Atmospheric Sciences Graduate Student Guide

Department of Atmospheric Sciences
College of Mines and Earth Sciences
University of Utah

Approved by the Atmospheric Sciences Faculty:
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This document is intended to be complementary, but subordinate, to the policies of the University of Utah Graduate School.

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I. The Department

The Department of Atmospheric Sciences at the University of Utah is the leading program of weather and climate-related research and education in the Intermountain West and is recognized internationally for its expertise in cloud-aerosol-climate interactions, mountain weather and climate, climate physics and dynamics, weather and climate modeling, and tropical meteorology. Our research and teaching endeavors provide the knowledge and tools needed by society to address the challenges posed by hazardous weather and climate change in the 21st century. We are a student-centered department with faculty who are dedicated graduate student mentors and classroom instructors. Several of our professors have won college or university-wide teaching awards.

The Department offers graduate courses and research opportunities leading to M.S. and Ph.D. degrees. Class sizes are small and offer easy and frequent interaction with the faculty. The graduate program has been carefully designed to provide students with a solid foundation in a broad spectrum of the atmospheric sciences while allowing students to specialize for their thesis research. Through these goals, the Department expects our graduates to contribute during their professional careers to a diverse range of issues that affect the public locally, nationally, and internationally. Nearly all of our graduate students are supported by research assistantships.

For more information about the research interests of our faculty please visit our research programs web page at [http://www.atmos.utah.edu/research/index.php](http://www.atmos.utah.edu/research/index.php).

II. Admissions

Admissions Categories:

Students holding, or nearing completion of, a Bachelors of Science (B.S.) or Bachelors of Arts (B.A.) are only eligible to apply to the Masters of Sciences (M.S.) program. Students holding, or nearing completion of, a M.S. degree are eligible to apply for either the M.S. or Ph.D. program.

Students applying for the Ph.D. program are admitted in one of two ways. Most potential Ph.D. candidates are initially admitted as M.S. students and reclassified to Ph.D. status after completing the core course sequence and passing the qualifying exam. In rare cases, candidates may be admitted directly into the Ph.D. program if they are nominated as a Category D candidate and complete the Committee on Doctoral Advancement (CODA) process.

In order to provide flexibility to students that have diverse backgrounds, the Department recognizes four different classifications of incoming students:

A. Students entering with a B.A., B.S., M.S., or Ph.D. degree not closely related to atmospheric sciences, meteorology, mathematics, engineering, physics, computer science, or other physical science (typically requires taking undergraduate courses in mathematics, physics, chemistry, and atmospheric sciences prior to admission);
B. Students entering with a B.S. degree in atmospheric sciences, meteorology, mathematics, engineering, physics, computer science, or other physical science;

C. Students entering with an M.S. degree in atmospheric sciences, meteorology, mathematics, engineering, physics, computer science, or other physical science; and

D. Students entering with an M.S. degree in atmospheric sciences or meteorology with an exceptional background in the atmospheric sciences. Students who fall within this category are encouraged to apply for category D status and complete the CODA process.

**Requirements for Admission:**

In order to be considered for admission to the M.S. program applicants must meet the following minimum requirements:

1. A bachelor's degree from a regionally accredited college or university including successful completion of courses in math (through partial differential equations), calculus-based physics, chemistry, and computer science equivalent to those required for an Atmospheric Sciences B.S. (See Department for a list of undergraduate major coursework to determine course equivalencies.)

2. A cumulative GPA of at least 3.0 on a 4.0 scale

3. Provide the score for the Graduate Record Examinations (GRE) revised General Test or GRE General Exam (if taken before August 1, 2011). Scores must be less than five years old.

4. Demonstrate English proficiency by meeting minimum TOEFL or IELTS scores and provide results to the University (for international student applicants, whose first language is not English). Scores must be less than two years old.

In order to be considered for direct admission to the Ph.D. program, applicants must meet all of the M.S. program requirements and have a M.S. degree in atmospheric sciences or meteorology with an exceptional background in the atmospheric sciences.

**Application Process:**

The Department only accepts new graduate students for fall semester. In order to meet this deadline the Department prefers to receive completed applications from October 1 to January 7th for admission to the program the following fall semester. Late applications may be accepted, but research assistantships may no longer be available. The selection process is very competitive, and not all qualified applicants can be admitted.

Prospective graduate students must apply for admission to graduate study through the ApplyYourself online program administered by the University Admissions Office (https://app.applyyourself.com/?id=utahgrad). The ApplyYourself online program allows
applicants to upload many of the required materials, solicit reference letters, and track the progress of their applications. A complete summary of the application procedures for the Department of Atmospheric Sciences is available at [http://www.atmos.utah.edu/graduate-program/apply.php](http://www.atmos.utah.edu/graduate-program/apply.php).

Once the Department has reached a decision on a student’s admission status, the student will be notified via email. The email will be from the Department chairman. The email will state if a student has been recommended for admission by the Department. If a recommendation is offered the email will also indicate which program the student is admitted to, funding being awarded (if any), and will generally list a student’s assigned faculty advisor. Faculty advisors will serve as a mentor for the student until a supervisory committee is established. A formal letter of admission to the University of Utah graduate school will then be sent by mail if the Office of Admission approves student recommendation provided by the department. The Department would appreciate a reply either accepting or declining this offer as soon as possible. However, the University of Utah abides by the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants. ([http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf](http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf)).

An offer of acceptance is valid only for the semester the applicant is admitted. If an applicant does not attend during his/her admitted term, the applicant must resubmit an admissions application and fee before the application deadline for the semester he/she wishes to begin.

Students should be aware that the Department makes a recommendation for admission to the University. The University Office of Admissions makes the final decision on admission. Please reference the requirements outlined by the Office of Admissions available at [http://admissions.utah.edu/graduate/index.php](http://admissions.utah.edu/graduate/index.php).

**Readmission**

If a student chooses not to attend after being extended an offer of admission or if a student wishes to reapply for a subsequent semester, he/she must restart the admission process from the beginning.

**III. Registration**

**Continuous Registration Requirement:**

Students must be continuously enrolled as a full-time student during each fall and spring semester from the date of formal admission through the semester of defense in order to maintain an active student status. In order to be considered a full-time student, graduate students must be registered for 9 credit hours of coursework, or 3 credit hours of thesis research.

Officially-admitted, domestic graduate students who have registered for, and completed, at least one semester of their designated program may apply for a leave of absence to postpone their studies for up to one year. Circumstances requiring students to take a leave of absence must be of a serious nature (e.g., serious health condition, parental leave, or call to military service etc)
Applications for a leave of absence must be processed and approved prior to the date the student wishes to begin his or her leave. Postdated leave of absence applications will not be approved. The request must be approved by the student’s faculty advisor or Supervisory Committee Chair if committee has been established, the Department Chair, and the Dean of The Graduate School. For a complete list of details and requirements for a leave of absence please refer to https://gradschool.utah.edu/catalog/registration.php.

Failure to register for a fall or spring semester or to request a leave of absence will result in a student being dropped from the program. Students wishing to continue their graduate studies after being dropped from the program will need to reapply to the University.

International students on a F1 or J1 visa must contact the International Center for an approval of a vacation semester and complete an admissions application through the International Admissions Office before leaving the university. Failure to register for a fall or spring semester or to receive approval for a vacation semester will result in an international student being dropped from the program with the subsequent loss of his/her visa status. Students wishing to continue their graduate studies after being dropped from the program will need to reapply to the University.

A student defending his/her thesis must register for a minimum of 3 credit hours of Thesis Research during the semester in which they defend (i.e., fall, spring, or summer).

**Fall & Spring Semester Registration**

Students on a tuition waiver should register for 11 credit hours during each of the fall and spring semesters. If the number of credit hours from coursework is less than 11, students should register for ATOMS 6970 (M.S.) or ATOMS 7970 (Ph.D.) to make up the difference. If a student’s tuition is being funded by another source besides the tuition waiver and coursework is recommended by the student’s supervisory committee, students should register for 9 credit hours. Students who are not on a tuition waiver and are not receiving additional funding from the university should only register for 3 credit hours of thesis research (i.e. ATOMS 6970 or ATOMS 7970) during the fall and spring semesters. Ph.D. Candidates also have the option of registering for Continuing Registration (ATOMS 7990) if the candidate is not using faculty time or University facilities except the library. Course number ATOMS 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, a student must enroll for a minimum of 3 credits of ATOMS 7970 through the semester in which the defense takes place.

**Summer Semester Registration**

Students who intend to register for summer credit hours may be eligible for a summer tuition waiver (3 credit hours of Thesis Research only). In order to receive a summer tuition waiver, a student must:

1. Have received a tuition waiver during the previous fall and/or spring semesters;
2. Have graduate research assistant (GRA) status; and
3. Meet minimum financial support requirements paid through the University of Utah. (check with the Department Office)

Students who intend to register for the summer semester should discuss this with the Department Office during April to make sure they qualify for the summer tuition waiver. It is in the best interest of the Department for eligible students to enroll for summer credit hours because a portion of the tuition is returned to the Department.

Resident and nonresident students, not receiving tuition waivers, that wish to register for summer semester are encouraged to do so only if credit hours are needed for their program of study. If credit hours are needed students are encouraged to register for 3 Thesis Research credit hours, which are always billed at the resident rate. Students are advised that summer credit hours count toward the 84 hour rule described in the “Residency Status”.

IV. Academic Requirements for the M.S.: Thesis Option

Program of Study:

A detailed M.S. Thesis Completion Calendar is available to students. This one-page calendar contains a timeline of all the events that must take place for students to graduate with a M.S. degree.

M.S. candidates must meet the University requirements for the M.S. degree including a minimum of 30 semester credit hours (SCH) of graduate courses (i.e., numbered 5000 or above) and a thesis. A minimum of 20 SCH must be in coursework. A minimum of 6 SCH must be Thesis Research. Faculty Consultation, course number 6980, does not count toward thesis hours or fulfillment of degree requirements on the program of study. All work for the M.S. degree must be completed within four consecutive calendar years and all course work must be taken from the University of Utah. On recommendation of the student’s supervisory committee, the Dean of The Graduate School can modify or waive this requirement in meritorious cases. The candidate is also required to maintain an cumulative GPA of 3.0 or higher. In addition, a grade below C- is not accepted toward a graduate degree. Specific course requirements for the M.S. degree include:

1. Core courses: ATMOS 6010, 6020, 6030, and 7810;
2. A minimum of 20 semester credit hours must be in coursework (Core courses can be counted towards this requirement);
3. A minimum of 6 semester credit hours must be Thesis Research; and
4. A minimum of 30 semester credit hours.
Supervisory Committee:

Unless otherwise approved by The Dean of The Graduate School, a supervisory committee consisting of three faculty members, the majority of whom must be regular (tenure or tenure track) faculty in the student’s major department, must be appointed prior to the student taking the Qualifying Exam. One member of the committee can be from outside the University if the student and advisor so choose. If an outside member is selected, the student must send the Department Office a copy of the outside members CV to submit for approval to The Graduate School. Selection of the supervisory committee members should be made in consultation with the student’s faculty advisor. Once the Department Office has been notified of the supervisory committee formation and it has been approved by the Department Chairman, an Electronic Graduate Record File will be generated and forwarded to The Graduate School for approval. Selection of the supervisory committee membership is very important as the committee is responsible for approving the thesis subject and judging the M.S. thesis defense.

Qualifying Examination:

Approximately two weeks after the end of the spring semester, a comprehensive qualifying examination is conducted by the Department faculty for students in categories A-C. This exam tests the student's knowledge of atmospheric sciences and his/her ability to solve problems analytically using scientific methods. The preparation, administration, and grading of the qualifying exam is overseen by the qualifying exam committee, which is comprised of at least four faculty members including the core-course instructors. Unlike a final exam, where the testing is exclusively confined to course material, the qualifying exam questions typically cut across sub-disciplinary boundaries. The exam consists of eight questions and is given over two four-hour periods. Questions are typically not limited to specific subject material on any given day. While review of core course notes and exams should be a large part of the preparation, the qualifying exam is best prepared for by studying previous exam questions kept on file in the Department Office and by re-doing problem sets that may have been assigned as homework.

At the conclusion of the qualifying exam, all student answers will be scored by a minimum of two faculty members. Grading of each exam question will be completed in the blind by the faculty members (i.e., student names will not be attached to the answer sheets). Cumulative qualifying exam scores will then be reviewed by the entire Department faculty and students will be placed in one of the following categories by majority decision:

- **Pass with Distinction**: The student may enter the Ph.D. program directly without completion of a M.S. thesis.
- **Pass**: The student is encouraged to complete the requirements for the M.S. degree. Following a successful M.S. defense, the student may elect to submit a petition to the Committee on Doctoral Advancement (CODA). (See Section VIII for details.)
- **Terminal Pass**: The student is encouraged to complete the requirements for the M.S. degree, but will not be eligible to advance to the Ph.D. program via CODA.
• **Failure**: The student will be immediately dismissed from the graduate program unless:
  1. The student’s supervisory committee recommends that the student be allowed to continue work toward a M.S. degree, and
  2. The student completes all remedial activities dictated by the supervisory committee prior to the commencement of the Fall semester. Failure to satisfactorily complete the prescribed remedial activities in the allotted time frame will result in immediate dismissal from the graduate program.

**Thesis Defense:**

Students are required to complete and orally defend a M.S. thesis. In preparation for defense, a complete draft of the thesis must be submitted to the supervisory committee chair at least three weeks prior to the defense, and to the remainder of the committee no later than two weeks prior (see also: [www.regulations.utah.edu/academics/6-201.html](http://www.regulations.utah.edu/academics/6-201.html)). The draft must adhere to standard publication practices in terms of content, language, and style. The final thesis format must also adhere to University guidelines published by the University Thesis Office ([www.gradschool.utah.edu/thesis/index.php](http://www.gradschool.utah.edu/thesis/index.php)). A student may wish to submit all, or a portion, of his/her thesis to the University Writing Center for assistance. In addition, a student may also submit a copy of his/her thesis to the Thesis Office prior to the defense to check for potential formatting problems.

An oral defense must be scheduled with the Department Office. Students should reference the Thesis Office deadlines to submit a defended manuscript when scheduling a defense date. After the oral presentation, a question and answer period must be allowed. At the conclusion of the public participation, the committee may excuse the public and conduct further questioning on the thesis and related topics. The outcome of the thesis defense is reported on the “Final Reading Approval” and “Supervisory Committee Approval” forms. A majority of the committee must sign and approve these forms. Once a student has completed the necessary steps required by the Thesis Office and the “Thesis Release” has been signed, a letter grade will be assigned by the supervisory committee chairman for all Thesis Research credits. Until the Thesis Release is signed, courses labeled ATMOS 6970 or ATMOS7970 will be given a “T” grade. If as student does not complete the necessary requirements provided by the Thesis Office the “T” grade will remain indefinitely. Students should refer to the “Handbook for Thesis and Dissertations” at the following link: [https://gradschool.utah.edu/thesis/handbook.pdf](https://gradschool.utah.edu/thesis/handbook.pdf).

**Student Access to Academic Information:**

Once the Graduate School has approved the supervisory committee the student can view their Electronic Graduate Record File online. Students can access their graduate student record by logging into Campus Information Systems ([cis.utah.edu](http://cis.utah.edu)) and clicking on Graduate Student Summary under the Graduate Student section.

**V. Academic Requirements for the M.S.: Non-Thesis Option**

In rare instances, a student may be encouraged to pursue a non-thesis M.S. option. This requires completion of a program of study that is approved by the M.S. Supervisory Committee and
Department Chair. A project or exam will be given as advised by the Supervisory Committee. This exam date must be entered into the Electronic Graduate Record File by the Department Office and approved by the Supervisory Committee Chairman no later than the last day of the semester in which the student expects to graduate.

VI. Committee on Doctoral Advancement (CODA)

The goal of the CODA is to provide an independent assessment of the potential for a student to obtain a Ph.D. degree. The CODA consists of a faculty member chair, elected internally for a two-year term, and two additional faculty members appointed by the Department Chair. All CODA members must be regular (i.e., tenure or tenure-track) faculty members in the Department of Atmospheric Sciences. In addition, no CODA member can be a member of the student's M.S. committee or the Department Chair.

The CODA committee reviews two types of candidates for doctoral advancement:

1. Category D Applicants (i.e., incoming applicants who already have obtained an M.S. degree in atmospheric sciences or meteorology with an exceptional background in the atmospheric sciences); and
2. Students who have completed a M.S. in the Department and received a “Pass” outcome on the qualifying exam.

Category D Applicants must be nominated by a faculty member prior to the first semester of attendance in order to be considered for immediate admittance to the Ph.D. program. The faculty member nominating the student cannot serve on the student’s CODA.

Continuing M.S. students who have received a “Pass” outcome on the qualifying exam must initiate the CODA process after, but no more than 90 days following, full acceptance of the M.S. thesis by the M.S. committee (i.e., after the “Supervisory Committee Approval Form” has been signed). Although the CODA process can be initiated prior to acceptance by the Thesis Office, reclassification as a Ph.D. candidate cannot occur until the M.S. thesis has been officially approved by the Thesis Office.

For consideration, the following materials must be submitted by the student to the Department Chair in electronic form:

1. M.S. thesis (if applicable);
2. Curriculum vitae;
3. Copies of any papers or conference preprints the student has authored or coauthored;
4. A cover letter indicating the student's desire to be considered for acceptance into the Ph.D. program. This letter should summarize the student's motivation and credentials. It should also include the outcome from the first-year qualifying exam.
The Department Chair then collects three confidential letters of recommendation. For category D students, the letters of recommendation will be obtained from the student’s Apply Yourself application. For University of Utah M.S. students, the letters of recommendation will be solicited from the M.S. supervisory committee members. The CODA then has 30 days to reach a majority decision to determine if a M.S. student is eligible for admission into the Ph.D. program. In cases when a student CODA petition is not successful, the CODA chair will provide a written summary of the decision rationale to the Department Chair. At the conclusion of the CODA process, the Department Chair will communicate the results to the student and his/her faculty advisor.

All CODA decision are final and cannot be appealed unless a procedural error was made that adversely impacted the student’s credentials that were evaluated by CODA. Students may only apply to the CODA committee a second time under the following conditions:

1. One full year has passed since the original CODA application was submitted to the Department Chair; and
2. The applicant has additional scholarly credentials (i.e., publications) to provide to the CODA.

VII. Academic Requirements for the Ph.D.

Program of Study:

A detailed Ph.D. Thesis Completion Calendar is available to students. This calendar contains a timeline of all the events that must take place for students to graduate with a Ph.D. degree.

Ph.D. candidates must meet University requirements for the Ph.D. including:

1. A minimum of three full years (six semesters) of approved graduate work (i.e., courses numbered 5000 or above). Coursework completed as part of an approved M.S. program of study may not be used to fulfill the University requirements for the Ph.D.;
2. A minimum of 14 semester credit hours of Thesis Research (ATMOS 7970);
3. At least one year (two consecutive semesters) of the Ph.D. program must be spent in full-time academic work (i.e., at least 9 semester credit hours if taking courses or 3 semester credit hours if only taking Thesis Research) at the University of Utah to fulfill the full-time registration requirement; and
4. Maintain an overall GPA of 3.0 or higher.

Time Constraints:

All work for the Ph.D. degree must be completed within seven consecutive calendar years from the date of matriculation into the program regardless of whether candidates enter with a bachelor’s or master’s degree. On recommendation of the student’s supervisory committee, the Dean of The Graduate School can modify or waive this requirement in meritorious cases.
However, students whose studies have been interrupted for long periods and who have been granted an extension to complete their degrees may be required to complete additional courses, pass examinations, or otherwise demonstrate that they are current in their field.

**Supervisory Committee:**

A Ph.D. supervisory committee should be selected as soon as possible after admission to the program. The committee consists of a committee chair and four additional faculty members, at least one of which must be from outside the Department. A majority of the committee must be regular (i.e., tenure or tenure track) faculty and a majority of the committee must also be from the Department. Selection of the supervisory committee members should be made in consultation with the student’s faculty advisor. Selection of the supervisory committee membership is very important as the committee is responsible for approving the student’s academic program, preparing and judging the general examination, approving the dissertation subject and final dissertation, and administering and judging the final dissertation defense.

**General Examination:**

No later than two years after admission to the Ph.D. program, students must pass a general examination that is designed to test the student's specific knowledge and ability in the focused area of their Ph.D. research. In general, the student will prepare a written dissertation research proposal that will be delivered to the Ph.D. supervisory committee for review a minimum of two weeks before the exam date. During the exam, which is closed to the public, a 30-45 minute presentation will be given by the candidate to the supervisory committee members. This presentation will be followed by a question-and-answer period. In some cases, a supplemental written component of the general examination may also be administered. This is at the discretion of the supervisory committee members. This written component should be administered after the candidate has submitted the written formal proposal and before the oral portion of the general exam. Results of the written exam will be available for review by all the committee members. The outcome of the general examination is gauged by the majority vote of the supervisory committee members. In the event that a student does not pass the general examination, a written summary of the rationale for the majority decision must be provided to the Departmental Chair. Failure to successfully complete a general examination within the specified time-frame may result in dismissal from the Ph.D. program.

**Dissertation Defense:**

Students are also required to complete and orally defend a Ph.D. dissertation. The dissertation must provide evidence of originality, an ability to do independent investigation, and it must contribute new knowledge. The dissertation must also show a mastery of the relevant literature and be presented in an acceptable style. After the oral presentation, which is open to the public, a question-and-answer period must be allowed. At the conclusion of the public participation, the supervisory committee will excuse the public and conduct further questioning on the thesis and related topics. Successful defense of the Ph.D. dissertation is obtained when a majority of the supervisory committee members sign the “Supervisory Approval” form.
A draft of the Ph.D. dissertation must be submitted to the supervisory committee chair at least three weeks prior to the defense, and to the remainder of the committee no later than two weeks prior (see also: www.regulations.utah.edu/academics/6-203.html). The draft must adhere to standard publication practices in terms of content, language, and style. The final dissertation must adhere to University guidelines published by the University Thesis Office (www.gradschool.utah.edu/thesis/index.php). A student may wish to submit all, or a portion, of his/her dissertation to the University Writing Center for assistance. In addition, a student may also submit a copy of his/her dissertation to the Thesis Office prior to the defense to check for potential formatting problems.

Once a student has completed the necessary steps required by the Thesis Office and the “Thesis Release” has been signed, a letter grade will be assigned by the supervisory committee chairman for all Thesis Research credits. Until the Thesis Release is signed, courses labeled ATMOS 6970 or ATMOS 7970 will be given a “T” grade. If as student does not complete the necessary requirements provided by the Thesis Office the “T” grade will remain indefinitely. Students should refer to the “Handbook for Thesis and Dissertations” at the following link: https://gradschool.utah.edu/thesis/handbook.pdf.

Student Access to Academic Information:

Once the Graduate School has approved the supervisory committee, the student can view their Electronic Graduate Record File online. Students can access their graduate student record by logging into Campus Information Systems (cis.utah.edu) and clicking on Graduate Student Summary under the Graduate Student section.

VIII. Financial Assistance

A graduate research assistantship (GRA) is normally offered to students who are admitted to the program. The GRA typically includes a tuition waiver, subsidized student health insurance benefit plan (https://gradschool.utah.edu/tbp/index.php), and financial compensation that is at least $24,000 per year. Continuing financial support is conditional on satisfactory student performance and availability of funds.

Tuition & Health Insurance Benefits

Most graduate students are eligible to receive a tuition waiver and subsidized health insurance from the University (see www.gradschool.utah.edu/tbp/guidelines.php and check with Department Office). Time limits for the Tuition Benefit Program (TBP) are as follows:

1. Students in a Master's program are limited to two years (4 semesters) of tuition benefit support.

2. Students in a doctoral program who entered with a Bachelor's degree are limited to five years (10 semesters) of tuition benefit support.
3. Students in a doctoral program who also received a Master's degree at the University of Utah are limited to five years of tuition benefit support (2 years for a Master's + 3 additional years for a doctorate).

4. Students entering a doctoral program with a Master's degree from another university are eligible for four years (8 semesters) of tuition benefit support.

Once the TBP eligibility has been exhausted, the student will be responsible for paying tuition and health insurance on his/her own, unless an alternative arrangement can be negotiated with his/her faculty advisor. Any alternative arrangements (e.g., a monthly pay increase to compensate for the extra costs of tuition and health insurance) are at the discretion of the faculty advisor and should be discussed by February of the 2nd year for M.S. students (3rd year for Ph.D. students). It is important for students to set any monthly pay increases aside in order to pay for health insurance (due in August) and tuition and fees (due in September/January). Students who wish to continue voluntary health insurance after their TBP eligibility has been exhausted must enroll at www.utesstudentinsurance.com. For more information on the health insurance program see www.gmsouthwest.com.

**Residency Status**

Domestic (out of state) students must apply for residency after they have accumulated at least 40, but less than 85 enrolled student credit hours (www.gradschool.utah.edu/tbp/guidelines.php). Students are advised that they must take steps to establish intent to become a resident of Utah and submit an application for resident reclassification by the term deadline to the Admissions Office. A complete set of guidelines for residency reclassification can be found at http://admissions.utah.edu/residency/. Specific steps that must be taken to be reclassified as a resident include obtaining a Utah driver’s license, Utah voter registration, and Utah car registration if operating a vehicle in Utah. In addition, these ties must be established at least three (3) months (90 days) prior to the first day of class for the academic term for which resident student status is requested (See Board of Regents Policy R512, Creating Utah Domicile, for more detail). Domestic students who do not obtain residency status with the University of Utah before they reach 85 cumulative enrolled credit hours will be billed for tuition at the non-resident rate if registered for credit hours other than Thesis Research hours.

**Travel Assistance**

In addition to the research funds from a student’s advisor, there are several other funding opportunities available to support a student’s travel to attend conferences and to present research.

1. The graduate school provides partial funding for students to attend conferences if submitting an abstract. (www.gradschool.utah.edu/students/gstaa.php)

2. The Associated Students of the University of Utah (ASUU) also provides travel support for students. ASUU is divided into two branches, the Assembly and the Senate, and they both provide independent funding. Note that a student cannot get funding from both the Assembly and the Senate for the same conference.
   
   a. The AMS student chapter falls under the Assembly, and students should contact the current president of the student AMS and/or the current Assembly representative (www.asuu.utah.edu/assembly) for available funding opportunities.
b. The Department SAC (student advisory committee) falls under the Senate, and students should contact the current SAC chair and/or the Senator (www.asuu.utah.edu/senate) for available funding opportunities.

The odds for receiving funding are higher if funds are applied for early in the academic year rather than late.

**IX. Changes in Guidelines**

Policies and procedures may have changed since this document was approved (March 2012). Check with The Graduate School web page (www.gradschool.utah.edu) and the Department Office for the most recent rules.