



University of the Virgin Islands

Master of Marine and Environmental Science

# The MMES Graduate Student Handbook

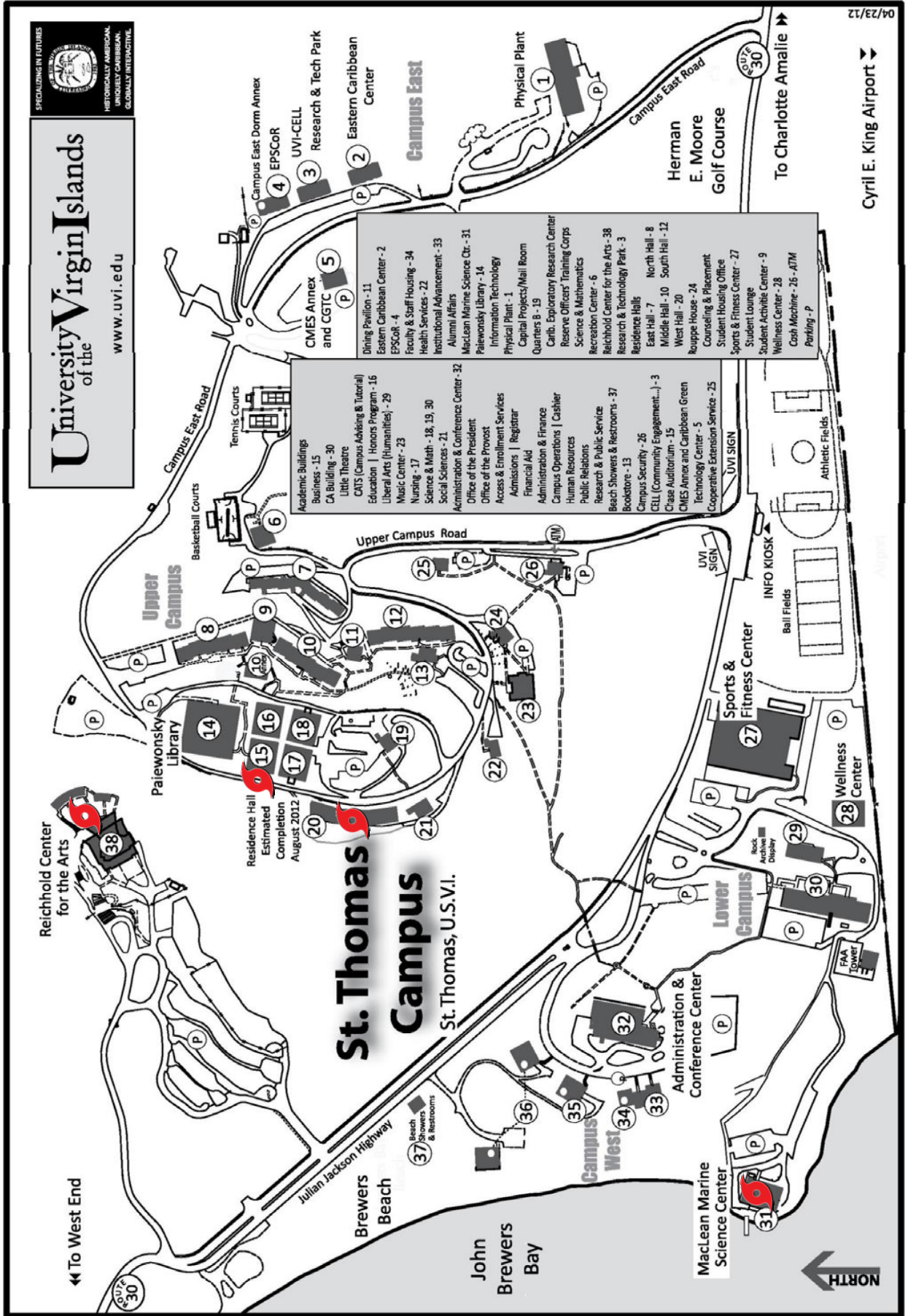
August 2018

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# University of the Virgin Islands

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Residence Hall  
Estimated Completion August 2012

## St. Thomas Campus

St. Thomas, U.S.V.I.

← To West End

Brewers Beach

John Brewers Bay

Campus West

MacLean Marine Science Center

Lower Campus

Sports & Fitness Center

Wellness Center

INFO KIOSK

Ball Fields

Athletic Fields

UVI SIGN

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04/23/12

To Charlotte Amalie

Herman E. Moore Golf Course

Cyril E. King Airport

*Map Listings:*

1. Physical Plant
2. Eastern Caribbean Center
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= Indicates that the building is not accessible or has limited accessibility due to the hurricanes of 2017.



**Program website:** <http://mmes.uvi.edu>

The acting Master of Marine & Environmental Science (MMES) Graduate Program Director's office is **temporarily** located in the Humanities Building, Room 213. \*

\*NOTE: This will change after August of 2018.

*Renata Platenberg, Ph.D.\**  
[renata.platenberg@uvi.edu\\*](mailto:renata.platenberg@uvi.edu)

Core courses will be held **temporarily** in the Sports and Fitness Center, Room 225.

A Graduate Student Workroom is **temporarily** located in the CA Building, Room 108. Door code access to this room will be available after policy review and use form is signed by each student.

**This Graduate Student Handbook contains all the most up-to-date information concerning MMES students at UVI, including policies and procedures approved by the MMES Faculty.** Some information within this handbook is **temporary** due to the storms of 2017. This handbook should be updated again by **August of 2019**.

## **ESSENTIAL INFORMATION**

### *Academic Calendar*

To access the academic calendar online, scroll to the bottom of the UVI website. Then, click on "Academic Calendar".

### *Registration*

*Telephone 693-1160*

The Registrar's Office is located on the 1<sup>st</sup> floor of the ACC Building. (Number 32 on map)

For first time registration or to register in person, you will need to sign and return the registration form that was enclosed in your acceptance packet. Extra forms are available in the Registrar section of the UVI website.

Registration for continuing students can be done online (<http://mycampus.uvi.edu>) or in person and requires an Alternate Pin # which is available from the student's advisor. Registration for the next semester becomes available about six weeks before the end of the current semester. Before registering, you will need to meet with your advisor or the MMES Graduate Program Director (GPD) to discuss courses and obtain your Alternate Pin #.

To register online:

- Obtain a Personal Identification Number (PIN) from your academic advisor or GPD.
- Enter *User ID and Pin* (User ID is student's UVI student ID number)

- Select *Student Services and Financial Aid*. From there select *Registration*, then *Term*. Click *Submit*.
- Select *Register* or *Add/Drop a Class* to register. Enter *CRN* numbers of selected courses and click *Submit Changes*. If you wish to remove a class, click and highlight *Web Drop* (located at the left of each class listing), then click on *Submit*.
- To print your class schedule, click on *Student Schedule by Day and Time* or *Student Detail Schedule*. The final step is payment of tuition and any additional fees at the Cashier's Office.

### Tuition/Fee Payment

*Cashier's Office Telephone 693-1437 hours are generally 9 am - 4 pm*

*Helpful Person: Mr. Robert Chen: 693-1143*

*Current Costs and Fees information:*

[http://www.uvi.edu/administration/administration-and-finance/campus-operations/tuition\\_fees.aspx](http://www.uvi.edu/administration/administration-and-finance/campus-operations/tuition_fees.aspx)

Once registration is complete, you must pay for your tuition and fees. Failure to do so by the published date will result in the cancellation of your registration from all courses. If you wish to re-register, you may do so during the late registration period. A late registration fee of \$75 will be charged.

**Note:** Please check the UVI website for dates in which tuition is due:

<http://www.uvi.edu/administration/administration-and-finance/campus-operations/tms.aspx>

Having outstanding bills may also prevent you from obtaining transcripts or a diploma.

Tuition and fees may be paid by cash, check, money order, or credit card at the Cashier's Office. The Cashier's Office is located on the first floor of the Administration and Conference Center (ACC).

Scholarship and financial aid recipients must check with the Business Services Office to ensure that their award has been posted to their account. The Business Services Office is located at the same location as the Cashier's Office.

**Note:** Students must be registered for at least **one** credit in order to receive all scholarships and financial aid.

### Financial Aid

*Telephone: 340- 693-1090*

*Helpful Person: Norma Williams*

*Email: [financialaidstt@uvi.edu](mailto:financialaidstt@uvi.edu)*

To be considered for Federal Financial Assistance at the University of the Virgin Islands, all applicants must:

- File a Free Application for Federal Student Aid. ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))

- Be a U.S. Citizen or Permanent Resident.
- Enrolled or accepted for enrollment as a matriculated student at the University and be working toward a degree in an eligible program.
- Be in good academic standing.
- Not be in default on a Federal educational loan.

Financial aid disbursements to a student's account are made no earlier than 10 days prior to the scheduled semester start date. Failure to complete the registration process will keep an anticipated financial aid award from posting to a student's account.

### Forms and Other Documents

Past student theses, required forms, deadlines for graduation, and other information can be found on the MMES Program blackboard site.

### UVI Email Accounts and Blackboard Information

Once registered, the Information Technology (IT) Department will set up an account for each student. UVI uses MyCampus as a portal for access to different services available, including Blackboard (a course delivery system), BUCS/BanWeb (for administering and viewing your financial and academic records at UVI), and Outlook Web Access for email. Your username is your nine digit UVI ID number. Your default password is "welcomeuvi". If that password does not work then the alternative password to try would be "your first initial, last initial, last 6 digits of your id number" (ex. ma046527). **Your UVI email account will be used for all official communications from UVI. At MyCampus you can have your UVI email forwarded to the email account that you use on a regular basis. Students are expected to check email on a regular basis with the recommendation of every 1-2 days.**

The standard format for staff and faculty UVI email addresses is the first letter of the first name and the first six letters of the last name @[uvi.edu](mailto:uvi.edu). Emails do vary by staff and faculty.

For any problems or issues, contact the IT Help Desk at 693-1466.

#### **How to forward emails from your Outlook Web Access to another email account:**

1. Access your UVI Outlook email through BanWeb
2. Click the gear box next to your name in the upper right corner
3. Scroll down and click "Mail"
4. A panel to the left will appear, click "Forwarding" under "Accounts"
5. Enter the email you wish to have all mail forwarded too

### Information Technology

Telephone 693-1460/1466

This component provides computer labs, internet access, e-mail, and telephone services to students in the residence halls. It is located in the Library. Hours of operation are the same as Library hours.

### Media Center

Telephone 693-1180/1182

The Media Center is part of UVI's Information Technology Department. Located in the library, it provides audio-visual equipment, conferencing services and technical assistance to the university community. You can find any equipment you may need to assist you in your classroom instruction. Overhead projectors, LCD (computer) projectors, slide projectors, laptops, digital still cameras and digital video cameras are just a few of the items which you will find here, along with equipment loans and technical support.

### R.M Paiewonsky Library

Telephone 693-1367 (<http://library.uvi.edu>) \_

The library provides access to information resources to support your educational program, including many journal databases. Once registered for your classes, you may present your UVI photo ID to register as a library user. A barcode number will be placed on your UVI photo ID which will allow you to use it as a library card.

In order to borrow library material and gain access to certain services, you must present your ID card at the Circulation Desk. Interlibrary loans are available either by in person request or an online form.

**Note:** Library cards must be updated every semester.

Hours of operation are as follow:

Monday to Thursday:	8:00 am – 9:00 pm
Friday:	8:00 am – 6:00 pm
Saturday:	12:00 pm – 5:00 pm
Sunday:	1:00 pm – 8:00 pm

The libraries are closed during University holidays. The libraries are open from 8 am to 4:30 pm Monday through Friday when classes are not in session.

### Identification Cards (IDs)

Telephone 693-1259

A photo-identification card (ID) may be obtained in the Administration and Conference Center on Monday and Wednesday: 10:00 am – 12:00 pm or in the Student Employment Office (#24 on



the campus map). Hours are more frequent at the beginning of the semester. Go to the information desk in the ACC to be directed to the room for ID cards.

You will need to have your paid receipt from the Cashier as proof of registration along with another photo ID. Since you may need your identification card to access campus facilities and activities, it is important that you have your ID available at all times.

Please be advised that a fee of \$5.00 will be charged to replace a lost ID card.

### Computer Laboratories – locations and hours

#### *Computer Labs – IT Helpdesk Telephone 693-1466*

There are several computer labs on campus. You will need your UVI username and password to log onto the computers which are equipped with general software.

Hours of business for labs are as follows:

#### Classroom Administration Building (CA) – Rooms 101 & 103

Monday to Friday: 8:30 am – 9:00 pm

Saturday: 12:00 pm – 4:00 pm

Sunday: closed

#### Freshman Center – CA Room 118

Monday to Friday: 9:00 am – 6:00 pm

Saturday – Sunday: closed

#### R.M. Paiewonsky Library Lab

Monday to Thursday: 8:00 am – 9:00 pm

Friday: 8:00 am – 6:00 pm

Saturday: 12:00 pm – 5:00 pm

Sunday: 1:00 pm – 8:00 pm

24/7 Lab open 24 hr/day 7 days/wk; access with student ID card

### Computer System Recommendations (specific to MMES program)

All MMES students are required to have a laptop for classroom use. The following specifications are recommended:

#### Operating Systems (Recommended)

Microsoft Windows® 7/8/10

OR

Apple Macintosh® OS X 10.5 or higher and Office 2011 or higher

**Note: The Microsoft Vista operating system is not recommended because it is not supported by the Information Technology Services Department (ITS). At the present time, for PCs Windows XP10 operating systems are supported by UVI.**

PCs are the standard computer used at UVI and some assistance with troubleshooting is available through IT. While Macintosh® computers are not officially supported by IT, there are many people who use them and some assistance with troubleshooting is available.

Anti-Virus software -- any one, e.g.,

- Norton Anti-Virus
- MacAfee Anti-Virus
- Symantec Anti-Virus
- Kaspersky Anti-Virus
- Microsoft Security Essentials (free)
- Avast (free)
- AVG (free)

**Recommended:**

- An extended warranty and service/support/protection plan.
- Cloud Storage- access to OneDrive through UVI, if additional storage is desired, IT recommends sugarsync.

**Software needed for the program:**

- UVI has a site license for Microsoft Office and students may download it from MyCampus.
- R
- RStudio
- ArcGIS (optional, not available for Mac OS)
- ArcGIS Pro (optional, not available for Mac OS)

**Note:** R and RStudio installation are a requirement for MES 503 and 504 (Research Tools and Methodologies I and II). The installation is covered in those courses.

**Note:** UVI students can gain access to an ArcGIS license for personal computers only. Please contact Stevie Henry ([shenry@uvi.edu](mailto:shenry@uvi.edu)) for more information.\*

\*NOTE: This will change after August 2018.

**Optional:**

- Microphone
- Headphones
- Video camera

Photocopying

A copy machine for student use is located in the R. M. Paiewonsky Library for additional cost. This machine is meant for academic use only.

## Bookstores

### *Campus Bookstore*

*Telephone 693-1561*

The campus bookstore is located in the building ahead of the Dining Pavilion (cafeteria), #13 on map. Hours of business are Monday to Friday 9 AM – 4 PM, with additional hours during registration.

## U.S. Citizens - Employment

All students who plan on having a Research Assistantship or Teaching Assistantship must fill out and have paperwork on file with the Student Employment office. If you do not have an RA/TA, but plan on having one in the future, please fill out the appropriate paperwork anyway. **You must have your passport, driver's license, social security card, and a hard copy of your resumé/CV when filling out student employment paperwork.**

Student employment paperwork must be updated yearly, prior to the start of the Fall semester.

For more information, please contact Mary Myers ([mmyers@uvi.edu](mailto:mmyers@uvi.edu)).

## International Students - Employment

Eligibility and Application Requirements:

A basic requirement for all types of employment is that you must maintain continuous lawful F-1 status. To remain eligible for F-1 employment you must limit your work to no more than 20 hours per week while school is in session.

To obtain a social security number for employment purposes, these documents must be presented to the Social Security Administration Office:

- a. Birth Certificate
- b. Passport
- c. I-20 (your I-20 must be endorsed by a Designated School Official (DSO) (to indicate approval for employment).

*Registrar/Director of Student Records – (693-1160 1<sup>st</sup> floor-ACC)*

- a. Letter from UVI verifying you are authorized for on-campus employment. This can be obtained from the Student Employment Office, telephone 696-1088.

Employment options for F-1 students include:

- a. On-campus employment. On campus employment is limited to 20 hours or less per week while school is in session, and may exceed 20 hours during vacation

- periods.
- b. Off-campus employment. Students who hold F-1 visas are limited to three (3) types of off-campus employment
    - (i) *Curricular Practical Training (CPT)* – participation in activities such as work/study, internship or cooperative educational programs.
    - (ii) *Optional Practical Training* – must apply to the Immigration and Naturalization Service for approval for employment authorization for optional practical training which is integral to the educational professional objective of your studies. You must have an INS- issued EAD.
    - (iii) *Severe Economic Hardship* – INS may permit an F-1 student to work off-campus in special circumstances.

*For general information contact the Division of Enrollment Management Offices Telephone 6931226 or the Student Employment Office Telephone 693-1088.*

### *Obtaining a V.I. Driver's License*

- (1) You will need a valid U.S. passport, a photo ID, and social security card and to obtain forms from the V.I. Motor Vehicle Office. It will also be a good idea to ask about a study guide which describes the driving laws particular to the V.I. Have the necessary forms completed.
- (2) Once you have the medical form filled out by a physician, you will need to return the form to the Motor Vehicle Office and schedule an appointment for the written test. The test is administered every day from 8am-10am
- (3) Once you achieve a 75%, you will have to schedule another appointment to take the Road Test.

If you already have a valid driver's license from the mainland, to obtain a VI driver's license you must completely fill out the Bureau of Motor Vehicles License Transfer form. A valid, unexpired driver's license from the U.S. (or a U.S. jurisdiction) must be surrendered when you apply for your VI driver's license, and you must provide a copy of your official driving record from the previous state (available online for most states). You must also provide one valid document verifying your identity and legal status in the U.S., two documents proving your residential address (utility bill, lease or notarized letter from your landlord, voter's registration card with a valid residential address on it), and a Social Security card or approved alternate. By following these steps, the Motor Vehicle Office will issue a Virgin Islands driver's license.

One must obtain a driver's license within 90 days of moving to the Virgin Islands. You are encouraged to obtain a local license as soon as you can in order to establish residency for reduced tuition costs.

### *Obtaining a Voter's Registration Card*

Website: <https://www.vivote.gov/voters/register-vote>

Often, a voter's registration card is needed to both establish residency in the USVI and obtain in-

state tuition at UVI. In order to obtain a voter's registration card, you must have:

- Birth certificate **or** passport (United States) **or** Military Discharge form (DD214) **or** Naturalization Form
- **Although not listed on the website, you must also have a document with your physical address on it such as a lease, notarized letter from your landlord, or utility bill.**
- *Note: A PO box is not your physical address and will not be accepted for the voter's registration card.*

The website lists locations in which to obtain a voter's registration card. You must vote in two USVI elections in order to keep your voter status.

### Establishing In-State Tuition

Out-of-state UVI students can obtain in-state tuition if they can provide proof they have been living in the USVI **FOR ONE YEAR prior to the start of the semester in which the in-state tuition will apply.**

How to apply for in-state tuition:

1. Fill out this form:  
[http://www.uvi.edu/files/documents/Access\\_and\\_Enrollment/Registrar/Change\\_of\\_Residency.pdf](http://www.uvi.edu/files/documents/Access_and_Enrollment/Registrar/Change_of_Residency.pdf)
2. You must have **original documents (no copies)** of:
  - a. VI Automobile Registration
  - b. VI Driver's License
  - c. VI Employment Documents
    - i. Research Assistantship or Teaching Assistantship Contract which can be obtained from the Student Employment office
  - d. VI Rent Receipts or Lease
  - e. VI Income Tax Return
    - i. Or proof that you did file your taxes in the USVI (such as a stamped 1040)
  - f. VI Voter's Registration Card
3. Bring this form and all original documents to the Registrar's office

**Note:** Some documents can be omitted and some documents can be used in place of others. Please read the in-state tuition form closely. The best advice would be to bring as many of these documents as you can to the Registrar's office.

**Note:** All documents provided to the Registrar's office must have dates on them that are exactly one year **prior** to the start of the semester (i.e. If the VI license was obtained on 8/23/2016, and the semester starts 8/21/2017, the Registrar's office will not accept the license for in-state tuition in the fall a semester).

All requests for a change in residency should be submitted to the Office of the Registrar by November 15 for the Spring semester, and by April 30 for the Fall semester.

For more information on obtaining in-state tuition, please contact Ms. Monifa Potter ([mpotter@uvi.edu](mailto:mpotter@uvi.edu)).



## MISCELLANEOUS SERVICES

### Banking

24-hour banking is available on campus via an ATM machine operated by Banco Popular, PR. located in the Penha House, next to the Campus Security Building, #26 on the map. Other local banks are First Bank, Scotia Bank, and Merchants Bank.

### Mail Services

Off Campus students who are interested in applying for a campus mail box should contact the Student Activities Office, telephone 693-1111.

Mail boxes are available at the nearest post office, A. Watlington Sr. Station located on Veterans Drive (in Frenchtown) or at Havensight Mall Post Office. *Telephone 774-6980.*

MailStop, located in Crown Bay Marina Suite 505 also provides mail box rental in addition to Answering Services, Secretarial & Fax Service. This is a little costly than the regular post office box but it's less crowded and more efficient. *Telephone 776-4324.*

### On-Campus Health Services

*Telephone 693-1124*

All medical forms must be turned in to the Health Services Center prior to commencing classes. Students are required to have an updated immunization record along with a completed physical examination and medical consent form on file at the Health Center.

For health services contact Rhonda Herbert, RN by phone (340-693-1124) or email ([rhatche2@uvi.edu](mailto:rhatche2@uvi.edu)). Students can utilize campus health services regardless of whether they do or do not have health insurance.

Health insurance is not available to UVI graduate students.

### Off-Campus Health Services

Students not covered under parents' insurance policy can join a VI group insurance plan that has a range of policies available. Contact Lauren Francis for information:

[lauren.francis@healthcareinternational.com](mailto:lauren.francis@healthcareinternational.com)

Students can also utilize cheaper healthcare off-campus if a student does not have health insurance:

- East End Medical Clinic ((340) 775-3700)
- Ambulatory Care Clinic ((340) 777-6423)

## Student Disability Services

Telephone: 692-1136

The mission of the Disability Services program is to ensure that all students with self-disclosed disabilities have equal access to educational opportunities at the University of the Virgin Islands where they can participate freely and actively in all facets of University life.

Disability Services (St. Thomas Campus) and the Learning Assistance Program (LAP - Albert A. Sheen Campus on St. Croix) program serves students with hearing, mobility, speech, and visual impairments; chronic illnesses, seizure disorders, psychological disabilities, and learning disabilities. Students with temporary disabilities may request services for the period during which they are disabled.

The name Disability Services/LAP does not imply any determination related to civil rights or other legal definitions, and does not assume that students served by Disability Services have “disabilities” as defined by any particular law. Disability Services provides assistance to students who meet the following criteria:

1. The student have a documented physical, medical, and/or psychological condition; and
2. Professionals have verified that the student needs individualized services in order to remove and/or minimize the disadvantages for the student.

For more information on registering for disability services through UVI, please visit this website: [http://www.uvi.edu/student-life/student-affairs/counseling-career-svc/counseling/counseling\\_services-student\\_disability\\_services.aspx](http://www.uvi.edu/student-life/student-affairs/counseling-career-svc/counseling/counseling_services-student_disability_services.aspx)

## Counseling Services

UVI provides counseling to all students for a range of reasons as provided by tuition. Counseling Services is located in the Student Housing and Employment office.

Website: <http://www.uvi.edu/student-life/student-affairs/counseling-career-svc/counseling/default.aspx>

Please contact Ms. Dahlia Stridiron-Felix ([dstridi@uvi.edu](mailto:dstridi@uvi.edu)) for more information or to schedule an appointment.

## Emergency Health Services

The Roy Lester Schneider Hospital is located in 9048 Sugar Estate. For emergency purposes dial 911 and for Ambulance Emergency dial 776-8311.  
([www.srmedicalcenter.org](http://www.srmedicalcenter.org))

In the event of a diving accident, contact UVI’s Diving Officer, Mr. Steve Prosterman; Telephone 693-1399. Mr. Prosterman manages the emergency Hyperbaric Chamber for Diving accidents located in the Schneider Hospital.

## Cellular Telephones

Cellular Telephone providers in the Virgin Islands are:

- AT&T Wireless, 312 Crown Bay Marina; Telephone (340) 777-7777
- Sprint Wireless, 1112 St. Thomas, VI 00802; Telephone (340) 776-0770

If you have a Cellular Phone provider that is not on the island, you should be able to cancel your contract without penalty with proof of new residence. Verizon Wireless works in the US Virgin Islands and you will not be charged for roaming services. However, there are no Verizon Wireless providers in the USVI.

## Security

*Telephone 693-1530.*

UVI's Security Office is located in Penha House. More information about security can be found on the UVI website. MMES students can call security to have the MacLean Marine Science Center, GeoCAS, EAL, and the CA Building unlocked during any hours. When students are the last to leave the building, security must be called and informed.

## **ACADEMICS**

### Grading

Letter grades correspond to grade points as follows:

<b>Letter Grade</b>	<b>Standard</b>	<b>Grade Point</b>
A	Superior	4.00
A-	Excellent	3.67
B+	Very High	3.33
B	High	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
F	Failure	0.00
I	Incomplete	0.00
AUD	Audit	0.00

### Academic Integrity and Honor Code

**Philosophy:** Among the purposes of colleges and universities are scholarly and personal growth for all members of the academic community and open communication among members of this community. Such growth requires an atmosphere of honesty and trust. It is for this reason that the University of the Virgin Islands strives to maintain an environment of mutual trust among its students and faculty and will not tolerate academic dishonesty.

**Definitions:** Academic dishonesty includes, but is not limited to, the following examples of offenses, committed or attempted:

**Collaboration:** allowing another student to see an examination paper.

**Copying:** obtaining information by looking at the answers on another student's paper or in any source that has not been specifically approved for that purpose by the instructor.

**Cribbing:** taking and/or using material, which has not been specifically approved, into an examination or using books, notes or other resources during an examination without the instructor's specific approval.

**Plagiarism:** presenting, either intentionally or unintentionally, the ideas, works, words or artistry of another as one's own without appropriate acknowledgment of the source. Note that this includes sources on the Internet (World Wide Web, e-mail, etc). Students are expected to uphold the highest standards of professional conduct, which includes citing other people's work in an appropriate manner and not appropriating the ideas of others and presenting them as one's own. An excellent resource on avoiding plagiarism can be accessed at the following website:  
<http://plagiarism.arts.cornell.edu/tutorial/index.cfm>.

**Penalties:** For a first offense, the penalty levied will be at the discretion of the professor and can include the following:

- 1) Giving a student a zero on the assignment or portion of the assignment in which the event occurred.
- 2) Giving the student a reduced grade for the assignment and requiring the student to redo the work correctly.
- 3) Giving the student an "F" in the course. IF the infraction occurs after midterm, and IF the student decides to appeal, an Incomplete ("I") will be recorded and subsequently changed to an "F" if the appeal is denied.

For a second offense, the penalty will be a grade of "F" in a credit course, or an "NP" in a skills course. If the infraction occurs after midterm, and if the student decides to appeal, an Incomplete ("I") will be recorded and subsequently changed to an "F" if the appeal is denied.

For any third offense reported to the Office of the Provost, the penalty will be a grade of "F" in the course and suspension from the University for an academic year. The Office of the Provost will notify the Registrar of the suspension.

The penalty for a fourth offense will be dismissal from the University. The Office of the Provost will notify the Registrar of the dismissal, which will then be noted on the student's academic record.

No credit will be granted for non-course exercises such as the English Proficiency Examination, CLEP tests, etc. The Office of the Provost will be notified when such examples of academic dishonesty have occurred.

**Procedures:** In cases of suspected academic dishonesty, the faculty member making the charge will meet privately with the student suspected of the action to discuss the charge within 10 business days of the detection of the incident and provide the student with any supportive information pertinent to the charge. Within five business days, the faculty member shall decide if disciplinary action is to be taken and, if so, shall notify the student, the appropriate Division Chair and the Office of the Provost, in writing of:

1. The name of the student.
2. The course or activity where the infraction is alleged to have occurred.
3. The date and time of the alleged infraction.
4. The circumstances of the stated infraction with supportive information.
5. The action taken against the student.

Penalties for repeated offenses will be dealt with by the Provost.

Once the instructor decides to bring charges against the student, the Division Dean will have five days to give the student notice in writing of the charge(s) and of their opportunity to be heard. In this case, notice will be defined as a registered returned receipt mailing with the United States Postal Service addressed to the student at the address the student has identified as his or her home address. It is the student's responsibility to maintain a current address with the Office of the Registrar.

In each stage of this process where there is an allowable time period for an action to occur, if the academic semester comes to an end before the allotted time frame has been met, the count will stop on the last day of the semester in question and resume on the first day of the subsequent semester.

Within 10 business days of the meeting with the instructor, the student may appeal, in writing, to the appropriate Divisional Grievance Committee, which will hold a hearing within 10 days of receiving the student's written appeal. The instructor making the charge of academic dishonesty and the student will be present at the hearing and may be represented by third parties of their own choosing. The Committee will send its findings to the student, the faculty member and the Provost within 10 business days of the hearing.

Within 10 business days of being informed of the decision of the Divisional Grievance Committee, the student may appeal the decision to the Academic Appeals Committee on the campus in which the student is enrolled. Each campus committee shall be composed of one member from each academic division elected by the faculties of each division on the respective campus and one student appointed by the President of the Student Government Association. Each member shall have one vote. Each committee shall be reconstituted by the Provost and choose its own chair at the beginning of each academic year. The committee will meet within 15 days of being informed in writing of the appeal. In this administrative hearing, the student and the faculty member involved in the incident shall be present and have the right to be represented by third parties of their own choosing. The committee will inform the student, the faculty member and the Provost of its decision within 10 days of the meeting. The Provost shall implement the decision of the Academic Appeals Committee.

Students who are involved in an academic integrity grievance process will receive a grade of "Incomplete" until they have completed all steps in the grievance process they choose to pursue.



Students are expected to have read these policies, which will be applied to the MMES program, and to adhere to them. Should there be any questions, contact the Graduate Program Director.

### Graduation Requirements

Students complete a minimum of 36 graduate credit hours to earn the MMES degree. There are three program requirements:

- Core courses
- Additional coursework
- Thesis

Entry-level courses must be completed on St. Thomas campus, but degree can be completed on either campus.

All students enrolled in the MMES program complete four two-semester core courses:

#### Fall Year 1

- MES 501 Physical and Ecological Processes along a Land-Sea Gradient I (3 credits)
- MES 503 Research Methodologies and Tools I (3 credits)
- MES 505 Natural Resource Management I (3 credits)
- MES 507 Professional Development I (1 credit)

#### Spring Year 1

- MES 502 Physical and Ecological Processes along a Land-Sea Gradient II (3 credits)
- MES 504 Research Methodologies and Tools II (3 credits)
- MES 506 Natural Resource Management II (3 credits)
- MES 508 Professional Development II (1 credit)

### Additional Coursework

After the first year, students enroll in 5-6 additional credits (usually 2 courses). These credits can be fulfilled through taking elective courses, completing an independent study project, or completing an internship. More information can be found about additional coursework on the MMES webpage (<http://www.uvi.edu/academics/science-math/departments/bio-sciences/marine-envir-science/masters-marine-envir/graduation-requirements.aspx>)

### Thesis

Students collect, analyze and interpret data, and present the results of this original research in written and oral form, under the direction of their major professor and advisory committee. Variable credit and hours, up to 12 can be taken for repeated credit.

### Full Time Status Policy

1. Students will be considered full-time if they are enrolled in nine or more credits of graduate level courses in a semester.
2. Students who have accumulated 18 or more credits of graduate level courses and are enrolled in one or more credits of thesis or internship courses will be full-time.
3. Students not meeting these criteria will be considered part-time.

### Definition of “adequate progress” within the program

To make "adequate progress" within MMES program a student will have to complete the following tasks:

- Successfully complete at least one (1) course (elective or thesis) every semester until 36 credits are completed.
- After 36 credits are completed, students continuing work on their thesis will have to register for one (1) thesis credit each semester until they graduate.
- Provide his/her major advisor and the Graduate Program Director with a written annual update of progress, beginning in April of the second year, and annually by the end of April thereafter. The student's major advisor and Graduate Program Director will evaluate the student's update of progress every year; if they agree that the student is making adequate progress towards the degree, s/he will be allowed to remain in the program for one additional year, until the maximum five (5) year limit to completion of degree allowed by UVI is reached.
- Thesis credits will receive the grade of Z if adequate progress is being made. These Z grades will convert to P (passing) once the thesis is complete and the student has met the requirements for graduation.

### Thesis Committee and Proposal Development

#### Thesis Committee

Each MMES student will have a thesis committee consisting of at least three individuals: one fulltime UVI faculty member and two additional advisors, who may be UVI affiliated or external to the university. All advisors will be asked to complete an agreement specifying their obligations to the student, which will be kept with the student's records.

#### Major Advisor

Individuals who serve as the primary academic advisors must be fulltime research and/or teaching faculty at UVI with a terminal degree (PhD). The major advisor is the overall supervisor for student's progress in the program and should provide guidance to the student in meeting deadlines and determining time management. The student and major advisor should reach a mutual agreement to coordinate how the student will apportion his/her time while in the program. Especially in the case where the student participates in a graduate assistantship outside of the supervision of the major advisor, the student should discuss with their major advisor how the research assistantship experience will integrate and benefit their educational plan as well as their professional plans for the future. If a student has not yet formed a committee, s/he is encouraged to include their research assistantship

advisor as a thesis committee member.

The major advisor is expected to meet with the student *at least* three (3) times per semester. However, s/he is encouraged to meet with the student as often as necessary, which may be as often as once per week.

Each major advisor will sign a document of commitment agreeing to guide students in:

- Establishing a thesis committee;
- Choosing elective courses and internships;
- Refining a research topic;
- Conducting a literature review in the chosen research area – the advisor will provide critiques of at least one draft of the literature review (in a timely manner after receiving the draft) and the final paper;
- Creating a project proposal and funding applications;
- Data collection and analysis;
- Thesis writing; the advisor will provide critiques of at least two drafts of the thesis (in a timely manner after receiving the drafts) and the final product.

### *Additional Committee Members*

Qualified fulltime UVI faculty members may serve as additional members of a student's thesis committee. Additionally, personnel who are not employed by UVI fulltime may serve on a student's committee once approved by the MMES Graduate Program Director in consultation with the CSM Dean and the CMES Director, as appropriate. Personnel who volunteer to be members of a student's thesis committee and who are not fulltime UVI faculty must have a terminal degree (PhD) in the appropriate field, or a Master's degree and extensive experience within the field. They must submit their resume/CV to the MMES Graduate Program Director for approval prior to becoming official members of the student's committee. Approval is only valid for a specific student's committee. Examples of potential certified personnel include, but are not limited to: high-level personnel within the Department of Planning and Natural Resources, federal agencies, the Ocean Conservancy, the Nature Conservancy, local environmental consulting firms, and faculty from other universities.

How each additional committee member will guide the student will depend on the committee member's particular area of expertise, and will be tailored to the student's needs. Additionally, each committee member will be expected to read and comment on at least one draft of the thesis within two weeks of receiving the draft, in addition to the finished product. The committee member's contributions will be outlined by mutual agreement in a written document by both the committee member and the student, and approved by the Graduate Program Director.

### *Process for selection and approval of thesis committee*

During the first semester in the program, MMES graduate students will come to an agreement with a major advisor for their thesis work. Once this agreement is reached the student will ask him/her for a) a current CV, and b) a signed letter that will articulate how the advisor will guide the student in their thesis (it is the student's responsibility to draft the letter; the advisor will approve or edit and sign the letter). See above for some ideas of things that major advisors should help students do and which can be in the letter. This information along with a short summary of the proposed thesis topic should be submitted electronically to the Graduate Program Director.

The thesis committee should be formed by the Spring semester of the first year (at the latest) in preparation for the proposal defense which should occur **by May 31st**. When the student and the major advisor have identified potential second and third committee members, these people should be contacted with a brief summary of the student's project. If the person agrees to serve on the committee, the student will ask him/her for a) a CV, and b) a signed letter articulating how s/he will guide the student in a particular aspect of the thesis work, e.g., stats, methods design, field strategies, etc. The letter should give some background about the person and link his/her CV with the project - i.e., why is this person a good mentor for this particular project? The Graduate Program Director won't necessarily know the person's background, so we need to know how s/he is going to help you by being on your committee. We suggest that students have in-person, telephone or email discussions about the role that the people will play, then write the letters and have the committee members edit them and sign off on them.

Send all materials for the committee members and a description of the project as attachments in **one email** to the Graduate Program Director. The Graduate Program Director will review committee membership and either approve it or suggest revisions with the guidance, as necessary, of the Dean of the College of Science and Mathematics, and the Director of the Center for Marine and Environmental Studies.

It is strongly recommended that MMES students will organize their graduate committee to meet at six month intervals. One week prior to the committee meetings, students need to submit a self-assessed progress report to their committee members. Students should also be prepared to update the committee on their thesis status and present relevant data.

### Process for proposal development and approval

The thesis proposal will be developed during the first academic year with the guidance of committee members and MMES faculty. A literature review on the proposal topic will be prepared during the Fall semester and will be an assignment in Professional Development. The thesis proposal itself will be finalized during the Spring semester and will be an assignment in Professional Development. A short, 15 min proposal presentation will take place during the last week of Professional Development during the Spring semester. A longer proposal presentation attended by all committee members and open to UVI faculty and students will take place by May 31 of the first year in the program. The *Thesis Proposal Approval Form* will be signed by all committee members and the Graduate Program Director after the proposal presentation. Students will not be able to register for thesis credit until they have successfully defended their proposal and submitted a final proposal and the committee approval form to the program director.

### Timeline

Here is a timeline for the steps in forming the thesis committee and having the thesis proposal approved. Note that dates are the latest times that each step should be completed. Deadline extensions will only be granted for compelling reasons.

- October: Submit to MMES Director
  - CV from major advisor
  - Commitment letter from major advisor (drafted by student)
  - Short summary of proposed thesis project

- December: Major advisor grades student's literature review
- March: Submit to MMES Director
  - CVs of two additional committee members
  - Commitment letters from two additional committee members (drafted by student)
  - Proposal title and summary
  - All of this information along with major advisor's CV and commitment letter should be submitted as one attachment in one email.
- April: Notification of proposal and committee approval by MMES Director
- End of April
  - Draft proposal submitted in Professional Development
  - Draft proposal graded by major advisor
- End of April
  - Short proposal presentation in Professional Development
- May 31
  - Long proposal presentation- open to UVI faculty for presentation
  - Thesis proposal approval form signed by committee members and MMES Director
  - Any applications for extension of this deadline must be submitted by May 1 except in emergency situations
- No later than 4 weeks prior to thesis defense unless otherwise specified by your committee
  - An inspection copy (final draft) is submitted to each committee member as well as one electronic copy posted on the MMES Blackboard site under Course Documents.
  - Reserve room for defense by contacting Marlene Parrot-Gokool (phone: 340-693-1230, email: [marlene.parrottgokool@uvi.edu](mailto:marlene.parrottgokool@uvi.edu)) a room for a time and date agreed upon by your committee members.
  - Make announcements which are to be coordinated with the MMES Director.
- No later than 1 week prior to thesis defense: submit signed *Approval to defend thesis* form to MMES Program Director
- Once post-defense corrections are made to the thesis
  - An electronic copy (word or pdf) of the thesis are presented to the CSM dean and MMES Director at least one week prior to final deadline for inspection. After inspection, a final pdf including the signature page is submitted to the UVI library where they will be archived in UVI libraries.
  - During the semester, student files an Application for Graduation at the Registrar's Office and pay a \$75 application fee. It is recommended to keep this receipt and a photocopy of your application form.

### Thesis Guidelines and Format

#### THESIS GENERAL FORMAT

There are two major formats for the thesis: **Standard Document Format** or **Manuscript Document Format**, both explained below.

**Standard Document Format** refers to one thesis document that addresses a single theme. The



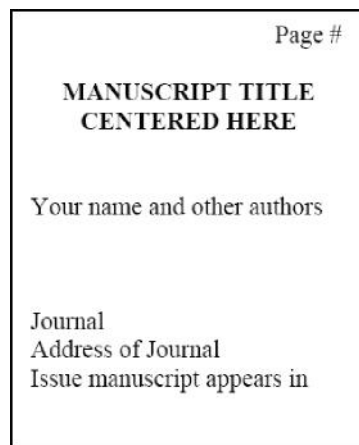
Pretext Pages, Introduction, Conclusion, and Bibliography are mandatory. Your committee determines the additional chapters; you choose the chapter titles. The following parts comprise the Standard Document Format:

Pretext Pages (see details below in PRE-TEXT PAGES) Chapter  
1 – Introduction  
Chapter 2 – Literature Review Chapter 3 –  
Materials and Methods Chapter 4 – Results  
Chapter 5 – Discussion Chapter  
6 – Conclusion Bibliography  
Appendices (optional)

**Manuscript Document Format** is a single thesis document made up of several scholarly manuscripts or journal articles addressing a common theme. *All manuscripts/articles must be related or address a single, common theme.* You must be the primary author of each manuscript. Co-authors other than your major professor must be mentioned in a Contribution of Authors page (see PRE-TEXT PAGES below) in the pretext section of the document. Formatting should be consistent for each journal. The following parts comprise the Manuscript Document Format:

Pretext Pages (see details below in PRE-TEXT PAGES)  
Chapter 1 – General Introduction (common introduction linking all manuscripts thematically) Chapter 2 – First Manuscript  
Chapter 3 – Second Manuscript  
Chapter 4 – General Conclusion (common conclusion linking all manuscripts thematically) Bibliography (common bibliography covering all manuscripts, although each manuscript may have its own reference section)  
Appendices – (optional)

Note: Within the larger Manuscript Format thesis document, Chapter Heading Pages precede individual manuscripts that have already been published. Manuscripts must uniformly conform to these thesis guidelines.



**Fig 1.** Chapter Heading Page for Manuscript Document Format

## **PAGE LAYOUT AND TEXT REQUIREMENTS**

**Margin Requirements:**

The left margin must be at least 1.5 inches (recommend 1.7). All other margins must be at least 1 inch. Nothing may invade a margin. Every page must meet margin requirements.

**Page Numbering:**

*Pretext pages:* Do not number pretext pages.

*Body:* The body of the text, including Appendix/Appendices and Bibliography, are numbered consecutively with Arabic Numbers (e.g. 2, 3, etc.). Page one, although counted, is not numbered. Most software comes with the ability to suppress page one numbering. If your software does not have this ability, remove the page number from page one manually.

Page numbers must appear at the top right corner of pages, at least 1 inch from the top edge of the page and at least 1 inch from the right edge of the page. Page numbers must not invade any margins. There should be at least one return between the page number and the first line of text.

**Title:**

Your document begins with its title repeated and centered on page one. Titles longer than one line should be single-spaced. The document's title does not count as a heading level.

**Text Spacing:**

Use *either* double *or* 1.5 line spacing for the body of text. Do not mix the spacing. Use single spacing in the following situations:

For headings longer than one line

For figure titles/legends

For bibliographical and reference citations

For direct quoted material

For items listed within the body of the text (optional)

Where indicated in the pretext section

**TEXT FORMAT REQUIREMENTS**

**Font:** Use regular, unadorned print, 10- to 12-point size for text (headings may be 14- point only if *all* headings are 14-point). Use the same font style and font size throughout.

**Headings:** Chapter names are Level 1 headings. Subheadings of a chapter are Level 2 headings. Subheadings of chapter subheadings are Level 3 headings, and so forth. Each level must look different from the other levels. Headings of the same level must look the same throughout the document. All headings, regardless of level, must be the same font size. Either number all headings *or* number none (See figures 10a and 10b). Single space headings that are more than one line. Use adequate and consistent spacing between the headings and the text. A minimum of two subheadings may be used within a given level. Each level 1 heading begins a new page.

**Appendix Heading Page:** A numbered, counted page should be inserted in front of your document's appendix/appendices. The word APPENDIX (or APPENDICES) should be centered about 1/3 down this page. This heading page and its page number should appear in the Table of Contents.

**Blocked Quotes:** Use Blocked Quotes for quoted material longer than three lines. Use the same font size as within the text. Single-space the quotation, and indent it evenly on both sides. There is no need to justify quotations.

**References:** Use the same font size as within the text. Choose a reference style with the guidance of your major professor and your committee and be *consistent*. Single-space each citation, and use adequate and consistent spacing between citations.

**Endnotes:** Footnotes collected at the end of a chapter are called endnotes. Use the same font size as within the text. Single-space each endnote, and use adequate and consistent spacing between endnotes.

**Orphan Lines/Headers/Footnotes:** No orphan lines may appear at the top or bottom of a page. No headers or footers may be used. Footnotes are acceptable.

## FIGURES

Figures may be located in one of two places in your document. You must choose one system, and use it consistently throughout your work.

1. Insert the figure within the text, as close as possible after the first reference is made to it.
2. Place your figures at the end of the chapter in which it is first discussed or referenced.

**Figure Labels and Captions:** The definition of a figure is quite broad. “Figures” include charts, diagrams, drawings, examples, graphs, illustrations, maps, photographs, etc. In the majority of cases, if it’s not a table, it is a figure. A figure’s labels denote the type of figure and its number, and a figure’s caption is its title and description. Every figure must have a label and caption unless there is only one figure of its type in the document. Use consecutive label numbers by order of appearance within the text. Each figure must have a unique number. Illustrations that take up more than one page should have the label followed by “(Continued)” on the second page. Label and caption font size is the same as body text size. Use adequate (at least one return) and consistent spacing between and figure and its label and caption and between the figure and text. A figure’s label and caption should be placed outside its boundaries, commonly above a table and below an illustration. If both a figure and its label and caption do not fit on one page, place only the label on the page with the figure, and place the label and caption on a separate page that precedes the figure (called a legend page). Single-space the label and caption and center it 1/3 of the way down the page. Include no other text on this page. List the page number of the legend page in the pre-text list.

## TABLES

A table is broadly defined as a compact, systematic list of data (facts, figures, values, etc.), generally arranged in columns and/or rows. All tables must be listed in the pre-text pages’ *List of Tables*.

**Table Captions:** Are located above the table, on the same page as the table. Table captions should contain the illustration number, i.e., Table 1 and its title. You may number tables consecutively throughout the text or within the chapter, i.e., Table 1.1 for the first table in Chapter 1 and Table 2.1 for the first title in Chapter 2. As always, pick one method and use it consistently throughout your document.

**Landscaping:** Because of their shape, some figures may need to be placed crosswise on a page. If so, the top of the figure should be at the left margin as viewed normally (i.e. portrait orientation), and the caption should be parallel to the right margin. The page number keeps the same location and orientation as all other page numbers in the text.

Margin requirements apply. **Color:** Color used to differentiate lines, bars, or segments will reproduce as shades of gray on microfilm and in photocopies. Choose high-contrast colors that

will remain distinct in the black-and-white process, or use symbols with or without the color.

**Oversized Figures:** There are 3 ways of managing the inclusion of oversized figures:

*Reduction:* Photographically reduce the size of figures to meet margin requirements. Page numbers and figure captions must remain the same font size as the text.

*Accordion Fold:* The final, folded page must be 11 inches in height and no more than 8 inches wide. Fold the page from right to left, making the final folded width 8 inches.

Fold the page a second time from left to right so the page number appears in the same position as all other pages in the text.

*Pocket Addition:* attach a pocket to the back binding and fold the figure to fit it.

Oversized figures may be included as separate files for electronic versions of the thesis.

## PRE-TEXT PAGES – STRUCTURE AND FORMATTING

### Pre-text Sections:

A. **Blank Page** (self-explanatory)

B. **Abstract.** An abstract is a summary of the document’s purpose, methods, major findings, and conclusions. Your name (designated “Student Name”) must appear exactly the same throughout the document. Underline where indicated

AN ABSTRACT OF THE THESIS OF

Student Name for the degree of Master of  
Science in Marine and Environmental Sciences  
presented on Defense Date.

Title: Underlined Title here

Abstract approved:

\_\_\_\_\_

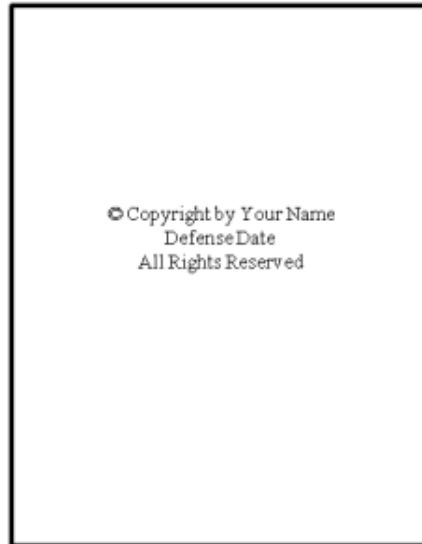
Advisorsname<sup>1</sup>

Begin text here using the same style, font style  
and size as within the body of the thesis

**Fig 2.** Abstract Page Format. Include the Advisor’s middle initial unless there is none. Do not include the advisor’s title. In the case of co-major advisors, both sign the line and both names are listed below the signature line.

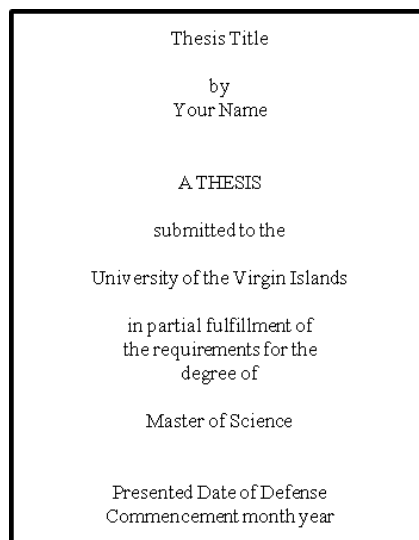
C. **Copyright page.** Optional but recommended. Print your name exactly as you did in the abstract. Wording should begin 10 returns from the first line. In the US, if you have created an original document, it is automatically copyrighted for the period of your lifetime plus fifty years. *Formal notice or registration is not necessary*; nevertheless, you should include a copyright page in your document to alert readers that you are the copyright owner and that you acknowledge your

legal rights. You may wish to register your copyright, though this step is optional. Registration establishes public record of your document, its copyright and your name and address. Students who choose to register the copyright personally should contact: Registration of Copyright, Copyright Office, Library of Congress, Washington, DC 20540. Keep in mind that if you have any material within your thesis (pictures, figures, charts, diagrams) from other sources then you must obtain permission from the copyright owner to use them and these permission letters must be submitted with your thesis.



**Fig 3.** Copyright page layout. There should be 10 single spaced returns before the first line of text.

D. **Title page.** Title must match Abstract and page one title exactly. Do not boldface title. Two hard returns after the title. Author name should also be followed by 2 hard returns. Follow the division of the sentence starting with “A THESIS” and ending with “Master of Science”. Spacing should be the same after your name, after “University of the Virgin Islands” and “Master of Science”.





**Fig 4.** Example title page layout

E. **Approval page.** Only one copy of this page should be signed by all committee members, the MMES Director and the Dean of CSM along with the student signature being a consent to have your document available for public record in the UVI library.

Master of Science thesis of Your Name presented on Defense Date
<b>APPROVED:</b>
_____
Advisor Name
_____
Committee Member Name
_____
Committee Member Name
_____
Director, MMES Program
_____
Dean name, College of Science and Mathematics
_____
I understand that my thesis will become part of the permanent collection of the University of the Virgin Islands Library. My signature below authorizes release of my thesis to any reader upon request
_____
Student Name

**Fig. 5.** Approval page format

F. **Acknowledgements.** The exact content of this page is up to you. Spacing should be identical to body text. The word acknowledgements should be spelled in all capital letters

G. **Contribution of Authors.** This is more to protect the intellectual property of the graduate student. Also clearly lays out the contributions and responsibilities of the student, advisor, and committee members.

CONTRIBUTION OF AUTHORS
Dr. so-and-so assisted with data collection. Such and such was involved with the design and writing of Chapter 2. Dr. Whosit assisted in the interpretation of the data.

**Fig. 7.** Sample Contribution of authors page

H. **Table of Contents.** Ensure that the page numbers accurately reflect where the headings appear in the text. Listing the chapter headings in the Table of Contents is required; listing the subheadings is optional, and you may list some levels but not others. Levels are denoted by indentation in the Table of Contents. Wording, spelling, and capitalization of headings in the Table of Contents must match the heading in the body of the text exactly. If headings are numbered in the Table of Contents, they must be numbered correspondingly in the text.

List appendix or appendices (if applicable) in the Table of Contents or in a separate List of Appendices. In either case, list the Appendices Heading Page in the Table of Contents. When listing an individual appendix, include its title.

If the Table of Contents is more than one page, subsequent pages should be headed “TABLE OF CONTENTS (Continued).”

Return twice between the TABLE OF CONTENTS heading and the first item in the table. Do not underline, bold, or italicize in the Table of Contents (unless the heading is a scientific species name)

Table of contents style can either include or exclude numbers (see examples of each below)

TABLE OF CONTENTS	
	<u>Page</u>
1 Chapter Title .....	1
1.1 Level 2 Heading .....	12
1.2 Level 2 Heading .....	15
1.2.1 Level 3 Heading .....	17
1.2.2 Level 3 Heading .....	18
1.2.3 Level 3 Heading .....	25
1.3 Level 2 Heading .....	28
2 Chapter Title .....	32
2.1 Level 2 Heading .....	36
2.2 Level 2 Heading .....	41
2.2.1 Level 3 Heading .....	45
2.2.2 Level 3 Heading .....	46
3 Chapter Title .....	53
3.1 Level 2 Heading .....	53
3.2 Level 2 Heading .....	59
Bibliography .....	67
Appendices .....	70
Appendix A Title .....	71
Appendix B Title .....	83

**Fig. 8** Table of Contents with numbering

TABLE OF CONTENTS	
	Page
Chapter Title .....	1
Level 2 Heading .....	12
Level 2 Heading .....	15
Level 3 Heading .....	17
Level 3 Heading .....	18
Level 3 Heading .....	25
Level 2 Heading .....	28
Chapter Title .....	32
Level 2 Heading .....	36
Level 2 Heading .....	41
Level 3 Heading .....	45
Level 3 Heading .....	46
Chapter Title .....	53
Level 2 Heading .....	53
Level 2 Heading .....	59
Bibliography .....	67
Appendices .....	70
Appendix A Title .....	71
Appendix B Title .....	83

**Fig. 9** Table of Contents without numbering

- I. **List of Figures.** Lists are required if more than two figures appear within the thesis
- J. **List of Tables.** Similarly, lists are required for all tables in the text. Choose one of the examples shown below and use for both Lists of Figures and Lists of Tables. For each listing, the first sentence of the figure or table caption exactly as is shown in the text of the thesis.

LIST OF FIGURES		LIST OF TABLES	
<u>Figure</u>	<u>Page</u>	<u>Table</u>	<u>Page</u>
1. Name of the figure.....	29	1.1 Title of the Table.....	22
2. First sentence of the legend matches the text exactly .....	34	1.2 Spacing requirements are the same as for the List of Figures.....	29
3. List only one page number .....	41	2.1 A List of Appendix Tables would look the same .....	38
4. Keep numbers and words in separate columns .....	47	2.2 All pretext headings should look the same...	44

**Fig 10.** List of figures/tables with consecutive numbering (left) and with numbering by chapter (right)

K. **List of Appendices** (optional) If list of appendices is short, it may be attached to the Table of Contents. For more than 5 appendices, or list different heading levels are listed in the appendices, a separate List of Appendices is required. If two or more figures appear in the appendices, a List of Appendix Figures and/or a List of Appendix Tables are required.

L. **Other Lists** (optional) If you are including other lists, such as lists of abbreviations, nomenclature, symbols, and so forth, each list must have its own page. The elements of these lists do not need numbering or page numbers.

M. **Dedication** (optional) If desired, you may dedicate your document to the honor of someone. Dedications are usually short. Margin requirements apply. Use the same font/font size as text body. Arrangement of page is at your discretion.