropriate facilities contact for your business office.

If you are unsure of which research division that you belong to, please ask your advisor or contact the department office, Dana Jimenez: [dljimenez@ucsd.edu](mailto:dljimenez@ucsd.edu), or Shelley Weisel [sweisel@ucsd.edu](mailto:sweisel@ucsd.edu).

If your Research Division does not provide office space to M.S. students, there is dedicated graduate student study space on the second floor of the Eckart Building.

<b>Business Office</b>	<b>Staff Contact</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
CASPO	Will Rivera	Facilities/Offices/Keys	<a href="mailto:wrivera@ucsd.edu">wrivera@ucsd.edu</a>	4-1875
CMBB---MBRD	Dejan Ristic	Facilities/Offices/Keys	<a href="mailto:dristic@ucsd.edu">dristic@ucsd.edu</a>	2-1229
GRD	Megan Smith	Facilities/Offices/Keys	<a href="mailto:mas006@ucsd.edu">mas006@ucsd.edu</a>	4-6852
IGPP	Megan Smith	Facilities/Offices/Keys	<a href="mailto:mas006@ucsd.edu">mas006@ucsd.edu</a>	4-6852
IOD	Dejan Ristic	Facilities/Offices/Keys	<a href="mailto:dristic@ucsd.edu">dristic@ucsd.edu</a>	2-1229
MPL	Will Rivera	Facilities/Offices/Keys	<a href="mailto:wrivera@ucsd.edu">wrivera@ucsd.edu</a>	4-1875

## DEPARTMENT CONTACTS

### Graduate Program Contacts

Josh Reeves, Student Affairs Manager

[jdreeves@ucsd.edu](mailto:jdreeves@ucsd.edu)

Program administration and oversight of student services: including both undergraduate and graduate advising services, instructional services, admission and recruitment, and teaching assistantships

Gilbert Bretado, Lead Graduate Student Affairs Advisor

[gbretado@ucsd.edu](mailto:gbretado@ucsd.edu)

Ph.D. and MS advising, doctoral and thesis committees, qualifying exam, advancement to candidacy and defenses, departmental exams, new student orientation, recruitment and outreach, diversity coordinator, leave of absence, withdrawal, and re-admissions

Dana Jimenez, M.S. and B.S/M.S. Graduate Student Affairs Advisor

[dljimenez@ucsd.edu](mailto:dljimenez@ucsd.edu)

MS advising, thesis committees, Master's advancement to candidacy and thesis defenses, recruitment, outreach, admissions. Ph.D program support.

Carrie Owen, Instructional Scheduling Coordinator

[c2owen@ucsd.edu](mailto:c2owen@ucsd.edu)

Course scheduling, course evaluations, course approvals, educational facility access and maintenance requests, course reserves, website updates, data/statistics requests

Shelley Weisel, Graduate Student Funding Coordinator

[sweisel@ucsd.edu](mailto:sweisel@ucsd.edu)

Graduate student financial support: fellowships, scholarships, traineeships, employment, bridge funding requests, grad student income verification, international student visa matters, exceptions to policy, and teaching assistantships

Maureen McGreevy, Financial Affairs

[mpmgregreevy@ucsd.edu](mailto:mpmgregreevy@ucsd.edu)

Financial administrator: student travel and seminar reimbursement, purchase orders, faculty start-up funds

Leslie Costi, Academic Personnel Specialist

[lcosti@ucsd.edu](mailto:lcosti@ucsd.edu)

Staff HR for the SIO Department, faculty recruitment, academic personnel files (lecturers)

Denise Darling, Department Manager

[ddarling@ucsd.edu](mailto:ddarling@ucsd.edu)

## **Department Chair and Program Directors**

Dr. Lihini Aluwihare, Department Chair

[laluwihare@ucsd.edu](mailto:laluwihare@ucsd.edu)

TBD, Vice Chair

Dr. Sarah Gille, Program Director, Scripps Department Education

[sgille@ucsd.edu](mailto:sgille@ucsd.edu)

Dr. Joel Norris, Program Director, Climate-Ocean-Atmosphere Program (COAP)

[jnorris@ucsd.edu](mailto:jnorris@ucsd.edu)

Dr. Katherine Barbeau, Program Director, Geosciences of the Earth, Oceans, and Planets (GEO)

[kbarbeau@ucsd.edu](mailto:kbarbeau@ucsd.edu)

Dr. Ryan Hechinger, Program Director, Ocean Biosciences Program (OBP)

[rhechinger@ucsd.edu](mailto:rhechinger@ucsd.edu)

## **Scripps Ombuds\* Contacts**

Dr. Paul Jensen, Ombudsperson

[pjensen@ucsd.edu](mailto:pjensen@ucsd.edu)

Dr. Jennifer MacKinnon, Ombudsperson

[jmackinnon@ucsd.edu](mailto:jmackinnon@ucsd.edu)

\*These individuals are “mandatory reporters” and not completely confidential resources.