

Graduate students,

In order to make your experience here at COAPS an enjoyable and less stressful experience, the COAPS Academic Committee (M. Bourassa (chair), E. Chassignet, V. Misra, P. Sura, Z. Wu) has developed guidelines that you should adhere to in addition to those of the department/program in which you are currently enrolled.

The COAPS specific guidelines are

- (1) Each graduate student must meet with his or her whole committee **at least once every six months**. We realize that getting the whole committee together at one time might not always be possible, but we expect you first to bring most of the committee together and then discuss your work with the member(s) that could not attend.
 - (1a) You are responsible for setting up these meetings.
 - (1b) You are not required to schedule this meeting in the first six months of graduate school.
 - (1c) After each meeting, you must send a short statement regarding progress to the COAPS Academic Coordinator (M. Bourassa). This report must be signed by the student and the student's advisor.
- (2) Students must regularly (at least every 6 months) give a talk at the COAPS Short Seminar series.
- (3) A COAPS dry run (practice seminar) must be given prior to giving the formal thesis/dissertation/prospectus presentation to committee members. This **dry run must occur at least one month before the formal presentation** for a thesis or dissertation defense. The goal of this rule is to give the student time to deal with issues that are raised during the dry run. Therefore, it is also necessary that the advisor has seen a satisfactory draft of the science content of the thesis, including the conclusions section, prior to the dry run. A COAPS dry run can only be scheduled with the approval of your advisor and the COAPS Academic Committee chair (M. Bourassa).
- (4) A defense date cannot be scheduled without the approval of the entire thesis/dissertation committee. This date must be **approved prior to scheduling the dry run**.
- (5) After approval by your advisor, copies of the thesis or dissertation must be given to the student's whole committee **at least two weeks (14 days) prior to the defense**. At the same time, the thesis must be made available on line in PDF format at an easily accessible location. You will then advertise the link to all tenure track faculty in your department as well as to all scientists at COAPS (research@coaps.fsu.edu). This procedure will help you receive proper feedback prior to your defense.

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