



University of Maryland
CENTER FOR ENVIRONMENTAL SCIENCE

Student Handbook

2022-2023

Welcome to the University of Maryland Center for Environmental Science (UMCES). This student handbook has been created by the Office of the Vice President for Education to serve as a general reference to UMCES students regarding policies, resources and services, funding, and other pertinent program information.

The University of Maryland Center for Environmental Science is a globally eminent research and education institution informing how we protect our environment and sustain our natural resources. Scientists conduct research at four laboratories: the Appalachian Laboratory in the mountains of western Maryland, the Chesapeake Biological Laboratory on the western shore of Chesapeake Bay, the Horn Point Laboratory on the Eastern Shore, and the Institute of Marine and Environmental Technology in Baltimore. Science communicators at the Integration and Application Network produce timely syntheses and assessments on key environmental issues, with a special emphasis on Chesapeake Bay and its watershed. The Maryland Sea Grant Program helps to fund research, education, and outreach throughout the state of Maryland.

Disclaimer

The UMCES Graduate Student Handbook is a helpful tool in assisting graduate students to navigate through their time at UMCES. Please note that policies and procedures set forth by the governing bodies may change outside of the parameters of this handbook without notice. It is the responsibility of the student to monitor changes that are communicated by their specific programs, the UMCES Graduate Education Office, and beyond.

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I. Institutional Overview

The History of UMCES

In 1925, Dr. Reginald Truitt founded the Chesapeake Biological Laboratory in Solomons, as an outgrowth of his research into managing the Bay’s fisheries to better understand factors causing a significant decrease in oyster abundance in the Chesapeake Bay.

In 1962, the Appalachian Laboratory was founded in the mountains of western Maryland at the headwaters of the Chesapeake Bay watershed. Faculty study the effects of land-use change on the freshwater and terrestrial ecosystems of the region, how they function in the Chesapeake Bay watershed, and how human activities may influence their health and sustainability, among other topics.

The Horn Point Laboratory, along the Choptank River on the Eastern Shore, was founded in 1973, helping to advance society’s understanding of the world’s estuarine and ocean ecosystems. Its faculty are widely respected for their interdisciplinary programs in oceanography, water quality, restoration of sea grasses, marshes, and shellfish, and for expertise in ecosystem modeling.

In 1973, the Appalachian Laboratory, the Chesapeake Biological Laboratory, and the Horn Point Laboratory became the University of Maryland Center for Environmental Science. UMCES was charged with a unique statutory mandate to “conduct a comprehensive program to develop and apply predictive ecology for Maryland to the improvement and preservation of the physical environment.”

In 1981, UMCES’s first student in the multi-institutional Marine Estuarine Environmental Sciences program graduated, continuing the long line of master’s and doctoral students to be trained side-by-side with world-renowned scientists to be the next generation of environmental leaders.

Maryland Sea Grant was founded in 1977 in College Park, MD, and joined the UMCES family in 1999. Funded by the National Oceanic and Atmospheric Administration and the State of Maryland, Maryland Sea Grant forms part of a network of 33 university-based Sea Grant programs around the country.

The Integration and Application Network (IAN) was formed in 2002 to assess progress on Chesapeake Bay restoration and update citizens on progress in the form of report cards, websites, and publications now extending around the world.

In 2009, UMCES launched its state-of-the-art research vessel *Rachel Carson* specifically designed to help understand and monitor the health of the Chesapeake Bay and its tidal rivers.

In 2011, UMCES scientists joined researchers from the University of Maryland Baltimore County and the University of Maryland Baltimore to create the Institute of Marine and Environmental Technology (IMET) in Baltimore. Scientists at IMET are engaged in cutting-edge research in microbiology, molecular genetic analysis and biotechnology, including alternative energy and sustainable aquaculture.

UMCES Mission Statement

Through its four laboratories and two programs across Maryland, the University of Maryland Center for Environmental Science (UMCES) is a research, education, and service institution of the University System of Maryland (USM) and a world leader in the science of coastal environments and their watersheds. UMCES faculty advance knowledge through scientific discovery, integration, application, and teaching that results in a comprehensive understanding of our environment and natural resources, helping to guide the State and world toward a more sustainable future. Through its role as the responsible institution for administration of the Maryland Sea Grant College and numerous collaborative programs with other institutions, UMCES leads, coordinates, and catalyzes environmental research and graduate education within the University System. The Integration and Application Network inspires, manages, produces and communicates timely syntheses and assessments on key environmental issues with a special emphasis on Chesapeake Bay.

UMCES faculty members advise, teach, and serve as mentors to many graduate students enrolled in USM institutions, including in joint degree programs particularly through the System-wide graduate programs in Marine- Estuarine-Environmental Sciences (MEES), in which UMCES has a leading role. Through its participation in the NOAA Living Marine Cooperative Science Center, UMCES is committed to train a diverse environmental workforce. UMCES also delivers its scientific messages through environmental science education programs for K-12 students and teachers, pertinent and timely information to the general public and decision makers, technology transfer to industries, and summer internship programs for undergraduates including long-term participation in a NSF Research Experiences for Undergraduates program run by the Maryland Sea Grant College.

UMCES contributes to meeting the legislative mandates of the University System of Maryland in numerous ways including: achieving national eminence as one of the world's premier research centers focused on ecosystem science; uniquely integrating research, public service, and education related to the sustainability of environment and natural resources of Maryland and the Chesapeake Bay region; leading the System's nationally ranked graduate program in marine and environmental science; recruiting and retaining a nationally and internationally prominent faculty; attaining research funding and private support far in excess of its state support; promoting economic development; conducting

outreach to state and federal agencies; and collaborating with other higher education institutions in Maryland in advanced research and graduate education.

UMCES Unique Educational Experience

Students at the University of Maryland Center for Environmental Science work to understand our world's natural resources and discover solutions that improve people's lives and the planet as whole. They monitor the impact of pollution on the Chesapeake Bay, track the migration of rockfish, and explore the impact of ocean acidification on marine life, among a variety of other research interests. At UMCES, our graduate students pursue M.S. and Ph.D. degrees through an immersive educational experience in partnership with the University System of Maryland (<https://www.usmd.edu/>). Students begin their research the same day they begin their classes. At each of the labs, students explore their own discipline, but in the classroom find themselves working with their peers from across the different programs.

Campus/Laboratory Overview

While UMCES operates as one institution, each student will have a home campus and access to both institution-wide and campus-specific resources.

Appalachian Laboratory

The Appalachian Lab (AL) is located in the mountains of western Maryland, the headwaters of the Chesapeake Bay watershed. The Laboratory is dedicated to the study of terrestrial and freshwater ecosystems. Research areas include: Aquatic Ecology, Behavioral and Evolutionary Ecology, Landscape Ecology, Conservation and Restoration Ecology, Watershed Hydrology and Biogeochemistry.

<https://www.umces.edu/al>

Center Administration

The Central Administrative Offices of UMCES are located on the campus of the Horn Point Laboratory on the banks of the Choptank River on Maryland's Eastern Shore.

Chesapeake Biological Laboratory

The Chesapeake Biological Lab (CBL) is located on the Western Shore of the Chesapeake Bay. A mid-Bay location at the mouth of the Patuxent River places it within easy reach of the diverse aquatic and terrestrial habitats of one of the world's largest estuarine ecosystems. Research areas include: Ecosystem Studies and Restoration Science, Fisheries Science, and Environmental Chemistry and Toxicology.

<https://www.umces.edu/cbl>

Horn Point Laboratory

Horn Point Laboratory (HPL) is located on the banks of the Choptank River on Maryland's Eastern Shore. The Laboratory's faculty is engaged in research on the biology, chemistry, physics, and ecology of organisms and ecosystems from wetlands and estuarine waters of the Chesapeake Bay to the continental shelf and open waters of the world's oceans. Research areas include: Aquaculture

Restoration Ecology Program, Biological Oceanography, Nutrient and Biogeochemical Cycles, and Physical Oceanography.

<https://www.umces.edu/hpl>

Institute of Marine and Environmental Technology

Located on Baltimore's Inner Harbor, the Institute of Marine and Environmental Technology (IMET) capitalizes on the strengths of UMCES, the University of Maryland, Baltimore County and the University of Maryland, Baltimore to conduct marine and environmental research and create technologies designed to foster the protection and restoration of coastal marine systems and their watersheds. Research areas include: Marine Biodiversity, Ocean Health and Human Health Marine Bioenergy, and Consortia in Marine Ecosystems.

<https://www.umces.edu/imet>

Integration & Application Network (IAN)

IAN is an initiative of the University of Maryland Center for Environmental Science. IAN's mission is to inspire, manage and produce timely syntheses and assessments on key environmental issues, with a special emphasis on Chesapeake Bay and its watershed. IAN is a network which includes different agencies and institutions in different locations.

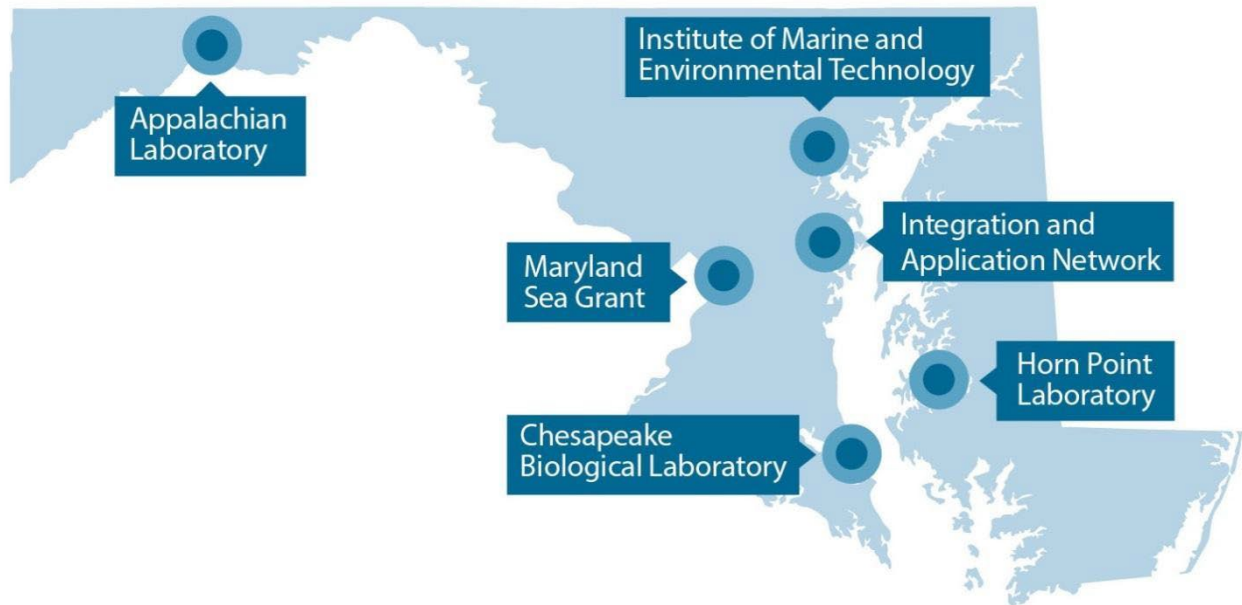
<https://www.umces.edu/ian>

Maryland Sea Grant

In addition to the Laboratories, UMCES administers the Maryland Sea Grant Program in College Park, Maryland. The Maryland Sea Grant College is a university-based partnership with the National Oceanic and Atmospheric Administration. Maryland Sea Grant helps to fund research, education, and outreach throughout the state of Maryland.

<https://www.mdsg.umd.edu/> and <https://www.umces.edu/maryland-sea-grant>

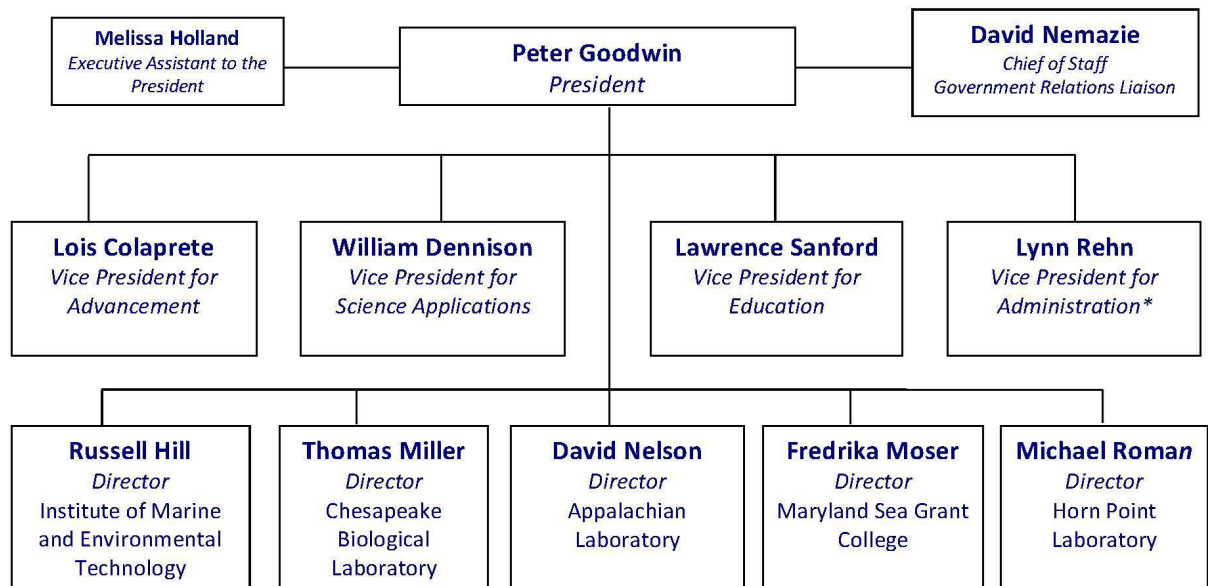
Campus Map



A campus map of the UMCES campuses described above. UMCES is a geographically distributed institution of the University System of Maryland, with Laboratory Units and Offices located across the state.

UMCES Leadership Organizational Structure

UNIVERSITY OF MARYLAND CENTER FOR ENVIRONMENTAL SCIENCE ORGANIZATIONAL CHART



*The Vice President for Administration oversees the Office of Research Administration and Advancement, the Comptroller, IT, and Human Resources

Accreditation

UMCES is accredited by the Middle States Commission on Higher Education. UMCES has been committed to graduate education for more than 40 years. Faculty members teach and mentor M.S. and Ph.D. students. Historically, students have received degrees and diplomas from degree-granting institutions in the University System of Maryland (USM), primarily from the University of Maryland College Park (UMD). With authorization of the Board of Regents and Maryland General Assembly, UMCES became a degree-granting institution within the USM in 2012-13 and was accredited in 2016. The first M.S. and Ph.D. degrees with UMCES recognition were jointly awarded with UMD in May 2014.

II. Key Offices and Contacts

Center Administration Mailing Address

University of Maryland Center for Environmental Science
P.O. Box 775
Cambridge, MD 21613
Website: <https://www.umces.edu>
Phone Number: 410-228-9250

Graduate Programs

Most students at UMCES are enrolled in the University of Maryland's system-wide program in environmental science: the Marine, Estuarine, and Environmental Sciences (MEES) program. Students can also enroll in the Molecular Microbiology & Immunology program in the Graduate Program in Life Sciences (GPILS) at the University of Maryland, Baltimore and the Masters Programs in Ecology/Conservation and Wildlife/Fisheries at Frostburg State University.

MEES Program

Website: <http://mees.umd.edu/>
Phone Number: 301- 405-6938
Email address: mees@umd.edu

MEES Program Staff:

Dr. Timothy Canty, Director, tcanty@umd.edu
Tamara Hendershot, Program Manager, tbarksda@umd.edu
Hang Nguyen, Program Coordinator, hnguye14@umd.edu
Valerie Bonhomme, Program Management Specialist, vb8nhomm@umd.edu

UMB – Graduate Program in Life Sciences

Website: <http://lifesciences.umaryland.edu/>

Molecular Microbiology & Immunology Program Staff:

Heather Ezelle, Academic Services Specialist, HEzelle@som.umaryland.edu
Sharron Graves, Program Administrator, s-graves@som.umaryland.edu

FSU - Biological Sciences Program

Wildlife/Fisheries Biology

Website: <https://www.frostburg.edu/academics/majorminors/graduate/ms-wildlife-fisheries-biology/index.php>

Applied Ecology and Conservation Biology

Website: <https://www.frostburg.edu/academics/majorminors/graduate/ms-applied-ecology-and-conservation-biology/index.php>

Biological Sciences Program Staff:

Dr. Thomas Serfass, Graduate Programs Coordinator, 301-687-4171, tserfass@frostburg.edu

UMCES Education Office

The UMCES Education Office is comprised of the Vice President for Education, the Director of Graduate Certificate Programs and Extended Learning, and the Assistant to the Vice President for Education. This office is a key point of contact for UMCES students for policies, procedures, and general guidance. More about this office can be found in Section IV.

Contact:

Vice President for Education: Dr. Larry Sanford, lsanford@umces.edu

Director of Graduate Certificate Programs and Extended Learning: Richard Arnold, rrarnold@umces.edu

Assistant to the Vice President for Education: Amy Griffin, agriffin@umces.edu

Education Office: education@umces.edu

Laboratory Contacts

Center Administration

HR Director: Lisa Ross, lross@umces.edu

HR Manager: Gerri Moore, gmoore@umces.edu

UMCES HR Website: <https://www.umces.edu/human-resources>

Appalachian Laboratory

Lab Director: Dr. David Nelson

HR: Heather Johnson

301-689-7111

hjohnson@umces.edu

Fax: 301-689-7200

Mailing Address: 301 Braddock Rd. / Frostburg, MD 21532

Chesapeake Biological Laboratory

Lab Director: Dr. Thomas Miller

HR: Stacy Hutchinson
410-326-7364
shutchinson@umces.edu
Fax: 410-326-7257
Mailing Address: P.O. Box 38 / Solomons, MD 20688

Horn Point Laboratory

Lab Director: Dr. Michael Roman
HR: Addie Cropper
410-221-8241
acropper@umces.edu
Fax: 410-221-8490
Mailing Address: 2020 Horns Point Rd. / Cambridge, MD 21613

Institute of Marine and Environmental Technology

Lab Director: Dr. Russell Hill
HR: Monica Gellene
410-234-8898
mgellene@umces.edu
Fax: 410-234-8896
Mailing Address: 701 E. Pratt St. / Baltimore, MD 21202

Integration and Application Network

Vice President for Science Application: Dr. Bill Dennison
Mailing Address: P.O. Box 775 / Cambridge, MD 21613

Maryland Sea Grant

Director: Dr. Fredrika Moser
HR: Jeannette Connors
301-405-6376
connors@mdsg.umd.edu
Fax: 301-314-5780
Mailing Address: 4321 Hartwick Rd. / Suite 300 / College Park, MD 20740

Research Fleet

The University of Maryland Center for Environmental Science's Research Fleet is the backbone of the Center's coastal science research programs, providing scientists with access to the Chesapeake Bay and its tributaries. Home-ported at the Chesapeake Biological Laboratory in Solomons, the research fleet consists of the 81-ft RV Rachel Carson and 16 small vessels stationed at the Chesapeake Biological Laboratory and the Horn Point Laboratory.

Director of Marine Operations: Capt. Michael H. Hulme
Phone: 410-326-7358, 410-326-7350

Email: hulme@umces.edu

Communications and Social Media

Director of Communications: Amy Pelsinsky, apelsinsky@umces.edu

Facebook: <https://www.facebook.com/UMCES/?fref=ts>

Instagram: <http://instagram.com/umces>

LinkedIn: <https://www.linkedin.com/company/university-of-maryland-center-for-environmental-science>

Twitter: <https://twitter.com/UMCES?lang=en>

III. UMCES Policies

Regardless of which program a student is enrolled in, all UMCES students must adhere to a set of policies regarding research, education, and human resources. To access UMCES policies, see this website: <https://www.umces.edu/policies-and-procedures>. The following policies directly relate to students at UMCES.

Academic Affairs

UMCES Policy and Procedures on Misconduct in Scholarly Work (III-1.10)

It is the policy of UMCES, as a component institution of the University System of Maryland, to maintain high ethical standards in scholarly work, to prevent misconduct where possible, and promptly and fairly to evaluate and resolve instances of alleged or apparent misconduct.

As defined in guidelines set forth in USM policy, misconduct in scholarly work shall include, but not be limited to, the following:

1. Falsification of data
2. Improper experimental manipulation
3. Plagiarism
4. Improper assignment of credit
5. Abuse of confidentiality
6. Deliberate violation of regulations
7. Misappropriation of funds or resources.

Please see the full policy for more information:

http://www.umces.edu/sites/default/files/III110UMCES_0.pdf

III-7.10-UMCES Policy on Graduate Education

Section III-7.10 sets forth the basis upon which graduate education is conducted at UMCES. It establishes the UMCES Graduate Faculty and Graduate Faculty Council, identifies the faculty ranks eligible for Graduate Faculty appointment, conveys the rights and privileges of Graduate Faculty status, and provides the procedures for amendment to these Policies and Procedures.

Please see the full policy for more information:

http://www.umces.edu/sites/default/files/III710UMCES_0.pdf

UMCES Policy on Graduate Assistantships (III.7.11)

This UMCES policy, effective September 1, 2011, implements [BOR III-7.11 Policy](#) in support of graduate students who are appointed to assistantships. The purposes of graduate assistantships (GA) are:

1. To advance the student's graduate education through practicum-based experiences, including the development and application of teaching, research and other skills, while also advancing the mission of the institution.
2. To provide financial support, including stipends and tuition assistance, to aid degree-seeking students enrolled in USM masters or doctoral programs and appointed as graduate assistants in the pursuit of their graduate degrees.

This policy is intended to establish baseline standards for the administration of graduate assistantships, with a commitment to fair and continuous improvement in the treatment of graduate assistants in terms of compensation, level of effort and, opportunities for professional development.

This policy also contains information on Due Process Protections, including an informal resolution of concerns and a formal grievance policy for Graduate Assistantships.

Please see this website for the full policy:

http://www.umces.edu/sites/default/files/III711UMCES_0.pdf

UMCES Policy on Student Authorship (III-7.11.1)

This authorship policy has been adopted in recognition of the professional obligation UMCES faculty members have to the students who are studying under their direction as major professors. It is intended to be consistent with the expectations and practices of most scientific societies.

Please see this website for the full policy details:

http://www.umces.edu/sites/default/files/III7111UMCES_0.pdf

Shared Governance

I-3.00-University System of Maryland Student Council

Md. Code Ann., Education, §12-201, calls for the Board of Regents to establish a University System Student Council that "shall serve in an advisory capacity to the Chancellor" and "may, from time to time, make reports and recommendations to the Board." Such a Council will provide a mechanism for the consideration of matters of System-wide concern to students within the System and enable the students to speak on such matters with unity and visibility.

Please see this website for the full policy: <http://www.usmd.edu/regents/bylaws/SectionI/I300.pdf>

UMCES also has its own Graduate Student Council with representatives from all four of the center's laboratories. More information can be found on their [website](#).

IV. Graduate Education Programs

Students at UMCES work to understand our world's natural resources and discover solutions that improve people's lives and the planet as a whole. UMCES students are enrolled in three, system-wide graduate programs, pursuing M.S. and Ph.D. degrees (described in section II above). While each program is unique, all UMCES students receive a rich and immersive education and are prepared to take on the myriad of environmental challenges we face today. Additional information and links about the student experience and the graduate education programs can be found here:

<https://www.umces.edu/graduate-program-myumces>

Additional resources, contact information and answers to FAQs can be found in the [Academic Quick Fact Sheet](#) and the [Financial Quick Fact Sheet](#).

Departmental Roles

Advisor

Your faculty advisor will be your key contact throughout your graduate studies at UMCES. Your advisor will serve as teacher and mentor, assisting you in developing your thesis research and in navigating through the many requirements of a graduate program. Your advisor will, in many cases, also be a source of funds that provide assistantship support and funding for your research. You will also work with your advisor annually to fill out the [Mutual Expectations document](#), a form where you and your advisor fill out discussion questions to help foster a positive and communicative relationship. Section 1 of the Statement of Mutual Expectations should be filled out by all students and their advisors. Section 2 specifically pertains to UMCES students on Graduate Assistantships. These forms should be turned in to the Vice President for Education Office (education@umces.edu) on an annual basis.

Advisory Committee

All UMCES students are required to form an advisory committee, consisting of qualified faculty, early in their course of study. Your committee members will advise you on academics and research, annually reviewing and evaluating your progress. You should work with your advisor to identify and contact potential committee members during your first semester. Three members are required for an M.S. degree and five members are required for a Ph.D. degree. Details and exceptions are described in policies for each of the graduate programs below.

Office of the Vice President for Education

The UMCES Vice President for Education is the primary administrator representing UMCES in educational matters within the institution and more broadly within the University System of Maryland. The Office of the Vice President for Education supports UMCES education efforts in a variety of ways. This includes being a source of information and assistance to students and faculty on education-related matters, and a liaison between faculty and students with the MEES Graduate Program/UMD Graduate School Offices. Students should [contact](#) the Office on any matters related to academic policy and procedures, or to answer questions. Many administrative procedures and forms for graduate students are processed by the Office of the VP for Education. The Office is always ready to assist and guide students and faculty advisors.

Website: <https://www.umces.edu/graduate-program-myumces>

Vice President for Education: Dr. Lawrence Sanford, 410-221-8429, lsanford@umces.edu

Assistant to the Vice President for Education: Amy Griffin, 410-326-7211, aagriffin@umces.edu

Marine-Estuarine-Environmental Sciences Program (MEES)

The following information is derived and summarized from the [MEES Program website](#). All communications with the MEES Program should be copied to the UMCES VPE Office.

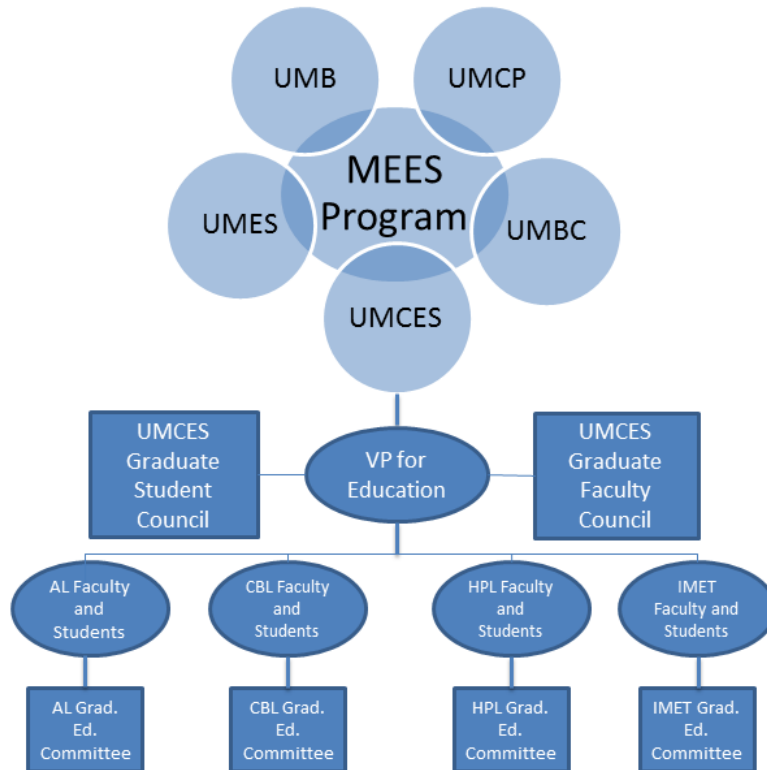
The MEES Program is a multi-institutional graduate program in the University System of Maryland. Students in the program may study for M.S. and Ph.D. degrees. The diverse interests of students in the program generally focus broadly on environmental sciences and on interactions between biological, physical, chemical, and social systems. In UMCES, MEES students conduct thesis research on ecosystems ranging from the mountains to the sea. Research topics range from study of molecular mechanisms to economic assessments of environmental impacts. To ensure that students in the program appreciate the scope of environmental sciences, each student is required to take courses in professional development in addition to focused coursework in foundation areas related to their particular interests. Courses taken by MEES students are taught at five institutions within the USM. All MEES courses are available to graduate students registered at any of the five MEES institutions. UMCES has a major investment in MEES and most UMCES graduate students are enrolled in the MEES Program. Most MEES courses are taught via synchronous online instruction, precluding the need for students to travel to off-campus sites. In most cases, UMCES students in the MEES Program conduct their research at the Laboratory where their faculty advisor resides.

MEES Resources

A variety of resources can be found on the MEES and UMCES websites for students enrolled in the MEES Program. Below are the most pertinent links.

- MEES Forms: <https://www.mees.umd.edu/mees-forms-1-1-1>
- Directed Research Section Numbers: <https://www.mees.umd.edu/directedresearchsectionnumbers>
- MS Academic Requirements: <https://www.mees.umd.edu/current-ms-req-1>
- PhD Academic Requirements: <https://www.mees.umd.edu/current-doc-req-1>
- MEES Course Catalog: http://www.umces.edu/sites/default/files/Course%20Catalog_8july2022.pdf
- MEES Course Syllabi: <https://www.umces.edu/mees-course-syllabi>
- UMD Graduate School Policies: <https://academiccatalog.umd.edu/graduate/policies/>

MEES-UMCES Relationships



Course Management Platform

UMCES uses Moodle as their primary learning management system where course information and material is kept. Students who do not have Moodle accounts will have an account created automatically for them with their umces.edu email address as their username and an initial password the instructors will receive when the additions are complete. Students who already have Moodle accounts will be added to their courses and may log in with their umces.edu email address as the username along with their previous password. For questions or assistance, please contact cbl-it@umces.edu.

Ph.D. Candidacy

All MEES PhD students are required to pass a comprehensive examination, which consists of both a written and an oral portion. The written portion is taken first, followed by the oral portion contingent on committee acceptance of the written portion answers. The Proposal Defense is an oral examination on the research proposal administered by the Research Advisory Committee. Details regarding the comprehensive exam guidelines and the proposal defense can be found on the [MEES website](#).

Students must notify their respective business offices once they advance to candidacy to switch over to the GRA III stipend (see GA policies and Stipend and Finance Section above).

Academic and Semester Calendars and Deadlines

- The UMD semester calendar is located [here](#). This calendar includes holidays, semester start and end dates, and UMD commencement dates.
- For details on course deadlines, including the refund schedule for course withdraw, view the [course deadlines calendar](#).
- The Graduate School also has academic [deadlines for graduation](#), including what forms need to be turned in and when.

MEES Graduate Program Time Limits

(derived from the [UMD Graduate Program Policies](#))

The program mandates that all full-time master's students must complete their degree within 4 years after admission and all part-time master's students must complete their degree within 5 years after admission. Time taken for an approved Leave of Absence does not count toward this five-year limit. For students that have reach their time limit but have not completed their degree. They will need to file a petition requesting an extension.

The program mandates that all full-time doctoral students must complete their degree within 7 years after admission and all part-time doctoral students must complete their degree within 9 years after admission. Students must be advanced to candidacy within five years of admission to the doctoral program. Time taken for an approved Leave of is not counted in these time limitations. For students that have reach their time limit but have not completed their degree. They will need to file a petition requesting an extension.

University of Maryland Baltimore – Graduate Program in Life Sciences

The following information is derived and summarized from the [GPILS Program Website](#).

The Graduate Program in Life Sciences (GPILS) offers cutting edge research training in basic, biomedical, clinical and population sciences. GPILS offers seven Ph.D. graduate programs and four M.S. level programs. The GPILS graduate programs cover the entire range of biomedical research, from the basics of protein structure and molecular biology, through integrative systems physiology, virology and vaccine development to behavior, cognition, population-based genetics, and the impact of the environment on human health. The programs place a special emphasis on the importance of translational research.

Application and Admissions

Prospective students should fill out the [request for more information](#) and will get sent a program brochure. Students will also receive an email and letter from the appropriate graduate program staff member. Once you are ready to [officially apply](#) you can do so online.

UMB Graduate Catalog – Policies and Procedures

The UMB Graduate Catalog can be found [here](#) and includes links to general information, admissions, registration procedures, and policies.

Program Time Limits

Students must be admitted to candidacy within five years of admission to the doctoral program and at least two full sequential semesters or sessions before graduating. All degree requirements, including the doctoral dissertation and final doctoral examination, must be completed within four years of admission to candidacy and no more than nine years after admission into the doctoral program. The UMB Graduate School grants extensions of time only under the most unusual circumstances.

Change of Degree

An enrolled student who desires a change of degree must submit a written request to her/his advisor and program director. The request should include the reason for the request and the effective semester of change. The request must be approved by the advisor and the program director, and forwarded to the UMB Graduate School for final approval.

Change of Program

An enrolled student who desires to change her/his GPILS program of study within the Graduate School must submit a written request to the program director of the desired program. The request must include the reason for the request and the effective semester of change. The request must also be copied to the director and advisor from the program the student is leaving, and to the Graduate School. In most cases, a new application for admission and supplemental documentation may be required.

Frostburg State University

The following information is derived and summarized from the [FSU Department of Biology Website](#).

UMCES faculty members serve as thesis advisors or committee members in the FSU master's level biology programs. Faculty members can direct the research and receive merit credits for their participation. The two programs offered in the biological sciences represent a joint effort between Frostburg State University and UMCES. Each program is distinct, but both adhere to a common set of requirements.

M.S. Applied Ecology and Conservation Biology

Frostburg State University's Master of Science in Applied Ecology and Conservation Biology uses the extensive resources available at Frostburg State University and diverse field environments. Students in this graduate degree program gain skills to explore complex conservation topics.

M.S. Wildlife/Fisheries Biology

The Wildlife/Fisheries Biology program is designed to prepare students for research and management positions within the public and private sectors. The program allows flexibility, but offers courses required for professional certification in agencies and organizations such as The Wildlife Society and the American Fisheries Society.

Cross-Listed MEES Courses at FSU

FSU students have access to the MEES courses, taught by UMCES AL faculty members. MEES courses

are listed under the FSU course registration as “BIOL Special Topics” courses.

Application and Admissions

In addition to the general admission requirements for all graduate programs, you are required to meet the following criteria. All materials must be submitted by March 1 for the fall semester and November 1 for the spring semester.

- I. Undergraduate GPA of at least 3.0 on a 4.0 scale.
- II. GRE scores with a minimum score of 1,000 (V+Q) (for tests taken prior to August 1, 2011) or 300 (V+Q) (for tests taken on or after August 1, 2011) on the General Test of the GRE. Scores below the above criteria will be considered individually.
- III. You must ask three professionals to complete reference forms. Forms can be found [here](#).
- IV. You are to provide a resume with your application for admission.
- V. You are to provide a statement that will summarize your educational goals and research interests.
- VI. You must contact the department of Biology to secure a major professor that is willing to mentor and work with you as your major professor who will guide your thesis research.

A screening committee composed of FSU biology faculty will examine your transcripts and determine if your coursework meets the specified requirements. For specific requirements, see the FSU Biological Sciences Graduate School [website](#).

FSU Graduate Catalog 2022-2023

For more information on the FSU graduate school, policies and procedures, and program requirements and information, please see the [FSU Graduate Catalog](#).

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school (cited from the U.S. Department of Education).

V. Graduate Assistantships

UMCES Policy on Graduate Assistantships (III.7.11)

This UMCES policy, effective September 1, 2011, implements [BOR III-7.11 Policy](#) in support of graduate students who are appointed to assistantships. The purposes of graduate assistantships (GA) are:

1. To advance the student's graduate education through practicum-based experiences, including the development and application of teaching, research and other skills, while also advancing the mission of the institution.
2. To provide financial support, including stipends and tuition assistance, to aid degree-seeking students enrolled in USM masters or doctoral programs and appointed as graduate assistants in the pursuit of their graduate degrees.

This policy is intended to establish baseline standards for the administration of graduate assistantships, with a commitment to fair and continuous improvement in the treatment of graduate assistants in terms of compensation, level of effort, and opportunities for professional development.

This policy also contains information on Due Process Protections, including an informal resolution of concerns and a formal grievance policy for Graduate Assistantships.

Please see this website for the full policy: http://www.umces.edu/sites/default/files/III711UMCES_0.pdf

Letter of Appointment

Upon appointment, each graduate assistant will receive an appointment letter that contains detailed information concerning the terms and expectations of the assistantship. The appointment letter shall include, at a minimum:

1. The length of the appointment;
2. The starting and ending dates of the appointment, including the dates during which the graduate assistant is expected to be on campus to perform the duties of the assistantship;
3. The average weekly time commitment of the assistantship;
4. The basic responsibilities of the assistantship;
5. The economic benefits of the assistantship, including stipend and tuition assistance amounts, and any access to health and other benefits;
6. The Laboratory/Unit to which the student will report, including the name of the faculty member or other individual who will supervise the assistantship, when feasible;
7. An affirmation that the provisions of the institution's policy on graduate assistants and UMCES Student Handbook apply to the assistantship;
8. Any special requirements of the assistantship related to leave, scheduling, or other terms (e.g., coverage over breaks and weather emergencies) that may vary from the provisions of UMCES' graduate assistant policy; and
9. Contact information where the graduate assistant may obtain additional information and advice concerning the appointment, the provisions of the handbook, and graduate assistant grievance rights and processes.

Meet and Confer

The University System of Maryland has defined a Meet and Confer (M&C) policy which outlines the avenue with which Graduate Assistants (GAs) can engage in formal discussions with the administration regarding employment issues. UMCES has adopted its own Graduate Assistant Policy, which mirrors the USM Policy but is adapted for the needs of UMCES.

- Graduate Assistants (GAs) can use M&C platform to voice their concerns regarding issues related to employment benefits, compensation, and any other student concerns in the absence of collective bargaining.
- Because Meet and Confer is not collective bargaining, there are no requirements for formal, structured negotiations and no expectation that the discussions will result in a contract. Instead, M/C offers GAs an opportunity to bring a representative into dialog and discussion about matters of concern and possible options for addressing those concerns.
- M&C is an additional avenue for UMCES GAs to voice their concerns. Existing shared governance bodies, including the Graduate Student Council, the Administrative Council, and the individual unit councils, can continue advocating for all graduate students. M&C is a time specifically set aside for the GAs to voice any student concerns directly to the UMCES Administration.
- GA representatives will meet with the administration for these discussions twice a year. In addition to meeting with the administration M&C also allows GAs to vote on whether or not to bring in outside representation (including unions) to *confer* with GA representatives during the discussions.

Meet and Confer Implementation

- A **Graduate Assistant Advisory Committee (GAAC)**, represented by the UMCES Graduate Student Council, is a standing group of peer-elected students from across all UMCES campuses. This group represents the GAs of UMCES in Meet and Confer discussions.
- The GSC, representing the GAAC as outlined in the UMCES Policy on Graduate Assistantships, will meet with the Vice President for Education, the Vice President for Administration, the Director of HR, and the Assistant to the Vice President for Education at least twice a year to engage in meet and confer discussions.
- The GAAC, as represented by the GSC, is also charged with running an election process by which the GAs of UMCES can vote on whether or not to bring external representation into these conversations and meetings.
- Once formed, each advisory group and institution administrators will develop a charter for the group's long-term governance and organization, including elections regarding the engagement of an outside labor representative for the M/C process.
- GAs then will be able to decide whether they would like to be represented by an external organization, which may include a union. If yes, they will then have the chance to select a specific representative.

Meet and Confer Elections

- To initiate the election process, the institution's GA advisory group (the GSC) will:
 - Contact institution administrators to request an election; and
 - Provide an expression of interest on the part of at least one external organization to serve as their meet and confer representative.
- The institution will collaborate in the administration of the election with the GA advisory group, consistent with USM and institution ground rules that include the following:
 - The election should be held within 60 days of the request, unless the advisory group requests a longer election period.
 - GAs will have a minimum period of 48 hours to vote. Although it is expected that most voting periods will be between 3 and 7 days, an institution can extend the voting period beyond 7 days if needed for specific logistical reasons (e.g., GAs are geographically dispersed).
 - GAs will be able to participate in the election electronically (email voting) and will not be required to travel to an on-campus location to vote.
 - A minimum of 50% of GAs must participate in the election for it to be valid, although an institution may request that the USM Chancellor approve a lower voting threshold of at least 30% if warranted by logistical circumstances.
 - If a majority of those voting choose to participate in M/C with a labor representative, then the labor representative will be the entity that receives the most votes among those under consideration.
- The institution will provide logistical support for the election process, including:
 - Names and institution email addresses of GAs to GA groups and interested unions.
 - A mechanism for holding the election in a manner to allow for remote participation, including email voting.
 - Opportunities for GAs to meet with potential labor representatives.

- GAs and others on USM campuses may be contacted by union representatives who would like to be selected as a representative. GAs and others in the institution community should feel free to meet with and talk to those representatives.

Post-Meet and Confer Elections

- If 50% of the institution's GAs participate in the election, and a majority of those voting elect to engage a labor representative, then the representative elected will serve as the meet and confer representative for three years from the date of their selection. In exceptional circumstances, the President of the institution may certify the validity of an election with less than 50% participation.
- If this participation threshold is not met, or if a majority of those voting elect not to engage a labor representative, the GA groups will continue to meet periodically with institution administrators, but without an outside representative. There will not be another election for two years.
- Administrators should work with the GA advisory group to provide times and locations where labor representatives may meet with GAs.
- As a general matter, these meetings should be arranged by the GA advisory group (the GSC), with logistical support from administration.
- Union representatives may also meet informally with individual or small groups of GAs on campus, provided that they do not try to do so during their work/service hours, or in a manner that interferes with ongoing research or teaching activities or other institution operations.

If you have any further questions regarding the Meet and Confer process, please reach out to education@umces.edu.

Graduate Assistant Stipends

If you are on a graduate assistantship (GA), you can find the policies including information on stipend levels, found in [BOR III-7.11 Policy](#). There is an UMCES Student Stipend Committee which is comprised of representatives of administration, faculty and students from across UMCES that makes recommendations regarding student stipends and other aspects of graduate assistantships to the UMCES Administrative Council. When calculating potential state COLAs or bonuses that may be given to UMCES Graduate Assistants, note that UMCES Graduate Assistants on a full-time assistantship are considered half-time employees.

Current UMCES Graduate Assistantship stipend levels can be found at: <https://www.umces.edu/human-resources>

If you have questions about what level you are currently at and your current rate of pay you can check that information following the steps below:

1. Go to <https://ares.umd.edu/home/> .
2. Click 'Payroll and Human Resources' in the menu on the left hand side.
3. From 'Payroll and Human Resources' menu choose 'Access Personal PHR information'.
4. Enter in your login information.
5. At the top of the resulting screen, click 'Employment Info'.

6. This page will show you your title and other employment information as well as information about your salary, including annual salary.

To view your bi-weekly earnings statement follow the instructions below:

1. Go to <https://ares.umd.edu/home/> .
2. Click 'Payroll and Human Resources' in the menu on the left hand side.
3. From 'Payroll and Human Resources' menu choose 'Bi-Weekly Earnings Statement'.
4. Log in.
5. Choose the pay period you are interested in viewing.

Statement of Mutual Expectations – Graduate Assistantship Section

Graduate assistantships can be an integral part of the education of graduate students, who learn from the professional experience and mentorship. Section 2 of the [Statement of Mutual Expectations \(SME\)](#) is a written document that outlines the nature of an assistantship and its supervision. It is not a formal contract, but rather a structured conversation to ensure that a graduate student and their supervisor have a clear understanding of what to expect from each other. UMCES requires that supervisors meet with the student at the start of their assistantship and at least once a year going forward, and we encourage supervisors to use this template to structure this meeting and to record the understanding. Given the wide variety of research, administrative, and teaching assistantships, this template is provided as a suggested format that can be customized as needed. Not every question will be relevant to all assistantships.

Along with their supervisor, Section 2 should be filled out annually if the student is a Graduate Assistant (GA). Please return these forms to the UMCES Vice President for Education Office at education@umces.edu by October 15th for students who matriculated in the fall semester and by March 15th for students who matriculated in the spring semester. Initial meetings should occur within the first 6 weeks of the student's first semester at UMCES. These forms will be kept confidential but will be made available to the student and/or advisor(s)/supervisor(s) as needed.

Residency Requirements

All Graduate Assistants on a full-time or half-time appointment are billed at the in-state rate for credits taken during their appointment, including any credits taken over the tuition remission allowance. Official residency classification, however, does not change. Consequently, at any time when a graduate student is no longer supported by an assistantship, he or she will be billed according to the official residency status that was assigned upon admission. If you feel that you meet the [outlined requirements](#) for residency reclassification, please see the [UMD Residency Reclassification](#) website for information on how to petition to reclassify. Helpful FAQs regarding residency reclassification can be found [here](#).

International Students

International students are subject to additional rules outlined by the federal government and are advised to seek the advice and guidance of the International Student and Scholar Services when applying for a graduate assistantship or if you have any further questions. Information on international student employment can be found [here](#).

VI. Student Finance and Funding

UMCES students should access their student accounts and payments on <https://billpay.umd.edu/> This should be checked periodically throughout the semester.

Finance

Tuition Remission

Many students are eligible for tuition remission. Tuition remission covers the cost of course credits for the student and is paid for by the grant or assistantships that have been awarded to the student. Forms are made available by the laboratory business office approximately one month before the beginning of the semester and an email reminder is usually sent around that time. Tuition remission may be available for the summer and winter semesters as well.

College Park Student Fees

All students at the University of Maryland College Park are charged mandatory student fees which cover such things as shuttle bus service, tickets to athletic events, and use of campus recreational facilities. These fees are not eligible for tuition remission or direct payment by a grant. Students at UMCES Labs can have these fees waived if they agree to not use the services or are not located at UMD. An email will get sent out at the beginning of the semester with information on waiving these fees and student eligibility for fee waivers. The form will need to be filled out each semester one intends to waive the fees. Please contact mees@umd.edu or agriffin@umces.edu if you have any questions about student fees.

Technology fees, including software located on [Terpware](#), the central UMD website for software provided to faculty and students, are now consolidated into tuition costs. We encourage any faculty on the Graduate Faculty at UMD and any students who matriculate through UMD to utilize this software as needed.

Effective Fall 2017, the University of Maryland (UMD) will charge a fee of \$125 per semester for all newly enrolled students requiring an I-20/DS-2019 issued by the University. For more information, please see the [UMD website on graduate student tuition and fees](#).

Other FAQs about finances can be found here on the [Financial Quick Facts Sheet](#).

Funding

UMD Funding

Reid Evans Menzer Memorial Summer Research Fellowship: MEES Founding Director, Dr. Robert Menzer, and his family have established an endowment in memory of their grandson to support the summer research of a MEES doctoral student. The fellowship carries a stipend of \$5,000 to be used for research purposes at the awardee's discretion.

Website: <http://mees.umd.edu/menzer-fellowship-details>

Debbie Morrin-Nordlund Memorial Travel Award: Debbie Morrin-Nordlund, who served as the Assistant Director of the MEES Graduate Program for over 18 years, passed away in 2014. The

Morrin family has donated funds in her memory to assist MEES students to present their research at professional meetings. This award provides funds up to \$1,200.

Website: <http://mees.umd.edu/morrin-award-details>

Anne G. Wylie Dissertation Fellowship

The Ann G. Wylie Dissertation Fellowship is part of the Graduate School's Semester Dissertation Fellowship program. This program provides support to University of Maryland doctoral candidates who are in the latter stages of writing their dissertations. The Wylie is a full-time fellowship and awarded students can choose to use the fellowship in either Fall 2020 or Spring 2021. Fellowship benefits include a \$15,000 Stipend, a Candidacy Tuition award (899 only), a credit for mandatory fees, and reimbursement for the purchase of an individual health insurance plan for the semester.

Website: <https://gradschool.umd.edu/funding/student-fellowships-awards/ann-g-wylie-dissertation-fellowship>

Travel Awards

UMD Travel Awards

The UMD Graduate School offers two travel grants for University of Maryland graduate students. These grants are intended to help defray the expenses incurred by UMD graduate students who are traveling to scholarly, scientific, or professional conferences to present papers, posters, or other scholarly material. Students may receive each award twice during their graduate education at UMD, once before the achievement of candidacy (including master's students) and, for PhD students, a second time after the achievement of candidacy. To be eligible, students must be presenting a paper, poster, or other type of presentation and must be enrolled at UMD at the time of travel.

- **Goldhaber Award:** The Goldhaber Award is a matching grant and requires that students secure matching funds from an internal or external source prior to submitting an application. Please see complete guidelines for additional information.
- **ICSSA Award:** The ICSSA pays the registration fee for conferences located outside of the United States. Please see complete guidelines for additional information.

For more information and the applications: <https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants>

Southern Association of Marine Laboratories Student Support Program

Southern Association of Marine Laboratories (SAML) offers limited support to students attending or visiting SAML member institutions to attend a conference, summer program, and/or to support research.

Website: <http://saml.naml.org/members/studentssupport.php>

UMCES Prospective Student Travel Awards

Pending availability, prospective UMCES students have access to funding to support their visit the UMCES campus or laboratory at which they wish to study. For more information or to inquire about availability of funds, email your potential faculty advisor or contact the [Vice President for Education's Office](#).

Laboratory Funding

Appalachian Laboratory Student Funding

Small Student Grants

Each year the AL Graduate Education Committee (GEC) has limited funds for student research proposals. The goal of these awards is to fund activities or supplies that would not otherwise be available or could not be supported on a faculty supervisor's grants. The proposals are competitively ranked and awards are typically in the range of \$500-\$2000 depending on funds available.

Travel Awards

Each year the AL Graduate Education Committee makes limited money available to fund student research proposals. The goal of these awards is to fund travel, activities or supplies that would not otherwise be available or could not be supported on the supervisor's grants. The proposals are competitively ranked and awards are typically in the range of \$500-\$2000 depending on funds available. Proposals will be evaluated based on scientific merit, justification of the requested funds, and overall quality of the proposal. Announcements and deadlines are made via email by the head of the Education Committee.

Teaching Assistantships

AL students can obtain teaching experience at several academic institutions in the area. AL offers assistantships to selected students each semester to assist with classes taught at the Laboratory. The TA positions are awarded by deliberation of the AL Graduate Education Committee. AL students can also gain experience by teaching at College Park, Frostburg State University, and Allegany College.

Chesapeake Biological Laboratory

Student Fellowship Opportunities

The Graduate Education Committee (GEC) (<https://facebook.cbl.umces.edu/student-issues/gec>) administers several fellowship opportunities for students each year. One or two GEC fellowships per year are awarded for first year M.S. or PhD students. These provide stipend, tuition, and health benefits for two years. Faculty members nominate applicants for this fellowship each year from the new student applications. More information can be found at <https://facebook.cbl.umces.edu/student-issues/gec-fellowships>.

Ruth Mathes Scholarship

This is an annual award of \$2,500 to support graduate student research at CBL. The money is generously donated by the Cove Point Natural Heritage Trust (CPNHT). The Ruth Mathes Scholarship is open to all CBL graduate students, including GEC fellows, regardless of degree program or discipline and is meant to support new research, for a period of 2 years. Research that directly benefits Southern Maryland, particularly Calvert County, is preferred, but not mandatory. The GEC typically makes a single award of \$2,500, so requests for the maximum amount are strongly encouraged. More information can be found at <https://facebook.cbl.umces.edu/student-issues/research-and-awards>.

Travel Awards

The CBL Graduate Education Committee travel awards are offered throughout the year to help defray costs of presenting at a conference. These are open to all CBL graduate students, regardless of degree program or discipline, however they are made exclusively to graduate students who are giving an oral presentation or presenting a poster at the meeting that they are attending. These awards do not support workshop attendance. Students are limited to two awards per calendar year. Awards are \$500 for domestic travel and \$750 for international travel. Presentation of the research

in a student “Brown Bag” seminar and four hours per travel award of an outreach/education or development opportunity are required for students who receive the funds. Upon receiving a GEC travel award, students will be notified via email, with cc’s to the student’s advisor and to the CBL budget office. Further details about the application materials and requirements can be found at <https://facebook.cbl.umces.edu/student-issues/gec-travel-awards>

Teaching Assistantships

CBL students have may gain experience in teaching undergraduate laboratory courses at the University of Maryland College Park. Additionally, there are opportunities to guest lecture, mentor students, and occasionally adjunct teach St. Mary’s College of Maryland.

Horn Point Laboratory

Horn Point Assistantships

The Horn Point Laboratory offers, on a competitive basis, several assistantships to incoming students. Student applicants are nominated by the faculty advisor. These awards provide stipend, health benefits and tuition for up to one year for M.S. and 2 years for Ph.D. students.

The HPL Graduate Education Committee also administers other scholarships as may be available. The philanthropically funded Bay and Rivers Fellowship was established in 2010 to augment graduate student support. Additionally, there is a small pot of Bridge Funds of varying amounts that are used to support students’ short term as needed.

Ryan Saba Memorial Endowment Fund

This fund was set up to honor Ryan by supporting a Horn Point Laboratory student in the pursuit of their professional goals and dreams in the field of environmental science. It provides a fellowship grant (up to \$2000) on an annual basis and is selected by the HPL Education Committee.

Izaak Walton League of America- Mid-Shore Chapter

This chapter has two fellowships (\$2000) available per year. More information can be found on the chapter’s website, <http://www.iwla.org/mid-shore>

Teaching Assistantships

HPL offers several ½-time teaching assistantships each semester to assist with classes taught at the Laboratory. These positions are awarded by the Graduate Education Committee. Students can apply with a letter of support from their advisor. The Graduate Education Committee selects the Teaching Assistants.

HPL students may gain experience in teaching undergraduate laboratory courses at the University of Maryland College Park, Washington College, and Salisbury University.

Travel Awards

The Graduate Education Committee of HPL offers funding for students to attend meetings or workshops. Approximately twice a year an announcement is made. Students can apply, along with a letter of support from their advisor. All students after the first year are eligible to apply. A student can receive only one award per year. Typically, this support partially covers expenses and the advisor provides additional funding. Available funding is up to \$850 for a national conference and up to \$1500 for international conferences. Students must present during an HPL student seminar as a condition of the award.

Institute for Marine and Environmental Technology

Graduate Enhancement Fund

Each year the IMET Graduate Education Committee makes funds available to support student activities that are not supported on grants. Typically, these include, but are not restricted to: funds for attendance/travel to scientific meetings at which the student is presenting, for publication costs of student first-authored papers, and for costs of printing of dissertations.

James Albrecht Graduate Student Fellowship

This fellowship funds the first year of study for a Master's or Ph.D. student for the next five years and is aimed at bringing incoming students onboard.

Travel Awards

Funds designated to support student travel are available, generally for one national conference per year at \$1000 or one international conference per year at \$1500. There is an application process for these funds and applicants must show other sources of support (i.e. fellowships, other lab support). The pool of funding is limited, so this is not guaranteed.

Living Marine Resources Cooperative Science Center

Each year, 3-5 graduate students are supported, or partially supported, by the [Living Marine Resources Cooperative Science Center \(LMRCSC\)](#), a NOAA-sponsored Center. The focus of the LMRCSC is to increase the number of educated, trained and graduated students from underrepresented communities in marine science for career opportunities with NOAA, NOAA contractors, other Federal agencies, and academia. More information can be found here; <https://www.noaa.gov/office-education/epp-msi/csc/noaa-living-marine-resources-cooperative-science-center>

VII. Student Research

Experts Guide

Students have access to the UMCES Expert's Guide. Here you will find information, organized by research areas, about each UMCES faculty member and the expertise they can provide to students.

Website: <http://www.umces.edu/sites/default/files/UMCES%20faculty%20experts%20guide%202017-18.pdf>

Environmental Statistics Collaborative

The UMCES Environmental Statistics Collaborative, located at the Chesapeake Biological Laboratory, is committed to providing state-of-the-art statistical advice in support of environmental research for UMCES faculty and students.

Website: <http://esc.cbl.umces.edu/>

Integration and Application Network (IAN)

IAN, located in the UMCES Annapolis offices and at the Horn Point Laboratory, provides opportunities for scientists to build credibility with stakeholders and scientific peers. Creative ways of synthesizing data, communicating results, and developing solutions are emphasized. UMCES students can take advantage of services IAN has to offer, including its Symbol and Image Library, its online diagram creator, and improving science communication skills.

Symbol and Image Library

The IAN/UMCES Symbol and Image Library is provided free for use, except for redistribution or sales.

Website: <http://ian.umces.edu/imagelibrary/>

Science Communication

Throughout the year, UMCES students can utilize IAN to improve their science communication skills.

In May of each year, IAN sponsors a course for students interested in effective science communication.

Website: http://ian.umces.edu/learn/science_communication_course/

Library Services

UMCES students have broad access to the University System of Maryland Affiliated Institutions (USMAI) Catalog, print journals, online journal databases, thesis and dissertations, and print book borrowing. Access to those collections and resources is automatically enabled by inclusion in the PHR system and/or enrollment as a student at an UMCES partner campus. A University of Maryland ID card is useful for checking books out from other USMAI campuses. To access UMD specific journal and database subscriptions in the University of Maryland library site (<https://www.lib.umd.edu>) use your ARES Central Authentication System login when prompted.

Additionally, UMCES has separate, unique journal subscriptions which can be accessed only on campus or via remote VPN set-up. A UMCES specific barcode is required if accessing UMCES library resources from off campus and to order inter-library loan books and articles from non-USMAI institutions. Contact librarian@umces.edu for UMCES barcode and other access issues.

Website: <https://www.umces.edu/library-resources>. This site includes links to the main UMD library.

The National Socio-Environmental Synthesis Center (SESYNC)

The National Socio-Environmental Synthesis Center (SESYNC) is a unique resource for the scholarly management and policy communities. UMCES is a partner in this Center; co-partners are University of Maryland and Resources for the Future. SESYNC brings together diverse groups in interdisciplinary collaborations to identify solutions to society's most challenging and complex environmental problems. Its researchers provide knowledge to inform policy experts and managers.

Website: <https://www.sesync.org/>

Lab Equipment and Technology at UMCES

BioAnalytical Services Laboratory (BAS Lab)

The BioAnalytical Services Laboratory (BAS Lab), located at the Institute of Marine and Environmental Technology, provides state-of-the-art sequencing services and instrument availability to promote advances in genomics and molecular biology research. The BAS Lab services are available to scientists nationwide.

BAS Lab services include:

- DNA Sequencing
- Plasmid Purification & DNA Sequencing
- PCR Product Clean-up & DNA Sequencing
- Genotyping
- Clone Library Construction

Website: <https://www.umces.edu/baslab>

Nutrient Analytical Services Laboratory

The Nutrient Analytical Services Laboratory (NASL) provides analytical support to researchers of the University System of Maryland, state and federal agencies, and the private sector. It is located at the Chesapeake Biological Laboratory.

Website: <https://www.umces.edu/nutrient-analytical-services-laboratory>

Water Chemistry Analytical Laboratory

AL's Water Chemistry Laboratory provides high quality analytical services for UMCES researchers, as well as for a variety of state, local, and private agencies, on water, soil, and plant samples. Constituents include, but are not limited to, nutrients, trace metals, and common acid/base parameters.

Website: <https://www.umces.edu/water-chemistry-lab>

Raman Microscope

Located at the Horn Point Laboratory, an XploRA confocal Raman microscope by Horiba Jobin Yvon, Inc., is available for open use at minimal cost.

Website: <https://www.umces.edu/raman-microscope>

Stable Isotopes Laboratory

The Central Appalachians Stable Isotope Facility (CASIF) is located at the UMCES Appalachian Laboratory. The SIL provides state-of-the-art stable isotope measurements on biological samples of many types and origins.

Website: <https://sites.google.com/umces.edu/stable-isotopes-lab-at-cbl/home>

Horn Point Analytical Services

The Horn Point Analytical Services Laboratory provides a wide range of state-of-the-art water quality analyses for scientists from the University System of Maryland and elsewhere.

Website: <https://www.umces.edu/analytical-services>

Cell Analysis Center

The Cell Analysis Center, located at the Horn Point Laboratory, applies optics to study aquatic microorganisms, using microscopy (fluorescence and phase contrast) and flow cytometry. The instruments also are used for various fluorescence *in situ* hybridization (FISH) techniques.

Website: <https://www.umces.edu/cell-analysis-center>

Central Appalachian Stable Isotope Facility

The Central Appalachians Stable Isotope Facility performs stable isotope measurements on a variety of sample matrices. It measures stable isotope ratios of carbon, nitrogen, hydrogen, and oxygen in environmental samples of solids, liquids, and gases using Thermo Fisher Delta V+ isotope ratio mass spectrometer interfaced with various peripheral devices.

Website: <http://research.al.umces.edu/casif>

Membrane Inlet Mass Spectrometry (MIMS)

Located at the Horn Point Laboratory, the MIMS is optimized for scientists requiring very high precision dissolved gas measurements. This instrument allows for rapid, high precision measurements of dissolved air gases, nitrogen, oxygen, and argon, for application in aquatic denitrification and system metabolism.

Website: <https://www.umces.edu/todd-kana>

Sonar and Optical Plankton Imaging System

Located at the Chesapeake Biological Laboratory, the sonar imaging system is capable of imaging large organisms like fish and jellyfish, which could be used for behavioral studies like fish schooling and quantify organism's spatial distribution. The optical plankton imaging system can image large phytoplankton, zooplankton and larval fish (up to 8 cm) and quantify their spatial distribution. These two imaging systems provide unique opportunities to investigate the spatial overlaps between predator and prey and examine their trophic interactions.

For more information, contact [Dr. Hongsheng Bi](#)

Passive Acoustic Monitoring and Acoustic Telemetry

Underwater hydrophones are used to monitor for the calls made by whales, dolphins and porpoises. These devices can monitor at a range of frequencies and also record other underwater sounds, such as boats.

Acoustic transmitters are used to track the movements of marine species, such as fish and sea turtles. Mobile or fixed receivers can detect the tagged animals and monitor their movements for a period of hours to several years.

For more information, contact [Dr. Helen Bailey](#)

Field Work and Research Tips

Many students at UMCES will participate in field work as part of their laboratory's work or for their own research. Field work can be a new environment for many and while for many it will look slightly different (land work, river work, offshore work, boats etc.) there is some great broad information about what someone can expect in the field, inclusive field practices, safety precautions, and other topics here:

https://serc.carleton.edu/advancegeo/resources/field_work.html?fbclid=IwAR03jkceyiEvC42BCC1es-5pnB1FuRDCPQOvp_eked2kVJ_nISU5foZawgc

Generic Field Work Tips and Safety

All details for field work plans should be finalized and created in consultation with your primary advisor, faculty, or PI for the given work; however, below are a few broad tips to consider when conducting field work.

Clothing

Clothing in the field generally consists of close toed shoes, and covering that is appropriate to the environment you are working in. For example, when conducting field work on the Chesapeake Bay in July a tank top might be appropriate, whereas field work in the Arctic in July warmer clothes should be packed and worn.

When working on boats and ships life jackets will usually be worn.

Specifics in clothing requirements and clothing needs like waders or steel-toed shoes will be discussed with your team prior to conducting the research.

Bathroom Use

Each field type will have different bathroom amenities. Bathrooms may be unavailable or shared with multiple other people so plan accordingly. Be cognizant of the situation and polite and respectful to the rest of your group.

Food

Field days can be long and often are 12+ hour days away from your home base. Many students travel with snacks, as appropriate, when heading out to a field site or on to the boat. Portable snacks and water bottles are highly encouraged.

General Safety

A general rule of thumb that will be followed: Fieldwork will not be conducted alone, and you will need to always have a least one other person approved in the field with you.

UMCES Research Fleet

The University of Maryland Center for Environmental Science's Research Fleet is the backbone of the Center's coastal science research programs, providing scientists with access to the Chesapeake Bay and its tributaries. Home-ported at the Chesapeake Biological Laboratory in Solomons, the research fleet consists of the 81-ft RV Rachel Carson and 16 small vessels stationed at the Chesapeake Biological Laboratory and the Horn Point Laboratory.

Director of Marine Operations: Capt. Michael H. Hulme

Phone: 410-326-7358, 410-326-7350

Email: hulme@umces.edu

Website: <https://www.umces.edu/research-fleet>

Scheduling Vessels and Boats

The 81-foot *Rachel Carson* is a multi-purpose vessel that can support a wide variety of estuarine and near-coastal oceanographic research, including dredging, trawling, coring, water quality observations, plankton sampling, and buoy deployment.

Students frequently participate in research surveys and cruises, usually as a participant but occasionally as the principal scientist. For small-boat use, all operators must take and pass a test on boat operation administered by Research Fleet personnel.

When planning a cruise, it is important to remember that U. S. Coast Guard regulations stipulate that the vessel's crew can be underway for no more than 12 hours a day.

A Cruise Plan must be prepared by the Principal Investigator or Chief Scientist and submitted to the Marine Superintendent at least one week in advance of the cruise. The plan should include the following information:

- Time of departure
- General cruise itinerary
- Station coordinates.
- Number of people in scientific party
- Gear needed from the RFO equipment pool
- Special loading, rigging or testing requirements
- Grant or contract number for billing

Research Fleet Operations (RFO) will begin accepting requests for use of *Rachel Carson* in November for the following calendar year. Requests for vessel time can be made by [e-mailing](#) the above information to Captain Michael Hulme. The current cruise and vessel schedules are available [here](#).

Diving

Faculty and students at the University of Maryland Center for Environmental Science occasionally use scuba diving as a scientific tool. UMCES has joined in with several other USM institutions toward a consolidated USM Scientific Dive Safety Program. The UMCES representative on the UMD Dive Safety Board is [Dr. Johan Schijf](#); please reach out to him with any science-related dive operations questions. A.K. Williams, the Diving Safety Officer (DSO), is located at UMD. He can be reached at: ak2@umd.edu

For more information, please go to: <https://essr.umd.edu/research-safety/scientific-diving>

Website with dive resources: <https://www.umces.edu/umces-diving>

Useful Software

Many software packages, useful for teaching and research, are available to students and faculty in UMCES.

Camtasia

Camtasia lets you record a video of what is on your computer screen. Use it to make lessons, tutorials, or product demos. Turn your screen recordings into compelling videos with Camtasia's video editing tools, animations, and effects.

Ask IT Department at your laboratory for more information.

Adobe Creative Cloud Apps

Adobe Creative Cloud (CC) is a web-based service that allows customers to download many of Adobe's most popular Creative Suite applications and cloud services via a cloud server. Among the apps offered through Adobe Creative Cloud are Photoshop, Illustrator, InDesign, Acrobat, Edge Animate, Muse, as well as Adobe's new Touch Apps for mobile devices.

Website: <https://www.umces.edu/information-technology>

Lynda

Lynda.com is a tutorial site that has a multitude of software "classes" to be taken at your own pace. There are 10 licenses for UMCES. You will need to reserve a time to use this service.

Website: <https://www.umces.edu/lynda-access-umces>

For more information, contact: hplcahelp@umces.edu

Matlab

MATLAB is a high-level language and interactive environment that enables you to perform computationally intensive tasks faster than with traditional programming languages such as C, C++, and Fortran. Students of UMD can obtain a license for MATLAB with a variety of Toolboxes under the Total Academic Headcount Student license.

Website: <https://terpware.umd.edu/Windows>

R-studio

R-Studio is a set of integrated tools designed to help you be more productive with R. It includes a console, syntax-highlighting editor that supports direct code execution, as well as tools for plotting, history, debugging and workspace management.

Website: <https://www.rstudio.com/products/rstudio/download/>

VIII. Shared Governance

Graduate Student Council

UMCES Policy ([III-7.11.VI](#)) describes the Graduate Student Council (GSC), an organization representing UMCES graduate students and graduate research assistants. The GSC includes two representatives from each Laboratory Unit. The GSC meets on a regular basis, including an annual Meet and Confer meeting with the Vice President for Education, Vice President for Administration, Assistant to the Vice President for Education, and the head of Human Resources, and members are invited to participate in various UMCES committees and councils. Policies, bylaws, Meet and Confer meeting minutes, committee and council seats, and membership can be found on the website listed below.

Website: <https://www.umces.edu/graduate-student-council>

Email: gradstudentcouncil@umces.edu

Graduate Student Council Chair: Isabel Sanchez-Viruet, CBL

Graduate Student Council Co-Chair: Abdulmajid (Majeed) Alrefaie, IMET

Past Chair: Anna Windle, HPL

MEES Graduate Student Organization (GSO)

All students working toward an M.S. or Ph.D. in the MEES graduate program are members of the Graduate Student Organization, as are faculty and administration who choose to take part. The GSO appoints two graduate students as the contacts at each of the campuses participating in the MEES Program.

The MEES GSO serves as the legitimate voice of the MEES student body and directs student input on issues concerning the MEES Program to the appropriate administrative levels; it also provides a forum for the exchange of ideas, concerns and information among graduate students and between students

and faculty with the goal of establishing a comfortable, productive academic environment.

Email: mees-gso@umd.edu

Website: <http://mees.umd.edu/gso/>

Slack: contact the MEES GSO reps for information on how to join the MEES GSO Slack Channel

Instagram: @meesgso

MEES GSO Graduate Student Survival Guide:

<https://www.umces.edu/sites/default/files/GSO%20Student%20Survival%20Guide%20Summer%2020201.pdf>

Student Advisory Council to MHEC

The Student Advisory Council to the Maryland Higher Education Commission provides advice to the Maryland Secretary on Higher Education. Council membership includes one student from the student governance body at each higher education institution in the University System of Maryland. UMCES students choose a new representative each year to attend the monthly meetings.

Website: <http://www.mhec.state.md.us/Pages/sac/sac.aspx>

USM-Wide Student Council

The University System of Maryland Student Council was created to provide advice to the Chancellor and Board of Regents. Council membership includes students from throughout the University System of Maryland. UMCES students choose two new representatives every two years to attend the monthly meetings from September-May. Generally these two representatives are the Chair and Co-Chair of the UMCES Graduate Student Council.

Website: <http://www.usmd.edu/usm/workgroups/StudentCouncil>

Graduate Faculty Council

The UMCES Graduate Faculty Council acts on behalf of the UMCES Graduate Faculty in the development and facilitation of all Center policies relating to graduate education. The Graduate Faculty Council is described under the [UMCES Policy and Procedures on Graduate Education \(III-7.10\)](#). Students have two representatives on this council. These representatives are usually the GSC Chair and Co-Chair and serve for two years.

Website: <https://www.umces.edu/graduate-faculty-council>

Graduate Faculty Chair: Dr. Lawrence Sanford, 410-221-8429, lsanford@umces.edu

UMCES Programs Curricula and Courses Committee

A student representative is part of the GFC Subcommittee, the UMCES Programs, Curricula, and Courses Committee (UMCES PCC) which deliberates on courses and policies and procedures surrounding UMCES courses and programs.

MEES Learning Outcomes Committee

A student representative is part of the MEES Learning Outcomes Committee, a committee tasked with finalizing learning outcomes at the MEES Program level and continuing to monitor and assess data on whether learning outcomes are being met over time.

Faculty Senate

The UMCES Faculty Senate provides faculty with a voice in the deliberation of Center policies, strategies, and administrative decisions that affect the entire UMCES community. There is one student representative on this council, usually the GSC Chair or Co-chair.

Website: <https://www.umces.edu/faculty-senate>

Faculty Senate Chair: Dr. Andrew Elmore, AL

IX. International Students

International students may find that making the transition to living and studying in the United States can present challenges and prompt culture shock. UMCES faculty, staff, and current students are here to assist with that transition. Please do not hesitate to contact the [education office](#) or the [graduate student council](#) if you have any questions or concerns. Additional helpful information can be found [here](#).

Office of International Student and Scholar Services, UMD

International students should contact the [Office of International Student and Scholar Services](#) to obtain the necessary information on visa requirements and immigration matters. There is a mandatory orientation session offered by this office for all new international students. A [schedule](#) with registration information is provided on their [website](#). Make sure you log into Testudo and check your email address that is on file; this email address will be used for communication from the ISSS Office.

The Office of International Student and Scholar Services provides a range of information and services to international students and scholars, including:

- The evaluation of transcripts for all applicants who have completed coursework outside of the U.S.
- Orientation services for international students admitted to UMCES
- Counseling for students on immigration concerns, financial problems, and cross-cultural issues
- Assisting departments in obtaining appropriate visas for visiting scholars and faculty members
- Providing advisement and programs for American and international students interested in studying outside the U.S.

UMCES International students in the MEES Program also have access to [English Editing for International Graduate Students](#). Students can submit portions of their academic writing to be edited for free. This service is done online during the fall and spring semesters.

Effective Fall 2017, the University of Maryland (UMD) will charge a fee of \$125 per semester for all newly enrolled students requiring an I-20/DS-2019 issued by the University. For more information, please see the [UMD website on graduate student tuition and fees](#).

Banking and Money

Currency

The United States uses both coins and paper money for its currency. Coins come in the following denominations: penny = 1 cent; nickel = 5 cents; dime = 10 cents; quarter = 25 cents; and a one dollar coin. Paper money comes in the following denominations: \$1, \$2, \$5, \$10, \$20, \$50, and \$100.

Checking Accounts

Students may set up a checking account at a local or national bank. A checking account allows deposits and withdrawals of currency and checks. Money held in a checking account is generally considered liquid money that it is easily accessible. Checking accounts generally allow money to be withdrawn as cash, check, or cash via a debit card. Student stipends (assistantships and fellowships) are paid by direct deposit into your checking account.

Savings Accounts

A savings account is an account set up for depositing money or checks. Money in a savings account is more difficult to withdraw on immediate request than a checking account. Money in a savings account may accrue a small amount of interest over time.

Filing Income Tax

International students who have a taxable scholarship or fellowship; have income partially or totally exempt from tax under the terms of a tax treaty; or any other income, which is taxable under the U.S. Internal Revenue Code, must file taxes. Tax filings generally are due on April 15 of each year.

See the International Revenue Service for more information on filing taxes:

<https://www.irs.gov/individuals/international-taxpayers/references-for-foreign-students-and-scholars>

Area Information

Police and Emergency

In the case of a safety or medical emergency, 9-1-1 can be dialed from any mobile or desk phone to notify police of a crime, to contact emergency medical assistance, or to report a safety or hazard emergency. In Maryland, if a police or emergency vehicle is underway with its emergency lights on, all drivers are required to safely slow down and move to the side of the road (if possible) to allow the police or emergency vehicle to pass.

Mail and the U.S. Postal Service

Mail is delivered via the United States Postal Service once per day to UMCES Laboratories, Monday through Friday, except on major holidays. Delivery to home addresses is Monday through Saturday. Postage stamps, mailing envelopes, boxes, and packing supplies are available at your local post office. To find your local office, click [here](#).

UPS and FedEx

Alternatively, many packages are shipped nationally and internationally through other shipping companies, including [UPS](#) and [FedEx](#). When shipping packages, it can be helpful to research shipping options and pricing prior to mailing the package.

Climate and Weather

Due to its location and geography, Maryland experiences a wide range of temperatures and weather patterns. Spring and fall have mild temperatures, while summers can be hot and humid. Winters are

variable but can be cold and, at times snowy, especially in western Maryland. Maryland also occasionally experiences tropical storms, and rarely hurricanes and tornados.

Transportation

Local Transportation

Paid, public transportation is available at all the UMCES campuses. Note, however, that certain areas might have limited time schedules and/or routes for buses.

AL:

- Allegany County Transit: <https://gov.allconet.org/350/Rider-Information>

Annapolis:

- Annapolis Bus Routes and Schedules: <https://www.annapolis.gov/185/Bus-Routes-Schedules>

CBL:

- Calvert County Public Transportation: <http://www.co.cal.md.us/residents/transportation/>

HPL:

- Maryland Upper Shore Transit bus: <http://www.mustbus.org/>

IMET:

- Maryland Light Rail link: <https://www.mta.maryland.gov/schedule/stops/lightrail>
- Many students at IMET use the Charm City Circulator bus. For more information, including route maps and schedules, see this website: <https://www.charmcitycirculator.com/>

Owning and Operating a Vehicle

It is recommended that students residing in non-urban areas of Maryland purchase a vehicle for local transportation. All vehicles must be insured, registered, and have a title in the owner's name. It is also important to have the proper license to drive a vehicle in the United States. For more information, see the Maryland Motor Vehicle Administration's [website regarding international applicants](#).

Traffic Violations

While driving, motorists are subject to a [laws](#) governing driving, including speed limitations, safety regulations, and proper documentation. State and local police patrol the roads to ensure driver safety. If a police vehicle following you turns on its emergency lights, you must safely move to the side of the road, stop your vehicle, and open your window to discuss the concern or violation with the officer. A written warning or a ticket for a violation will be presented, if necessary. Tickets usually result in fines that must be paid to local or state government authorities.

Maryland Sales Tax

Most goods purchased in Maryland are subject to a 6 percent sales tax. Food from grocery stores and prescription medications are exempt from the sales tax.

Tipping (Gratuities)

While not required under state or federal law, tipping at restaurants, hair salons and barbers, and to various attendants or service personnel while traveling often is expected. A 15-20 percent tip at restaurants and beauty salons is customary for good to excellent service. Tips to drivers, service personnel, and hotel attendants while traveling vary depending on the services provided.

US Federal Holidays (dates given for 2022)

Friday, December 31	New Year's Day
Monday, January 17	Birthday of Martin Luther King, Jr.
Monday, February 21	President's Day
Monday, May 30	Memorial Day
Monday, June 20 *	Juneteenth National Independence Day
Monday, July 04	Independence Day
Monday, September 05	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Monday, December 26 *	Christmas Day

*As specified for leave purposes.

Please see the UMCES Human Resources Webpage (<https://www.umces.edu/human-resources>) for the UMCES calendar.

Point of Contact

If you have questions about local customs, concerns, or area information, we encourage you to contact your Laboratory Graduate Student Council [representative](#). They can assist you with your inquiries.

X. Student Services and Resources

UMCES has numerous services and research resources available to its students. More information can be found on the specific websites or by communicating with the point of contact.

UMCES Conflict and Grievance Resources

UMCES faculty, staff, and students have access to a variety of resources if problems or concerns arise. All UMCES community members are expected to follow the UMCES [Principles of Conduct](#).

UMCES Ombuds Office

All members of the UMCES community will have access to the Ombuds Office. Comprised of a group of 8 people (2 faculty, 2 FRAs, 2 Staff, and 2 Students) spread across the units, the ombuds program is designed to provide a confidential place to bring your concerns, seek additional resources and information, and develop strategies to deal with challenging scenarios you may face in the workplace. Ombuds use a variety of informal methods to help solve problems and are ideal for those looking for a confidential resource, assistance in problem solving and communicating an issue, or those who are

uncertain about where to turn to next. The ombuds office is not meant as a replacement for existing procedures, including the formal grievance policies outlined for faculty, staff, and students.

Sexual Harassment and Discrimination

UMCES Policy on Sexual Harassment, including information on Title IX and reporting:

<http://www.umces.edu/sites/default/files/VI160UMCES.pdf>

Additional Resources

	Faculty	Staff	FRAs	Students
Formal Grievance Policy and Form	https://www.umces.edu/sites/default/files/II400UMCES_0.pdf	http://www.usmd.edu/regents/bylaws/SectionVII/VII800.pdf	http://www.usmd.edu/regents/bylaws/SectionVII/VII800.pdf	http://www.umces.edu/sites/default/files/III711UMCES_0.pdf
Shared Governance (issues related to governance, policies, etc.)	Faculty Senate and Council of University System Faculty; unit meetings	Staff Council and Council of University System of Staff; unit meetings	Faculty Senate; unit meetings	Student Council, MEES GSO, University System of Maryland Student Council; unit meetings
Supervisor	See your Unit or Laboratory Director for workplace issues, safety concerns, expectations of duties, career advancement	See your immediate supervisor or Unit Director for workplace issues, assigned duties, safety concerns, or career advancement	See your immediate supervisor or Lab Director for workplace issues, assigned duties, safety concerns, or interpersonal conflicts	See your advisor, committee members, VPE Office, or Lab Director for work or life challenges, safety concerns, expectations of duties

Education-Related Issues

Faculty and students are welcome to use the UMCES Vice President for Education Office as an outlet and resource for education-related issues, including course problems, mentor-mentee issues, and other related concerns. Related concerns can also be taken to the Graduate Faculty Council or the UMCES Programs, Curricula, and Courses Committee.

Diversity-Equity-Inclusion Concerns

If you do not wish to take any of the above actions, but you see a need for training or education in the broader community, please let a member of the [DEIC](#) know.

[UMCES Website](#)

The UMCES website is a source of information on resources and services for all of the UMCES community. Here are listed web pages of particular interest to students.

[Student Resources and Information](#)

[Graduate Student Council](#)

[Graduate Education - General](#)

[Student Consumer Information](#)
[Graduate Education At-A-Glance](#)
[UMCES News Stories](#)

UMCES Newsletters

The UMCES Graduate Education Office produces a newsletter, Covalent Bonds, specifically for students, highlighting student work and achievements, providing information on upcoming events, conferences, and funding opportunities, and updating students on student council happenings.

Graduate Student Writing Services

In addition to the required professional development communication courses for students in the MEES program, writing services and assistance are available to all UMCES graduate students. For more information regarding writing assistance, see the sites listed here.

- MEES/UMD: <http://gradschool.umd.edu/graduate-school-writing-center>
- MEES International Students: [English Editing for International Graduate Students](#)
- FSU: All writing appointments are made using our online scheduling software, TutorTrac. The link: <https://tutortrac.frostburg.edu/TracWeb40/Default.html>
- GPILS/UMB: <http://www.umaryland.edu/writing/>

Dissertation Success Support Program

Each semester, the Graduate School Writing Center offers a Dissertation Success Support Program, a semester-long coaching and accountability program for students at the dissertation stage. The program includes weekly accountability meetings, scheduled "write-together" times, and resources from the [National Center for Faculty Development & Diversity](#). You have to register to become part of the program. For more information and how to register, see this [website](#).

Voting and Voter Registration

In order to register to vote in local, state, and national political elections, you must be a U.S. Citizen, a Maryland resident (for local and Maryland elections), and be at least 16 years of age.

For more information and to register to vote, see this [website](#).

UMCES has a Staff Voting Coordinator, Amy Griffin, as well a Student Civic Leader, Andrea Pfaff. A 2022 [Student Voter Engagement Plan](#) is in place for UMCES and its students.

Graduate Student and Early Career Resources

The Oceanography Society - Student Resources

The Oceanography Society has a variety of [resources](#) geared toward graduate students and early career scientists. These include webinars, employment links, fellowships, shiptime and other fieldwork opportunities, and articles of interest.

Science Careers Individual Development Plan

A useful [website and tool](#) to assist PhD students in defining and pursuing their individual career goals. This website has a web-based planning tool to meet the needs of PhD students in the sciences.

Mentoring Physical Oceanography Women to Increase Retention

A [community-based program](#) that provides late graduate school physical oceanographers mentoring in their early careers. The aim is to reduce the barriers to career development for all junior scientists in the field, with a particular focus on improving the retention of junior women.

Association for the Sciences of Limnology and Oceanography - Early Career Resources

[ASLO](#) has a variety of resources, including jobs, webinars, balancing your family and research, and networking opportunities for early career aquatic scientists.

XI. Diversity, Equity, and Inclusion at UMCES

UMCES is committed to cultivating inclusivity, equity, and diversity in a supportive environment. We are committed to be an exemplar of environmental science professionals reflecting the face of the communities served by its work. Societal relevance of scientific research improves when supported by a diverse work force (UMCES Strategic Initiatives, 2019).

Principles of Conduct for the UMCES Community

UMCES does not tolerate discrimination, harassment, or intimidation of any person or group on any basis, including race, ethnicity, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, citizenship status, socioeconomic background, position or title, political affiliation, caretaker status, or other characteristics. Accordingly, all members of the UMCES community should expect to be held to the following Principles of Conduct:

1. **Treat all members of the UMCES community with respect, fairness, and courtesy at all times.** Actively cultivate a work environment that is respectful, supportive, friendly, and free from harassment and intimidation. Your colleagues are people first and foremost. Physical and mental health, safety, and well-being are always top priorities.
2. **Conduct yourself in a professional manner.** Expect and require the highest professional and ethical standards not only from yourself but also from your colleagues, collaborators, mentors, and mentees. Hold one another accountable.
3. **Communicate openly and honestly** within UMCES, with outside colleagues and collaborators, and with the public.
4. **Critique output, not individuals.** Give constructive feedback with kindness and respect, and receive constructive feedback with an open mind.
5. **View challenges, setbacks, and criticism as opportunities for growth and learning.**
6. **Educate yourself on structural inequalities and recognize that many people face barriers to success that you yourself may not have encountered.** Learn about the role UMCES can play in dismantling these barriers and ensuring that everyone has opportunities to reach their potential academically, professionally, and/or personally without unnecessary hardship.
7. **Respect one another's cultural backgrounds and life experiences.** Remember that personal and societal circumstances, both outside and within the institution, affect individuals differently.
8. **Remember that your actions can inadvertently be injurious to others even if you do not intend them to be.** Intent does not mitigate impact. Behave towards someone whom you unintentionally harmed emotionally the same way you would respond to someone whose foot you accidentally trod upon; acknowledge the impact of your actions, apologize, and do better going forward.

9. **Be mindful and respectful of constraints on one another's time, both in and out of the workplace.** Everyone balances many duties and demands on their time. Set clear expectations for schedules and deadlines.
10. **Recognize the value and unique contributions of everyone within the institution, regardless of job description or seniority.**
11. **Be mindful of power hierarchies and consider how power imbalances can affect how people interpret your words, behaviors, and actions.**

Diversity, Equity, and Inclusion Collaborative (DEIC)

In 2020, UMCES established the Diversity, Equity and Inclusion Collaborative (DEIC) to provide a forum for a community of practice. It partners with the various shared governance groups (some described in section V above) to effect institutional changes required to promote improvements in our diversity, equity, and inclusion. This is an inclusive and open process, and the purpose is to coordinate, convene, and ensure everyone can contribute within their specific interests.

Learn more and see resources from the DEIC here: <https://www.umces.edu/diversity-equity-and-inclusion-collaborative>

Appalachian Laboratory DEI Group

Students, faculty, and staff meet biweekly during the academic year and weekly during the summer to discuss and implement actions that promote a more welcoming, equitable, and inclusive lab environment and enhance our relationships with the broader western Maryland community.

Chesapeake Biological Laboratory DEI Group

The CBL DEIC consists of FRA, GRA, staff, and faculty representatives who advise the CBL director and Academic Council on ways to develop a more diverse, equitable and inclusive community on our campus. The CBL DEIC holds monthly open planning meetings during the academic year and engages CBL community members in educational programs and topical working groups. All are welcome to participate.

Horn Point Laboratory DEI Group

Institute of Marine and Environmental Technology DEI Group

The IMET DEI Task Force comprises students, staff, and faculty to explore DEI issues and their relationship to IMET. The IMET DEI Task Force also helps bring to our attention the DEI activities at partner institutions and coordinates IMET DEI activities. The group meets approximately bi-monthly, with ad hoc subgroups meeting in between. Everyone at IMET is welcome to participate at a level of commitment that suits them.

Integration and Application Network DEI Group

A small committee of science communicators at the Integration and Application Network meets on Friday afternoons to discuss DEIJ initiatives that can be undertaken at the IAN level. We have a DEIJ mission statement on our website and are discussing paths forward on an environmental justice index for the Chesapeake Bay.

Maryland Sea Grant DEI Group

The Maryland Sea Grant DEI committee meets each Friday. The committee works hard to ensure meetings are a safe space for dialogue, and discussions include policy and hiring practices, training for MDSG staff and Extension around DEIJ issues, and speakers and webinars about DEIJ topics. The committee helped craft language for the MDSG website and revised strategic plan, revised some hiring and fellowship recruiting practices to be more inclusive, and has intentionally focused on recruiting underrepresented members for panels and reviews. We list major religious holidays on our calendar and avoid planning meetings on those days.

Appalachian Laboratory

Students at AL can take advantage of Frostburg State University's cultural events series and activities. For a full list of Frostburg events, see [here](#).

Living Marine Resources Cooperative Science Center

The Living Marine Resources Cooperative Science Center (LMRCSC) is a cooperative agreement between the National Oceanic and Atmospheric Administration (NOAA) Educational Partnership and selected universities. The partnership works closely with [NOAA's National Marine Fisheries Service](#), to train underrepresented undergraduate and graduate minority scholars in areas that support the mission of NOAA Fishery managers. The UMCES component of the LMRCSC is located at the Institute of Marine and Environmental Science. It supports undergraduate research experiences with stipends and travel funds, and graduate training through stipends, tuition and science-related travel.

Website: <https://www.umces.edu/lmrcsc/program-partners>

University System of Maryland Women's Forum Student Scholarship

The USM Women's Forum Student Scholarship is open to all women students attending a USM institution. To be eligible for the award, a student must have earned a total of 48 undergraduate or 9 graduate credits, have a minimum GPA of 3.0, be a U.S. citizen or permanent resident, and have demonstrated financial need.

Website: <http://usmwf.usmd.edu/awards-and-scholarships.html>

American Association of University Women

CBL students run a chapter of the American Association of University Women. Students, faculty, and staff are welcome to attend meetings to discuss issues surrounding women and diversity and inclusion in higher education in the STEM fields. Occasionally, students bring in speakers to talk to the group and facilitate conversation.

Contact: aauw.cbl.chapter@gmail.com

Society for Women in Marine Science

SWMS aims to promote women in all the marine sciences. Resources and opportunities are posted on their website and social media pages. An annual workshop is organized where women can present their work and network with peers in their field. SWMS at Horn Point hosts monthly meetings and several workshops per semester that includes professional development events and round tables with female faculty members.

Contact: hplswms@gmail.com

Unlearning Racism in Geoscience Movement

Members of the UMCES community participate in three separate URGE pods using the journal-reading and policy design curriculum and guidance offered by the Unlearning Racism in Geoscience movement (<https://urgeoscience.org/>). These three pods were organized around learning and policy creation at the Horn Point Laboratory, Maryland Sea Grant as part of a National Sea Grant program pod, and as part of the SEAS Islands Alliance. Because of the different institutional structures of these organizations (an UMCES unit and laboratory, Sea Grant, and a collective impact Alliance focused on broadening participation), each pod developed unique policy deliverables that are specific to the missions, visions, values, and specific implementation needs of each URGE pod. The topics of the URGE deliverables are universally valuable to explore and apply across the institution whether related to recruitment and hiring policies or incorporating elements of social justice into community engagement.

XII. Health and Safety

In UMCES, student health and safety are top priorities. Information herein is intended to provide students with an overview of health resources and safety measures available in UMCES. For additional or more detailed information, or for information regarding specific health insurance plans available through the University System, contact the Human Resources (HR) Director in Center Administration or the HR contact at your Laboratory.

Health Related Policies and Services

HR Contacts

<p style="text-align: center;">Center Administration Lisa A. Ross, PHR / Director, Human Resources / 410-221-2017 / lross@umces.edu Gerri Moore / HR Manager/ 410-221-2010 / gmoore@umces.edu</p>
<p style="text-align: center;">Appalachian Laboratory Heather Johnson / 301-689-7111 / hjohnson@umces.edu</p>
<p style="text-align: center;">Chesapeake Biological Laboratory Stacy Hutchinson / 410-326-7364 / shutchinson@umces.edu mailto:arthur@umces.edu</p>
<p style="text-align: center;">Horn Point Laboratory Addie Cropper / 410-221-8241 / acropper@umces.edu</p>
<p style="text-align: center;">Institute for Marine and Environmental Technology Monica Chacon / 410-234-8898 / mchacon@umces.edu mailto:shorn@umces.edu</p>
<p style="text-align: center;">Maryland Sea Grant Jeannette Connors / 301-405-6376 / connors@mdsg.umd.edu</p>

Family and Medical Leave Act

Per [UMCES Policy VII-7.50](#), Exempt and Nonexempt staff employees on Regular Status are entitled to up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons. See the policy for more details.

Parental Leave and other Family Supports for Staff

The University System of Maryland [Policy VII-7.49](#) states that each eligible staff employee shall be assured a period of up to eight (8) weeks of paid parental leave to care for a new child. The parental

leave period will consist of any form of annual, sick, personal, holiday or leave reserve fund leave accrued or otherwise available to the employee under USM policies, to be supplemented as necessary by the institution with additional paid leave days to attain an eight (8) week period of paid parental leave. This leave is available during a six (6) month period surrounding: 1-the birth of a newborn; 2-the recent adoption of a child under the age of six; and 3-at the discretion of the UMCES President or designee and subject to any limitations established by UMCES, the assumption of other parenting responsibilities, such as foster parenting or legal guardianship of a child under the age of six.

Health Insurance Information

UMCES graduate research assistants are eligible for health insurance, including health, dental, vision, and prescription coverage. Enrollment must be within the first 60 days of employment. For more information, contact your Laboratory HR representative, or access the website:

<https://www.umces.edu/human-resources>

UMCES Mental Health Resources

In an emergency, dial 9-1-1 or visit your nearest emergency room.

Lab Resources

Health insurance plans now must cover mental health services. Accordingly, even if you do not have a University of Maryland benefits plan, your insurance may cover mental health counseling and/or psychiatry from providers of your choice. You can contact local mental health providers (counselor or psychiatrist) to verify insurance coverage, or check your provider directory on your insurance website to see if a provider is listed.

UMCES has developed a [living document of mental health resources](#) available to students, staff, and faculty. The document highlights state level resources as well as local resources for each of the lab units (AL, CBL, HPL, IMET, IAN, and MD Sea Grant).

Guidance Resources Online – Employee Assistance Program

All students, whether employed as graduate assistants or not, whether you have elected for health insurance coverage through the state or not, are covered under the Employee Assistance Program (EAP). This program provides a number of resources including online or over-the-phone counseling and consultation services, articles, videos, forums, and other resources to assist UMCES students in addressing life issues.

UMCES HR Website with Additional Information: <https://www.umces.edu/human-resources>

Students with Disabilities

UMCES is committed to creating and maintaining a workplace accessible to all students, regardless of physical or mental disabilities, and will ensure there are no barriers that interfere with ability of students to perform their job duties and excel in their studies.

UMD Resources – Available to Students in MEEES

Accessibility and Disability Services

For more information on what services are provided at UMD, please see this [website](#).

Terpware – Morphic Installation

UMCES students have access to downloading Mophic, an open-sourced tool that makes it easier to change screen scale, use the magnifier or snip tool, have text read aloud, and change contrast or color filters (for color blindness). See the [Terpware](#) site for more information.

Deaf and Hard of Hearing Services

UMCES students in the MEES Program have access to a variety of [deaf and hard of hearing services](#), including captioning accommodations, assistive listening devices, and a variety of other resources. Please see this website for more information, including the procedures for requesting accommodations, including accommodations over Zoom.

FSU Resources

Disability Support Services

For more information on what services are provided at FSU, please see this [website](#).

UMB Resources

Educational Support and Disability Services

For more information on what services are provided at UMB, please see this [website](#).

Safety and Security

Local Contacts

University of Maryland Center for Environmental Science (UMCES) is committed to providing a safe environment for faculty, staff, students, visitors, and volunteers in all its sites. UMCES provides campus security for each lab location by establishing a Memorandum of Understanding (MOU) with local law enforcement departments or other security entities:

Appalachian Laboratory Frostburg State University Police / 301-687-4222 (emergency) or 301-687-4223 (non-emergency)
Chesapeake Biological Laboratory Calvert County Sheriff's Office / 410-535-2800
Horn Point Laboratory Dorchester County Sheriff's Office / 410-228-4141
Institute for Marine and Environmental Technology University of MD Baltimore Police / 410-706-6882

For all emergencies, dial 9-1-1

Campus Safety and Emergency Policies

Each Laboratory operated by UMCES has established written emergency preparedness plans.

- [Appalachian Laboratory \(AL\)](#)
- [Chesapeake Biological Laboratory \(CBL\)](#)
- [Horn Point Laboratory \(HPL\)](#)

Omnilert

Omnilert is a service allowing mass notification by sending time-sensitive information to large groups of people. One can register with the service and receive text, email and/or voice messages during emergency situations. UMCES subscribes to Omnilert. Each student or employee must register to be included in the system. It is UMCES policy that all personnel, including students, must register.

Website: <https://www.umces.edu/omnilert-campus-emergency-notification-system>

Safety Training

Basic facility and campus safety will be reviewed with all new students and employees within the first few days on campus. This will include the proper procedures for reporting issues and concerns as well as keys/access to campus facilities. Detailed laboratory specific training will be conducted with every new student and their PI including proper use of laboratory equipment and safe handling of materials within their respective laboratory. SDS "Right to Know" training is scheduled with each individual student via an online resource within the first month of employment. This training is scheduled by the Central Office Safety Officer.

Sexual Misconduct Policies

UMCES is committed to providing a working and learning environment free from Sexual Misconduct, including sexual and gender-based harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and sexual intimidation. Sexual Misconduct is a form of sex discrimination prohibited by state and federal laws, including Title IX of the Education Amendments of 1972 as amended ("Title IX") and Title VII of the Civil Rights Act of 1964, and may also constitute criminal activity.

UMCES endeavors to foster a climate free from Sexual Misconduct through training, education, prevention programs, and through procedures that promote prompt reporting, prohibit retaliation, and provide for timely, fair, and impartial investigation and resolution of Sexual Misconduct cases in a manner that eliminates the Sexual Misconduct, prevents its recurrence, and addresses its effects. All UMCES community members, including students, are subject to this policy, regardless of sex, sexual orientation, gender identity, or gender expression. This Policy applies to Sexual Misconduct in connection with any UMCES laboratory, office, education program, or activity.

For more information on the UMCES Sexual Misconduct Policy (VI-1.60), see this website:

<http://www.umces.edu/sites/default/files/VI160UMCES.pdf>

For sexual misconduct resources, see this website: <https://www.umces.edu/sexual-misconduct-resources>

XIII. Student Activities

MEES and UMCES students are invited to a few activities throughout the year, with new students being invited to the New Student Orientation and all students invited to the annual MEES Colloquium. Each of the Laboratories also sponsors activities primarily targeted to its graduate students. Throughout their

course of study, students can take advantage of these campus lectures, seminars, and events, bringing together the campus communities while gaining additional educational experiences.

New Student Orientation

UMCES hosts a university-wide new student orientation every fall at the Annapolis Office and a virtual spring orientation over Zoom. New students are required to attend this day-long orientation. Information presented will include human resources, IT, MEES, GPILS, and FSU Program overviews, and key UMCES and laboratory contacts.

Students will also attend a lab-specific orientation. While the formats of the meetings will vary by laboratory, all students will receive pertinent information to ensure success throughout their studies.

MEES Colloquium

Each year students and faculty from all the campuses involved in the MEES Program gather at one of the MEES campuses for a Graduate Colloquium. The two-day event features student presentations and posters, faculty presentations, guest talks, and social events. The Colloquium provides a good opportunity for students to present their research in a friendly environment as well as to learn what other students in the MEES program are doing. All students are strongly encouraged to attend this event.

Posters and Presentations

All graduate students (new and continuing) are encouraged to present their research at the Colloquium. The Program requests that graduate students entering the third (M.S.) or fifth (Ph.D.) year of the MEES Program present a poster. The poster session is designed to provide an informal, comfortable setting for graduate students to present their research, obtain feedback on research projects, and inform faculty and students of the research being conducted in the MEES Program. It will also serve to enhance communication and understanding among campuses and areas of specialization.

MEES All Student Meeting

As part of the MEES Colloquium, the chair and co-chair of the UMCES Graduate Student Council host an all-MEES student meeting. This meeting is designed as a time to discuss updates and any pertinent program information that has come up in the previous year, and to broadly check in with the student body. It is also a great time for everyone to gather and meet the fellow MEES students.

MEES Alumni Panels

Former MEES students share advice on: attending graduate school, exploring possible career paths, job interviewing tips, and much more, all hosted by the MEES-GSO.

Appalachian Laboratory (AL)

Brown Bag Seminars

This lunchtime seminar series is held to highlight student, staff, and faculty research at AL. It provides an informal and friendly atmosphere for practicing for oral exams and/or conference presentations.

The schedule is determined at the beginning of each semester, and depending on the current number of graduate students, its schedule varies from year to year.

Visiting Scholar Seminars

During the academic year, AL invites speakers from regional and national institutions to give an hour-long afternoon seminar, typically on Thursdays at 3:30 PM. Students have lunch with the seminar speakers, attend speaker seminars, and participate in informal post-talk receptions with faculty and staff. These seminars may also be attended by the general public as part of the lab's commitment to education and public service.

Website and schedule: <https://www.umces.edu/al/seminars>

Watershed Moments Community Learning Series

AL offers adult learners the opportunity to engage their right and left brains as they learn more about the pressing environmental issues of our day, from endangered species to climate change, from water pollutants to improvements in air quality. From lectures to film screenings, these community-focused events are free and open to the public. Speakers may be locally or nationally known, depending on the topic. Students may choose to attend and volunteer, if desired. Website and

Schedule: <https://www.umces.edu/al/watershed-moments>

Open House

AL's Open House is an incredible opportunity for the lab and graduate students alike. Because of the "all hands on deck" nature of the event, students typically volunteer for this family-focused learning event. They may lead a hands-on activity, assist a faculty member, or share their own research techniques and findings. Organized by AL's Lab Manager and a Volunteer Committee, the Open House is often held in combination with the Western Maryland STEM Festival and the Allegany County Public Schools. It provides an exceptional opportunity for students to communicate with learners of all ages, especially children, and from all backgrounds, levels of education, and varying degrees of interest.

Chesapeake Biological Laboratory (CBL)

Brown Bag Seminars

A Friday lunchtime seminar series is held to highlight student research, give students practice with oral presentations, and provide a forum for the CBL community to learn more about current research on campus. Students are expected to present their work at least once a year after their first year and if they receive a GEC travel award. It is a nice way for students to practice their presentation for a meeting in a friendly environment. The schedule is determined at the beginning of each semester and can be found at https://www.umces.edu/events?field_campus_target_id=4

Distinguished Scholar Seminar Series

During the fall and spring semesters, formal seminars are typically held on Wednesdays at 3:30 p.m. The schedule is announced on the CBL website [here](#). These hour-long seminars are given by scientists invited to CBL by the faculty and are coordinated by a rotating pair of faculty members. Speakers are usually scheduled to meet with faculty and students throughout the day before the presentation. The students and faculty research assistants (FRAs) have the opportunity to meet with the speaker during a one hour long lunch time pizza lunch discussion. Additionally, they can request

special times to meet with the speaker. A social hour with refreshments occurs after the seminar to provide further opportunity for all to interact with the seminar speaker.

American Fisheries Society Student Subunit

CBL hosts the University of Maryland student subunit of the American Fisheries Society (AFS). This group is composed of graduate students, research assistants, and faculty who are members of the AFS and interested in growing their scientific and interpersonal skills through discussions and outreach. See the blog if you are interested in joining: <http://afs-umd.blogspot.com/>

American Association of University Women

CBL students run a chapter of the American Association of University Women. Students, faculty, and staff are welcome to attend meetings to discuss issues surrounding women and diversity and inclusion in higher education in the STEM fields. Occasionally, students bring in speakers to talk to the group and facilitate conversation.

Website: <https://www.aauw.org/>

Contact: aauw.cbl.chapter@gmail.com

R-Club at CBL

This group is open to all at CBL and generally meets twice a month. Specific meeting days and times are determined at the beginning of each semester to accommodate as many interested parties as possible. They meet to discuss different tips, tricks, and methods in R. Some meetings have agendas, other meetings are designed for members to bring projects and questions they are currently working on.

Contact: cbl_useRs@googlegroups.com

Outreach Opportunities

CBL has an active outreach program run out of the Visitor Center located in the Solomons House. Students can volunteer to help with these activities and will gain experience speaking to members of the public about their research and CBL science. Students can volunteer as Visitor Center docents, can staff educational displays for special community events such as the Patuxent River Appreciation Day (PRAD), and can lead the weekly public campus tours. The Outreach Coordinator schedules volunteers for these activities.

Website: <https://www.umces.edu/cbl/outreach>

Science for Citizens Seminar Series

Science for Citizens seminars are split into a fall and spring series, each of which will include five seminars. Each Science for Citizens seminar will be presented by an UMCES scientist and will inform the public about a featured research effort.

Website and Schedule: <https://www.umces.edu/cbl/science-citizens>

CBL Open House

This event is usually hosted in September and is open and free to the public. Exhibits and hands-on activities include: piloting an underwater robot, experiments about toxicology, tours of the research ship the R/V Rachel Carson, and a scientist selfie station. Children attending the Open House receive a passport and move through the different labs and experiments to have the passport stamped for prizes. All labs and members of the CBL community are encouraged to participate by setting up

booths to present their lab's work, design and engage in interactive activities, and answer any questions in a way that is easy for non-scientists to understand.

Horn Point Laboratory (HPL)

Faculty Seminars

Weekly seminars are in the HPL auditorium (Coastal Science Bldg.) at 11:00 am on Wednesdays unless otherwise specified. There is usually time to meet with the seminar speaker before and after the talk and during lunch.

Ian Morris Scholar in Residence

Approximately every two years, students and faculty join to select an Ian Morris Scholar in Residence. The Ian Morris Scholar in Residence program provides an opportunity for students to get to know scientists of stature who have made major contributions to areas of environmental science that are of interest to our faculty and students. The Ian Morris Scholar is invited to spend a week at the lab, conduct several seminars, roundtables, and workshops on a variety of topics related to his or her expertise. Students actively help in the arrangements for the week, both scientific and social.

Website: <http://www.umces.edu/hpl/ian-morris-scholar-residence>

Outreach Activities

There are several opportunities each year for students to interact with the public during outreach activities. These activities offer students a chance to engage with the public and hone their public speaking skills when talking about their research to non-scientists. Outreach activities can take the form of giving campus tours, presenting at career fairs and STEM events, or staffing a display table at festivals/events around the area, including the Horn Point Open House that takes place annually. In addition, students are involved as volunteers in development activities as ambassadors for their education and research programs.

Contact: cstarr@umces.edu

Society for Women in Marine Science

SWMS aims to promote women in all the marine sciences. Resources and opportunities are posted on their website and social media pages. An annual workshop is organized where women can present their work and network with peers in their field. SWMS at Horn Point hosts monthly meetings and several workshops per semester that includes professional development events and round tables with female faculty members.

Website: <http://swmsmarinescience.com/>

Contact: hplswms@gmail.com

Student Seminars

All students at HPL, except those in their first year, are expected to give a seminar on their current research each year. These seminars are given as part of the student seminar series and provide an opportunity for students to practice speaking in public to a familiar audience while simultaneously keeping the HPL community aware of your research. Student seminars are also a prerequisite for consideration for funding through teaching assistantships or other awards administered by the Education Committee. Seminars are on Friday at 3:00pm in the Coastal Science auditorium unless otherwise specified.

Horn Point Open House

In October, HPL invites the public to an Open House. Every year has a different theme that features exhibits by the laboratory's scientists. Students and faculty explain their research with activities and displays that make it easy for the public to understand. The public can watch scientific models, perform hands-on demonstrations, crafts, and touch tanks. The open house is designed to interest all ages.

Green Drinks

A meeting of environmental folks, including businesses, non-profits, and trusts interested in enriching local culture and supporting stewardship of the environment for the middle Eastern Shore. This is a fun, informal gathering with folks from all over the Eastern Shore with environmental interests. Meeting places change and emails are distributed with information. Visit the Green Drinks Eastern Shore Facebook page for the next date and location!

Facebook Page: <https://www.facebook.com/greendrinkses/>

Student Sports

Students meet during different parts of the year for various sports, including soccer, basketball, horseshoes, hockey, ultimate Frisbee, and volleyball. Contact hplcahelp@umces.edu to get added to the sports email listserv.

R-Club at HPL

The club welcomes all interested in R to join (beginners, intermediate, and advanced). Come and keep up to date with latest R content or come to learn how to use different packages and improve your coding! Weekly meetings will take place on Wednesdays at 10 am in Coastal Sciences Building.

Other Activities at Horn Point

Horn Point Laboratory has many student resources and hosts a variety of other events. These include the Horn Point Community Garden, a composting group, the Writing and Reading Club, and the New Student Party tradition. For more information, please contact your HPL student representatives (gradstudentcouncil@umces.edu) and they will be happy to answer your questions.

Institute of Marine and Environmental Technology (IMET)

Ratcliffe Environmental Entrepreneurship (REEF) Program

The REEF Program, funded by the Philip E. and Carole. R. Ratcliffe Foundation, is a program unique to UMCES and IMET. Students attend monthly "short courses" to refine their presentation skills, learn about marketing and investors, and perfect their business pitch. The program includes fellowship and business start-up opportunities. Students are not required to have a business idea to participate- just a desire to learn a number of marketable skills. REEF alumni have used their skills to land postdoctoral positions and begin their own startups. The REEF program is open to all UMCES students. Please contact Monica Chacon (mchacon@umces.edu) for more information.

Entrepreneur Office Hours

IMET's Incubator, Harbor Launch, hosts monthly Entrepreneur Office Hours on site. At these sessions, students have the opportunity to meet with investors and professionals that could assist them at almost any stage of the entrepreneurship process- from refining an idea to finding investors.

More information at: <http://www.eoh.umd.edu/>.

Seminars

IMET hosts regular seminars that are held on-site. Primarily held on Wednesday afternoons, the seminars provide students, faculty and staff the opportunity to learn about a new or familiar topic in a convenient and familiar setting. The speakers are available for most of the day to meet with faculty and students. The schedule is found on the IMET website: <http://www.umbc.edu/blogs/imet/events/>

Microbial Biotechnology Club

Laboratory staff and students from IMET and UMBC gather monthly to present research, collaborate on projects and guide any scientist that may need assistance. Meetings alternate locations between UMBC Campus and IMET.

Living Marine Resources Cooperative Science Center (LMRCSC) Seminar Series

The LMRCSC Seminar series is held monthly via Adobe Connect. This series is organized by students funded by LMRCSC from a number of different institutions, including UMCES, University of Maryland Eastern Shore, Hampton University, Oregon State University and more.

IMET Open House

Every May, IMET opens its doors to the public for an afternoon, providing an opportunity to meet IMET students and faculty, take a behind-the-scenes tour of the Aquaculture Research Center (ARC), learn about recent scientific discoveries, and enjoy hands-on activities for all ages. All labs are expected to participate by setting up booths to present their lab's work, design and engage in interactive activities, and answer any questions in a way that is easy for non-scientists to understand. This annual event is an outreach activity intended to involve the public in the scientific happenings at IMET.

SESYNC and UMCES

The National Socio-Environmental Synthesis Center (SESYNC) organizes the Annapolis Café Scientifique—a place where, for the price of a cup of coffee or a glass of wine, anyone can come to explore the latest ideas in science and technology. Café Scientifique meets the last Thursday of every month (except November and December) at 6:30 p.m.

Website: <http://www.sesync.org/cafe>

XIV. Campus Logistics/Basics

This section provides the basic information you will need to know around campus, including email access, travel, and timesheets.

Student IDs at University of MD, College Park

UMCES students in the MEES Program have the option of obtaining a UMD student ID card. This card is issued solely for the purpose of accessing programs and services administered by the University of Maryland, College Park. Your I.D. card should have a barcode on the back of the card, which is used to access UMCES library specific subscriptions. A University I.D. number is located on the front, which is used for your ARES login and to access the UMD main campus library resources. To receive a student ID card, students must be registered for classes for the current or upcoming semester.

For more information, see this website: <http://registrar.umd.edu/current/Policies/id-cards.html>

IMET – Badge Access and Parking

Parking at the UMCES IMET location is paid and needs to be requested through the UMCES administrative office at IMET. More information, including the Columbus Center Transportation Enrollment Form, is located [here](#). Additionally, students may request a temporary visitor parking space, if needed. Parking for students on the weekends and evenings is free.

Sustainability and Recycling

UMCES encourages its faculty, staff, and students to recycle. Throughout the Laboratory campuses, you will see recycling receptacles for paper, plastic, cans, and cardboard.

Work Related Travel

Throughout their studies at UMCES, students may have opportunities for research-related travel. There are certain procedures students must follow to schedule travel and receive reimbursement. Before travel and purchasing of any items (i.e. flights, lodging, etc.) for that travel, a Travel Approval Request (TAR) must be filled out. Once travel is complete a Travel Expense Statement (TES) needs to be submitted. Advisors can help with this process and will sometimes fill out group TARs for all participants if there are multiple travelers on the same trip. All participants in the travel, however, must fill out an individual TES after travel is complete. Travel contacts at each lab's business office can also help with associated travel and specific form questions. To access the TAR and TES forms follow the instructions below:

1. Go to ares.umd.edu
2. On the left-hand menu click "Electronic Forms"
3. Login in using your credentials
4. In the bottom left hand side of the screen click "Access my forms"
5. A list of your ongoing and approved forms will appear. To start a new TAR or TES click the button in the upper left corner that says, "New Form" and then choose the form you need to fill out.

TAR/TES Campus Contacts

AL: Kristen Harper, kharper@umces.edu

CBL: Trish Stebbing, pstebbin@umces.edu

HPL: Jamie Shockley, jparks@umces.edu

IMET: Sarah Hughes, shughes@umces.edu

Scheduling Vehicles

Any person, including students, driving a State-owned vehicle must have a driver's license that is valid in the State of Maryland, comply with all traffic laws, and obtain approval as required by UMCES or its Laboratory Units. An employee may not drive a state vehicle if the employee has accrued in excess of 5 points on their driver's license. It is the employee's responsibility if they have an out-of-state license to obtain a copy of their driving record once a year and submit a report to the UMCES Fleet Manager. If an employee has a valid Maryland driver's license, this report is automatically sent to the Fleet Manager.

Online form: <https://www.umces.edu/vehicle-request-form>

Video Networking Programs

Zoom

The primary platform used for online meetings and classes is Zoom. Zoom is a web-based application enabling faculty, staff, and students to host meetings, webinars, and conference calls remotely. UMCES has a number of Zoom login credentials for use. Please contact your lab's assistant director or IT group for more information on your lab's credentials.

To download Zoom for your desktop, laptop, or mobile device, please see the Zoom website: <https://zoom.us/download>

UMCES IT Director Kurt Florez has identified the following minimum requirements for a successful Zoom connection: An internet connection that is at least broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speed Test: <https://www.speedtest.net/>

Scheduling Zoom

Occasionally, students may wish to secure IVN-capable rooms for research purposes, proposal and thesis defenses, Graduate Student Council meetings, and other related activities. Students have access to and use of IVN rooms across the UMCES and USM campuses. IVN rooms at all campuses must be reserved in advance. Fill out a request form or email to the IVN coordinator at your respective Lab.

- *AL*: kharper@umces.edu
- *CBL*: Cbl-events@umces.edu; also see form at <https://www.umces.edu/event-room-request-form>
- *HPL*: jparks@umces.edu
- *IMET*: <https://www.umces.edu/columbus-center-roomivn-reservation-request>

IT

The IT staff at each Laboratory of UMCES provides individual computer service, open computing facilities, and access to a rich set of software, Internet, and electronics services, including: email, file transfer and storage, local networking services, phone service, specialized electronics services, and means to create websites. UMCES computer accounts are required to access the UMCES open

computing classrooms and file/email access. Policies for computer and IT use and access are provided at: <http://www.umces.edu/sites/default/files/UMCES%20Computer%20Use%20Policy.pdf>

For IT assistance, telephone or email the contact at your respective campus:

- AL: eafarris@umces.edu
- CBL: Cbl-IT@umces.edu
- HPL: hplcahelp@umces.edu
- IMET: ccsupport@umbc.edu

Email

All faculty, staff, and students at a Lab may obtain a computer account, which also provides an e-mail account. New students are automatically issued an account. All UMCES email addresses end in @umces.edu.

MEES Graduate Student Email Subscription

All UMCES students enrolled in the MEES Graduate Program should subscribe to the MEES Email Subscription List. To do so, click the appropriate link on [this website](#) to subscribe. Students should also complete the student information form available on the same website.

XV. Graduation and Beyond

Candidates for Masters or Doctor of Philosophy degrees must apply for graduation through their respective programs.

Joint Degree Information

UMCES is authorized to jointly award degrees in Marine-Estuarine-Environmental Sciences (MEES) with the University of Maryland College Park (UMD). UMCES students in MEES and their advisors may request a joint degree. To request award of a joint degree, the student and advisor must complete and submit [this form](#), with its required signatures when applying for graduation at College Park. The form must be sent to the UMCES Vice President for Education for approval. Upon approval, the request will be forwarded to the MEES Office and UMD Graduate School for required approvals. If a student wishes to not submit a joint degree request, the degree will be from UMD only. *For questions or to submit the form, email [Amy Griffin](#)*

If you have issues receiving your joint degree, please email diploma@umd.edu and copy education@umces.edu.

Applying for Graduation (MEES)

Calendar of important deadlines: [here](#) and [here](#)

1. Nomination of [Dissertation/Thesis Committee form](#)
2. Apply for [graduation through UMD](#)
3. [Joint degree \(UMD/UMCES\) form](#)
4. Request for Electronic Report of Examining Committee (REC) and remote defense due **10 business days prior to defense date.**

- a. Please note that a [Report of the Examining Committee \(REC\) form request](#) is required for all thesis and dissertation defenses regardless of whether the defense is in person or remote. All thesis and dissertation chairs, or their designees, are required to submit a request for the electronic report of the examining committee ten business days before the scheduled final oral defense. For more information about REC requests, please go [here](#).
- b. If you will be defending remotely, your Committee Chair or designee will need to complete this [form](#).
5. [Thesis](#) or [Dissertation](#) announcement form from MEES due **five days prior to the defense**.
6. Submit your thesis/dissertation through [ProQuest](#) after you have defended
7. University of Maryland [Approved Program Completion to MEES for signing](#)
8. Thesis/dissertation [electronic publication form](#) to the Registrar
9. [Fill out the UMCES Exit Survey](#)

Registration During Defense Semester

It is a requirement of the graduate school that students need to be registered during the semester they defend and graduate. If thesis or dissertation deadlines are unable to be met during your defense semester, then everything (including thesis and dissertation edits) should be submitted by the last business day before the next semester begins in order to receive the waiver of registration.

Summer Defenses

Students defending during the summer semester and wanting to graduate during the summer semester will need to be registered for one credit (this can be MEES799 or 1 credit of MEES899), as it is a requirement of the graduate school that students be registered the semester they are defending and graduating. Students should follow the summer graduation deadlines; in order to receive the waiver of registration for the fall semester, then everything (including thesis and dissertation edits) should be submitted by the last business day before the fall semester begins. If a student is defending in the summer semester, but plans to graduate during the fall semester, then the student does not need to register for 1 credit during the summer semester.

Please note: To register for a summer research credit, students must contact the MEES Office for registration information. Students should also contact their local HR representative to ensure tuition remission is paid for the summer. Students are not able to request a waiver of mandatory fees during the summer semester.

Winter Defense

Students defending during the winter semester would follow the Spring Deadlines typically found [here](#); if students are trying to receive the waiver of registration for spring semester, then everything (including thesis and dissertation edits) should be submitted by the last business day before the Spring semester begins. There is no official winter graduation.

Filing dates

MEES/UMD: <http://gradschool.umd.edu/calendar/deadlines/academic-deadlines>

FSU: <https://www.frostburg.edu/academics/calendar.php>

GPILS/UMB: <https://www.graduate.umaryland.edu/Current-Students/Information-for-Graduating-Students/>

UMCES Commencement

Each May, UMCES holds a commencement ceremony to honor its graduates who received degrees during the preceding August through May period. Graduates will be notified about the ceremony and invited to participate. Those graduates receiving a joint degree will receive a diploma that has the seals of both UMCES and UMD on it. Diplomas will be mailed to graduates after commencement, but if you have further questions about the timeline, the [Office of the Registrar](#) can assist with this.

UMCES Alumni

After defending your thesis or dissertation, the UMCES VPE Office will contact you with a brief form to collect alumni information to stay connected. UMCES alumni are located throughout the world, leading their fields in federal positions, at academic institutions, and on the local levels. As an UMCES alumna/alumnus, we encourage you to be in touch with us!

Join in connecting with current students and alums on the MEES Graduate Students Facebook page [here](#).

Transcript Requests

To request transcripts, former UMCES students should contact the Registrar's Office through their respective school/program.

MEES/UMD: <http://www.registrar.umd.edu/current/Policies/Transcripts.html>

FSU: <http://www.frostburg.edu/admin/regoff/records/transcript-requests/>

GPILS/UMB: <https://surfs.umaryland.edu/umbhtml/tranureq.html>

Degree Verification Requests

MEES/UMD: <http://registrar.umd.edu/current/>

FSU: <https://www.frostburg.edu/about-frostburg/Administrative-Offices/registrars-office/Records/Enrollment%20and%20Degree%20Verification.php>

GPILS/UMB: <https://www.umaryland.edu/registrar/forms-and-services/>