

**University of Delaware  
School of Marine Science and Policy**

**Graduate Student Handbook**

Master of Marine Policy

Master of Science in Marine Studies with a Concentration in Marine Biosciences

Master of Science in Marine Studies with a Concentration in Oceanography

Master of Science in Marine Studies with a Concentration in  
Physical Ocean Science and Engineering

Doctor of Philosophy in Marine Studies with a Concentration in Marine Biosciences

Doctor of Philosophy in Marine Studies with a Concentration in Marine Policy

Doctor of Philosophy in Marine Studies with a Concentration in  
Physical Ocean Science and Engineering

Doctor of Philosophy in Oceanography

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Updated Annually

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## I. MISSION STATEMENT

The mission of the School of Marine Science and Policy (SMSP) is to advance knowledge and education critical to the understanding, stewardship, and conservation of estuarine, coastal, and ocean environments.

Housed within the College of Earth, Ocean, and Environment (CEOE), the School has an internationally recognized faculty and offers exciting educational and research opportunities for both undergraduate and graduate students. Our curriculum is multidisciplinary, and students are encouraged to explore areas outside of their own specialties.

The Graduate Program of the SMSP offers both master of science and doctor of philosophy degrees with a concentration in Marine Policy, Marine Biosciences, Oceanography and Physical Ocean Science and Engineering (POSE).

## II. INTRODUCTION

Welcome to the graduate program in the School of Marine Science and Policy at the University of Delaware! This handbook is intended to assist you in the procedures to be followed as you progress towards your degree. This handbook does not replace the official University of Delaware Graduate Catalog. It will be useful for you to retain a copy of the University of Delaware Graduate Catalog of the year of your admission as well as this handbook; together they provide the operational guidelines for your study at the University of Delaware.

Your suggestions about the handbook and the graduate program are always welcome.

### Programmatic Contacts

If you have academic, programmatic, personnel or financial questions or concerns about SMSP Graduate Programs, contact your advisor and/or:

Dr. Mark Moline Director, SMSP 204A Cannon Lab/107 Robinson Hall (302) 645-4263 <a href="mailto:mmoline@udel.edu">mmoline@udel.edu</a>	Dr. Matthew Oliver Graduate Program Director, SMSP 216 Cannon Lab Office: (302) 645-4079 <a href="mailto:moliver@udel.edu">moliver@udel.edu</a>
Sharon Wiegner Business Administrator SMSP 204C Cannon Lab/107 Robinson Hall (302) 645-4011/(302) 831-6836 <a href="mailto:swiegner@udel.edu">swiegner@udel.edu</a>	Kelli Kerbawy Assistant Dean, Graduate Services CEOE 101B Robinson Hall (302) 831-1162 <a href="mailto:kerbawy@udel.edu">kerbawy@udel.edu</a>

SMSP also has administrative staff across two campuses to assist students with student tasks such as receipts, reimbursements, and shipping. Contact your advisor or Sharon Wiegner ([swiegner@udel.edu](mailto:swiegner@udel.edu)) about which staff member is the right one to assist you.

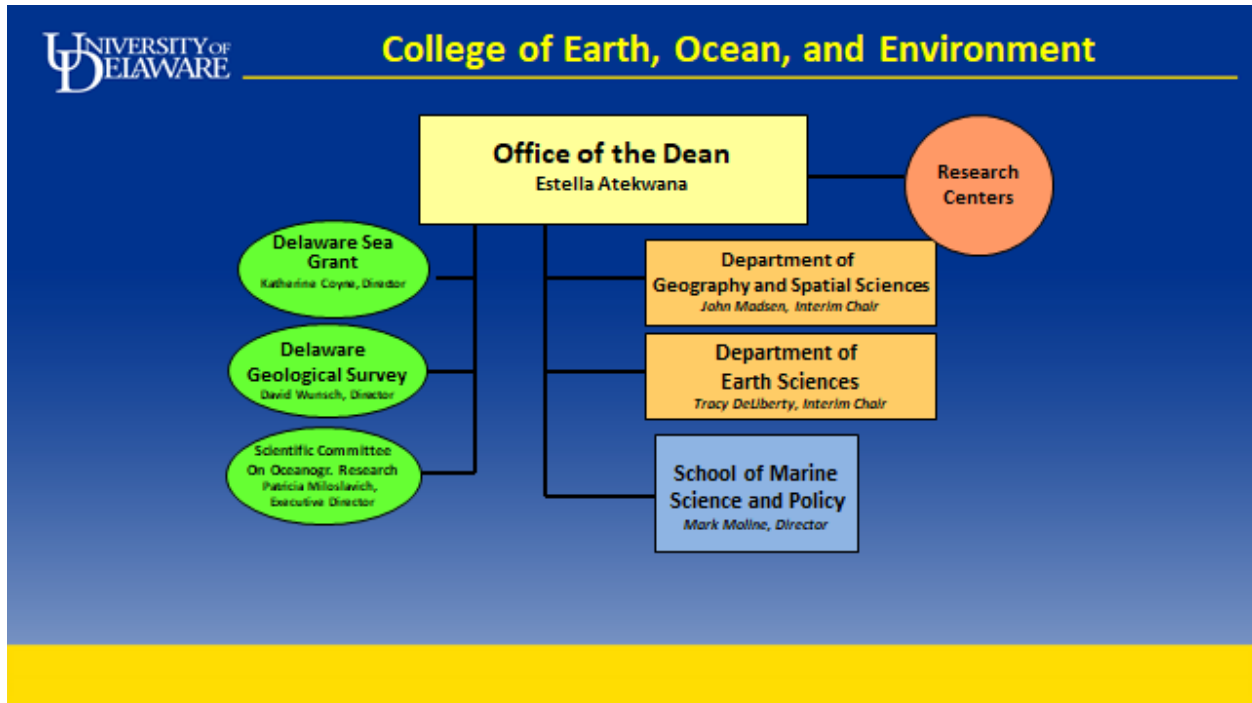
<p>Beth Krum          Administrative Assistant II          SMSP - Newark          107 Robinson Hall          302-831-6933  <a href="mailto:bkrum@udel.edu">bkrum@udel.edu</a></p>	<p>Breanna Phulesar          Administrative Assistant III          SMSP - Newark          114B Robinson Hall          (302) 831-1587  <a href="mailto:bphule@udel.edu">bphule@udel.edu</a></p>
<p>Joyce I. Harms          Administrative Assistant III          SMSP - Lewes          205A Cannon Lab          302-645-4292  <a href="mailto:jharms@udel.edu">jharms@udel.edu</a></p>	

### Emergency Contacts

	Lewes	Newark
<b>Fire/Police/Ambulance (Life or property-threatening)</b>	9-911 (Sussex Cty. Emergency Call Board; Enhanced 911)	911 (Public Safety Dispatch 24/7)
<b>Dept. of Public Safety</b>	645-4333 (Ext . 4333) (bounces to Newark Public Safety Dispatch) <b>Direct Cell: (302) 542-3568</b>	831-2222 (Ext. 2222) (Public Safety Dispatch 24/7)
<b>Emergency Phones &amp; Call Boxes</b>	Lewes → Newark PS Dispatch (24/7)	Newark PS Dispatch (24/7)
<b>Fire Alarms</b>	Newark UCOMM (does NOT connect directly with Lewes VFD)	Newark UCOMM (does NOT connect directly with Aetna Hose, Hook & Ladder Co.)
<b>Illness/Medical Situations (inform Kelli and your advisor)</b>	<i>Routine:</i> Beebe Family Practice (covered by student health fee) <i>Urgent:</i> Walk-in clinics (PMI) <i>Emergency:</i> Beebe Hospital (PMI)	Student Health Services (Laurel Hall, X2226) (travel-related immunizations)  <i>Emergency:</i> Christiana Care (PMI)

## CEOE Organizational Structure

SMSP is the largest of three academic units within CEOE, which also houses the Department of Geography and Spatial Sciences, and the Department of Earth Sciences. Three non-academic units include Delaware Sea Grant, Delaware Geological Survey, and the Scientific Committee on Oceanographic Research, as well as various research centers (see: <https://www.udel.edu/academics/colleges/ceoe/research/centers-and-collaborations/>). SMSP's students are encouraged to explore the full range of academic and research resources within CEOE.



### III. ADMISSION REQUIREMENTS

- Admission to the graduate programs is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements (except the foreign language minimum) necessarily precluded from admission if they offer other appropriate strengths.
- Admission to the graduate programs of the School is based on application essays, grade point averages, letters of recommendation, and other appropriate information (GRE and other standardized tests are optional).
- Prospective students apply online through the Graduate College. Subsequent evaluation of the applications for Master of Science (MS), Master of Marine Policy (MMP), and Doctor of Philosophy (PhD) is conducted by relevant faculty members. Relevant faculty members forward a recommendation for admission to the Director, who makes final decisions concerning admission.

- International students are required to take the Test of English as a Foreign Language (TOEFL) to be considered for admission. A minimum score of 95 must be achieved by applicants taking the TOEFL IBT exam. The International English Language Testing System (IELTS) may be taken in lieu of the TOEFL exam. The University of Delaware requires an overall band score of a 6.5 or higher on the IELTS with no one category of the test being less than 6. No exceptions will be made to these minimums.
- Before qualified applicants are admitted to the School, a specific faculty member must be identified as the primary advisor for the applicant. The Director appoints the faculty advisor *pro tem*. At the initiative of faculty or the applicant, the advisor may be changed.

## IV. FINANCIAL SUPPORT

### Research and Teaching Assistantships

Most of our graduate students are supported by research assistantships or teaching assistantships that provide hands-on experience in addition to financial aid. A number of competitive scholarships and fellowships are also available to qualified students, and travel support for national meetings to allow students to network with others in the field.

Final decisions about assignments to teaching and research assistantships, as well as the awarding of fellowships, are made by the Director of SMSP based on recommendations from the Graduate Committee, available positions, and available and funding opportunities. It is the goal of SMSP to provide as much financial assistance to as many eligible students as possible.

*Note: Students on funding must be enrolled full-time. This is defined as 9 graduate credit hours in the Fall and Spring semester and 3 research credits in the summer semester.*

*Note: Graduate assistantships do not normally provide a remission of tuition for the winter term. Students typically assume the responsibility for paying any related costs.*

A variety of scholarship/fellowship opportunities are available to qualified students.

- **Program Fellowship**  
The School of Marine Science and Policy offers typically three fellowships each year to incoming students.
- **Marian R. Okie Fellowship**  
Several fellowships from the Okie endowment are available to incoming students enrolled in the School of Marine Science and Policy programs. The fellowships are based on academic research excellence and demonstrated leadership abilities.
- **University Graduate Scholars**  
Awards are competitive and administered by the University. They are awarded based on many criteria, including challenging social, economic, educational, cultural or other life

circumstances; academic achievements; first-generation graduate student status; and/or need as determined by federal income guidelines (FAFSA).

- **University Graduate Fellows**

University Fellowships are competitive awards awarded to students already matriculated into one of the graduate programs on the basis of nominations by the college Departments or School. Students with regular, full-time status and high academic standing may qualify. Fellowships usually provide full tuition and a stipend. Awards are competitive and are based on academic achievement and professional commitment and potential. Awards are granted for one year.

For a list of other student funding opportunities, including external funding, visit:

<https://www.udel.edu/academics/colleges/ceoe/prospective-students/graduate/admissions-and-financial-support/>

## **Travel Funding**

### **Graduate College Travel Award Application Form**

This award program provides financial support to graduate students to travel for academic activities, including research, presentations, exhibitions or performance and professional development related to their program of study. Travel is an essential experience that enhances graduate student academic and professional development through networking and exposure to scholarly activities underway in their field by other institutions, and provides opportunities to share in-progress research and scholarship with regional, national, and global communities.

Equal (1-for-1) cost-sharing from another source, such as College/Departmental/Program or external funding, is required for travel approved after January 1, 2020, unless already approved.

Examples of travel eligible for support include:

- Travel for presenting one's academic work or for professional development
- Travel for research, scholarship, artistic exhibitions or performance
- Travel for archival, collections-based, field or clinical research data acquisition

The deadline for application for a travel award is one month prior to the beginning of travel.

Students may apply for more than one award, but the total award permitted during the course of a student's graduate study at UD is \$1,500. The student must conform to **University Travel Policy** on allowable travel reimbursements.

[Graduate Student Travel Award Application Form | University of Delaware Graduate College \(udel.edu\)](#)

### **SMSP Student Travel Award**

Students must apply for the SMSP travel award funds no less than 1 month prior to the planned meeting/conference travel and submit their applications and supporting documentation to the SMSP Director's Office. An application form is available on the CEOE website ([Request for Student Travel Funds \(udel.edu\)](#)) or through contacting the School's Business Administrator.



SMSP travel funds are intended to supplement travel funds provided by faculty grants and other travel awards secured by students. Students may apply for SMSP travel award money without being awarded any other funding but are strongly encouraged to simultaneously apply to the Graduate College Travel Award for Graduate Students [Graduate Student Travel Award Application Form | University of Delaware Graduate College \(udel.edu\)](#) for support, if eligible. Students should also be aware that they must apply for the Graduate College Travel Award at least 1 month prior to the meeting for which travel funding is requested.

The maximum amount of money available for student travel from the School is \$400 for MS students and \$1000 for PhD students (up to \$400 prior to candidacy and an additional \$600 after completing all required coursework and passing qualifying exams). Students who bypass from the MS or MMP to the PhD degree will be eligible for up to \$1000 of travel support in total, including any money awarded during time in the MS program (Bypass students will have to complete all required coursework and passing qualifying exams before having access to the additional \$600). Students who graduate from the MS or MMP program and remain in the SMSP to pursue a PhD degree will receive a renewed allotment of up to \$1,000 in travel funds as a doctoral student. These funding amounts are designed to leverage one meeting for MS students and up to two meetings for PhD-level students.

Program funds may be used for travel, lodging and food, but the funds may not be used for alcohol. Students and/or their advisors must cover the costs remaining after support from U.D., professional organizations, and the SMSP. The program may provide support for group ground travel (multiple students traveling to the same meeting in a car or van) in lieu of airfares

[https://www.udel.edu/content/dam/udelImages/ceoe/documents/grad-policies/Student-Travel-Application\\_2017.pdf](https://www.udel.edu/content/dam/udelImages/ceoe/documents/grad-policies/Student-Travel-Application_2017.pdf)

### **Stavros Howe Grants**

The Stavros Raptis Howe Endowed Fund provides support for ecological research and other professional activities by SMSP graduate students. Funds may be used for specific research needs (e.g., equipment, supplies, small-boat time, travel, etc.) or to foster participation in professional meetings.

Typical grants will be < \$1000, and a limited number of grants will be awarded each academic year. Students are eligible for a single award during the tenure of their graduate career.

Applicants must complete a request form and provide a brief letter of support from their advisor. Please contact Sharon Wiegner ([swiegner@udel.edu](mailto:swiegner@udel.edu)) for additional details.

The fund was created not so much because of Stavros Howe's scientific expertise while a graduate student at the University of Delaware, but because of the network of friends and associates that he developed while there. In his short life (he was 45 when he died in 1998), Stavros completed his undergraduate degree in Zoology at Oregon State University in 1977, obtained his M.S. in Marine Studies at what was then the College of Marine Studies (now CEOE) in 1981, and served as the Laboratory Director for the Molecular Ecology Institute at

California State University, Long Beach from 1984-1998. He also co-authored eight scientific publications, 13 technical reports, and many research proposals. Stav (as he was called) had a rare combination of traits that endeared him to many people. He was a kind and caring person and was a volunteer for many organizations. He had a devilish, wry sense of humor and was a dedicated, resolute friend. For all these reasons, a group of alumni, staff, and family joined together when Stavros passed away to endow a memorial fund in his honor. We are sure that he would be very pleased to know that his legacy is helping future scientists in their studies through the use of these funds.

## **V. SELECTING AN ACADEMIC ADVISOR**

Before qualified applicants are admitted to the School, a specific faculty member must be identified as the primary advisor for the admitted applicant. The Director appoints the faculty advisor *pro tem*; at the initiative of faculty or applicant, the advisor may be changed.

Frequent communication between the student and advisor is recommended to make sure the academic and research goals of the primary advisor and student are aligned. However, students may find that their area of interest has changed or that they work better with a faculty member that is not their primary advisor. It is always possible to change both the primary advisor, any member of a committee as well as their research topic. While students have the freedom to make changes according to their academic interests and research goals, they may lead to delays in graduation and funding availability. Students are encouraged to speak with their advisor early and often if they believe their research topic or preferred advisor may change.

A student can expect an advisor to be a personal mentor, giving feedback and assistance about progress in the program and professional and career development. Students are encouraged to seek out mentors in addition to the primary advisor assigned to them as they progress through graduate school, as receiving many perspectives on complex issues can be beneficial.

Students and their formal mentors/advisors should maintain contact with each other on a regular basis throughout the duration of the graduate program.

## **VI. PLANNING AND IMPLEMENTING A PROGRAM OF STUDY**

Early in a student's graduate school career, he/she should plan a program of study that meets all the requirements of their degree and work in a timely fashion. Each student should meet with their advisor at the end of the first semester of coursework, and have a plan to form an advisory committee in the second semester. Students are encouraged to keep the members of their advisory committee regularly updated on their academic and research progress. All students should refer to the SMSP Academic Milestones for Graduate Students to determine requirements and time limits. For your reference, this document can be found here, and later in this document:

<https://www.udel.edu/content/dam/udelImages/ceoe/documents/grad-policies/SMSP-Milestones.pdf>

## Degree Requirements

Requirements for the various degrees offered by SMSP can be accessed by using the hyperlinks below.

1. [Master of Science in Marine Policy \(MMP\)](#)
2. [PhD in Marine Studies with a concentration in Marine Policy](#)
3. [M.S. in Marine Studies with a concentration in Marine Biosciences](#)
4. [PhD in Marine Studies with a concentration in Marine Biosciences](#)
5. [M.S. in Marine Studies with a concentration in Oceanography](#)
6. [PhD in Oceanography](#)
7. [M.S. in Marine Studies with a concentration in Physical Ocean Science and Engineering](#)
8. [PhD in Marine Studies with a concentration in Physical Ocean Science and Engineering](#)

Students will work with their advisors and/or advisory committee to determine what additional coursework must be completed and how many research credits must be taken to account for the remaining credit hours for a minimum total of 30 prior to graduation.

## Course Selection and Registration

As a courtesy to first-year graduate students, SMSP staff will register you for your first semester of classes. After your first semester, graduate students are expected to enroll for courses during the designated enrollment period.

For registration processes and guidelines, including registration basics, waitlist questions and registration problems, visit <http://www1.udel.edu/registrar/course-info-registration/register-for-classes/reghelp.html>.

Students may register or change their registration through UDSIS. The Drop/Add period for registration is typically during the first two weeks of each semester. Graduate students new to the University may register during this period. Special permission can be sought from the Graduate College to waive the late registration fee.

SMSP makes every effort to regularly offer courses required for graduate degree programs. However, particularly in the PhD program, students need to be aware that courses are not necessarily offered every year, or even every two years. Course offerings are largely driven by enrollment demands and faculty availability. The University has established policies that dictate minimum enrollments for graduate courses and strongly urges departments to cancel projected offerings with low pre-registration numbers. Therefore, to assist in planning, it is essential that students **pre-register** for courses to help prevent needed courses from being canceled because of low enrollment projections.

Students are strongly encouraged to contact course instructors, and/or their advisor(s) when selecting courses.

Often students have questions concerning the appropriateness of specific methodology and statistics courses for their degree program. This is particularly true for courses offered by other departments. Please consult your advisor and committee when selecting these courses. Additionally, talk with other students and confirm who is teaching the course during the semester you plan to take the course.

### **Assessment**

The faculty of the School have defined eight learning goals consistent with this Mission Statement. Students will:

1. Identify and define a research question
2. Understand and synthesize relevant literature material
3. Design and execute a research study or experiment
4. Analyze their data
5. Critically evaluate and interpret the outcome
6. Produce peer-reviewed publications
7. Present in professional and public forums
8. Participate in collaborative workgroups

The specific learning goals stated above are linked to courses administered by the Graduate Committee in the School, and achievement of these goals is assessed through multiple methods including:

1. Exams
2. Term Project(s) / Paper(s)
3. Field/Laboratory Report(s)
4. Oral Presentation(s)
5. Problem Based Learning
6. Problem Sets
7. Case Studies

## Milestones

Graduate work must be completed within the time limits imposed by the University and the School. The School provides guidance for students with regard to the timeframe for achieving individual academic milestones as listed below:

<b><u>Milestones for M.S. and M.M.P.</u></b>	<b><u>Time Limit</u></b>
Approved Advisory Committee	Two semesters
Approved Thesis Proposal	Two semesters
Complete Required Courses & Credits	Before graduation
Six Credits MS Thesis or Three Credits MMP Analytical Paper	Before graduation
Defend Thesis or Analytical Paper	Six semesters
Graduate	Six semesters
<b><u>Milestones for PhD with M.S.</u></b>	<b><u>Time Limit</u></b>
Approved Advisory Committee	Three semesters
Approved Dissertation Proposal	Before fifth semester
Pass Qualifying Exam (both written and oral)	Before fifth semester
Complete Required Courses and Credits	Before graduation
Nine Credits PhD Dissertation	Before graduation
Defend Dissertation	Eight semesters
Graduate	Eight semesters
<b><u>Milestones for PhD without M.S. (For students admitted directly into a PhD program)</u></b>	<b><u>Time Limit</u></b>
Approved Advisory Committee	Three semesters
Approved Dissertation Proposal	Before fifth semester
Pass Qualifying Exam (both written and oral)	Before fifth semester
Complete Required Courses and Credits	Before graduation
Nine Credits PhD Dissertation	Before graduation
Defend Dissertation	Ten semesters
Graduate	Ten semesters
<b><u>Milestones for PhD with M.S. Bypass (students admitted to a M.S. program who are bypassing the M.S. degree)</u></b>	<b><u>Time Limit</u></b>
Approved M.S. Advisory Committee	Two semesters
Approved M.S. Thesis Proposal	Two semesters
Approved Bypass Petition	Three semesters
Approved PhD Advisory Committee	Three semesters
Approval of PhD Dissertation Proposal	Before fifth semester
Pass Qualifying Exam(both written and oral)	Before fifth semester
Complete Required Courses and Credits	Before graduation
Nine Credits PhD Dissertation	Before graduation
Defend Dissertation	Ten semesters
Graduate	Ten semesters

All students matriculated into the School will have their milestone achievements tracked in the SMSP Graduate Student Database. Each year during the faculty performance review with the School Director, the milestone achievement and academic progress of each SMSP student advisee will be discussed and appropriate notes about progress will be updated into the student's file. Students who are significantly overdue on their milestone achievements and have been notified must submit (jointly with their advisor) a justification and a detailed plan and timeline for completion of the remaining milestones. In the case of University time limits extensions, all requests must be approved by the School Director and then the Graduate College.

### **Graduate Committee**

A Ph.D. committee must consist of at least four members, but not more than six. At least one member of the committee must be a core faculty member of the School and at least half of the committee members (but no less than three) must be either core or joint faculty in the School. As per University regulations, at least one member of the committee must be external to the School, and students are "encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee."

An MS or MMP committee must consist of at least three members, but no more than four. At least one member of the committee must be a core faculty member of the School and at least half of the committee members must be core or joint faculty in the School.

Only core or joint appointees may serve as committee chairs, except in the case of a professor who has, prior to retirement, been the advisor of a student when that student's committee was formed.

A dissertation proposal is required to obtain admission to candidacy for the Ph.D. Satisfactory completion of dissertation proposal is at the discretion of the advisor in consultation with the student's advisory committee. The dissertation proposal may be included as part of the written qualifying exam (below) at the discretion of the advisor in consultation with the student's advisory committee.

### **Qualifying Examination**

A qualifying examination is required to obtain admission to candidacy for the Ph.D. In order to take the examination, each student must be in good academic standing and have approval of the advisory committee. A research proposal is ordinarily required before a student takes the qualifying examination.

- The qualifying examination must include both oral and written parts.
- The examination is prepared and administered by the advisor in consultation with the student's advisory committee

- At least 60 days prior to the examination, the advisor must inform the student of the areas to be examined and the format of the written and oral parts of the examination. If the student is not notified with at least 60 days notice, the student has the option to petition the School Director for a postponement of the qualifying examination.
- The student must be informed of success or failure of the written portion of the qualifying examination within two weeks of completion and if the written component is not successfully satisfied the oral may not be administered. Once the written component is satisfied, the oral component may be administered. The student must be informed of success or failure of the oral portion of the qualifying exam within two weeks of completion.
- A student who fails either part of the qualifying examination is entitled to only one re- examination, which must be taken within six months of the first examination.
- A student who fails either part of the second qualifying examination may be considered for reclassification as a Master's student only after advisory committee consultation with the School Director. If a student is reclassified in this situation, the Master's thesis must follow the same rigor outlined in 6.b. of this policy statement. In some cases, if recommended by the committee and the School Director, the student may be terminated from the program.

### **Dissertation, Thesis, Analytical Defense**

- The defense of the dissertation, thesis, and analytical paper focuses on the scope of the research and its contribution to the field.
- The student's advisory committee serves as the examining board.
- The defense is oral and open to the academic community of the University and to interested members of the public; the defense must be announced at least two weeks in advance.
- The defense begins with a presentation of the work by the candidate, followed by an open period of questions from the audience.
- After a short break, the members of the examining board address questions to the candidate.
- At the close of questioning, the examining board retires for deliberation and decision.
- Upon reaching a decision, the board communicates that decision to the candidate and to the School Director.

- Dissertations, theses, and analytical papers must be submitted to the Office of Graduate and Professional Education according to the deadline schedule published by that office.
- The dissertation proposal and the qualifying examination are to be completed before the fifth semester, however because of workload it is advised that either the proposal or the qualifying exam be completed during the third semester.

### **Change in Student Status**

A student may change advisor in consultation with the assigned advisor and the potential advisor. The Graduate Program Director and the Business Administrator of the School must be informed of the change.

### **Master's Bypass Option**

Students who have formed a Master of Science (MS) or Master of Marine Policy (MMP) advisory committee and who have completed a thesis proposal may petition for admission to a PhD program within three semesters of matriculation in the School. This is known as the *bypass option*. Petitioning students must submit evidence of high performance to the M.S. or MMP advisory committee. Ordinarily this evidence includes excellent grades in graduate courses, promising research results, and sound plans for dissertation research. The student's advisor must also provide evidence of available financial support. The following steps are necessary for approval of a bypass petition:

- Chair of MS or MMP advisory committee sends a letter of support on behalf of the committee to the SMSP Graduate Program Director.
- The SMSP Graduate Program Director forwards an approved letter to the School Director.
- The School Director meets with the advisor and the student for information to consider the bypass request.
- If the bypass is not approved by the School Director, the student continues with their current program of study.
- If the bypass is approved by the School Director, the student submits the signed and completed "Change of Major/Concentration or Degree Form for Graduate Students" to the school Business Administrator who will forward it to the Graduate College.
- Student continues as a PhD student.

Students who want to continue for a PhD after completing an MS or MMP must submit a letter of intent to the Graduate Program Director.

- The letter should outline dissertation research plans and specify an advisor and funding source.



- The SMSP Graduate Program Director reviews the applicant's credentials and consults with faculty members as required.
- The SMSP Graduate Program Director forwards a recommendation concerning admission to the School Director.
- The School Director acts on this recommendation
- If approved, the student submits a signed and completed "Change of Major/Concentration or Degree Form for Graduate Students" form to the school Business Administrator who will forward it to the Graduate College.

### **Competency of SMSP graduates**

A recipient of a PhD from the University of Delaware must have the analytical skills and intellectual scholarship to perform research with independent creativity. This criterion is demonstrated by the submission of a **written dissertation** of original research. Furthermore, it is expected as part of the Ph.D. that the thesis, or portions thereof, be published in one or more articles in an internationally recognized and refereed journal or equivalent medium. Going through this process will demonstrate the student's ability to communicate their results to the larger community and, as a result, gain wider recognition of their work.

A **written thesis** is required for the MS, and an **analytical paper** is required for the MMP. The depth and breadth of these documents are more limited than a dissertation and reflect a more focused and restricted exposure to research and analysis, yet must still demonstrate analytical skills and intellectual scholarship to perform research. Students are expected to produce work worthy of publication in a refereed journal and are encouraged in consultation with their advisor to submit their work for publication.

### **Changes in Academic Requirements**

Any change in academic requirements requires approval of the School Director.

The Director's Council advises when a vote of the entire faculty of the School is necessary to effect a change in requirements.

Proposed changes are entered into Curriculog. The approval cycle begins in July and must be approved by the College Dean by December to be added to the Challenge List. The Challenge List is a list of all proposals in the current cycle that have received the required approvals. The Challenge Period is a 10 day period usually during the first two weeks of the Spring semester in which all University faculty can review the Challenge List and submit electronically any challenge or concern they might have. All approved changes will be effective the following fall.

## **VII. UNIVERSITY OF DELAWARE ACADEMIC POLICIES**

### **Graduate Student Responsibilities**

It is the student's responsibilities to satisfy all University requirements described in the Academic Regulations for Graduate Students section in the [Graduate Catalog](#) as well as any additional requirements established by the faculty in the academic program in which the student is enrolled. All students enrolled at the University of Delaware are subject to student life policies set by the University and documented in the University publication, [Student Guide to University Policies](#).

### **Exceptions to Policies**

Exceptions to policies may be requested from the Graduate College. A request for an exception should cite the policy, justify the request, and provide appropriate departmental support for the request from the graduate student's advisor, the SMSP Graduate Program Director and the School Director. The request should be forwarded to the School's Business Administrator who will forward to the Graduate College.

### **Academic Good Standing**

To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student's overall cumulative grade point average shall be at least a 3.00 and the student's grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average.

In addition to the University's definition of good standing, some programs may also require minimum grades in specific courses in the program. These courses are identified in each program's policy and procedures manual and the Faculty Senate has approved these unit-specific requirements.

Performance in graduate lecture courses and seminars are evaluated according to the University's Grading Policy. When the work required in research (MAST868/MAST968), dissertation (MAST969), master's thesis (MAST869), or special problems (MAST866) extends beyond the regular semester period, temporary grades of "S" and "U" should be recorded. Final letter grades are to be recorded only at the completion of the project.

Students should avoid accumulating grades of Incomplete. An "I" grade must be removed no later than the end of the first six weeks of the semester immediately following, e.g., incomplete work for the fall semester must be completed by the end of the first six weeks of the spring semester following; incomplete work for the spring semester must be completed by the end of the first six weeks of the following fall semester. Incomplete work for either summer session must be completed by the end of the first six weeks of the following fall semester.

An incomplete ("I") grade will default to a grade of "F" six weeks into the next regular semester. At the time of grading, course instructors who give an "I" grade must submit the Incomplete Grade Explanation or Extension web form if they wish to provide an alternative to the default

grade of “F” or if they wish to extend the default deadline to allow the student additional time to complete the work. The Incomplete Grade Explanation or Extension web form can be found in Webforms - [Web Forms Blanks \(udel.edu\)](http://udel.edu).

The SMSP Graduate Program Director in conjunction with other Department faculty starts assessment of each student’s performance and progress at the end of each semester. The purpose of this assessment is to identify any academic problems that may impede progress toward a degree as early as practicable in a student’s graduate career, and to make recommendations for appropriate courses of action.

### **Satisfactory Progress Toward a Graduate Degree**

If a graduate student fails to make satisfactory progress toward all degree requirements, permission may be denied to continue in the degree program. At the close of each semester, winter session or summer session, or in those circumstances deemed appropriate by the department or program faculty exercising its professional judgment, the faculty of each department or program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded course work, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students. In the case of dismissal, the program director is required to send a report to the Graduate College that states the faculty vote on the decision causing dismissal and the justification for this action. The Graduate College will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program and the procedures for the student to appeal the action.

### **Degree Time Limits**

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student’s letter of admission. The University time limit is ten consecutive semesters to complete the degree requirements for students entering a master’s degree program. Students completing the requirements for the master’s degree who are subsequently granted permission to continue toward the doctoral degree are given an additional ten consecutive semesters. Students entering a doctoral program with a master’s degree are given ten consecutive semesters to complete the requirements. Students entering a doctoral program without a master’s degree are given fourteen consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one-degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

### **Degree Time Limit Extension**

Requests for time extensions must be made in writing and approved by the student’s advisory committee and SMSP Graduate Program Director. The department will forward the request to the Graduate College. The Graduate College will determine the student’s eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

### **Leaves of Absence and Parental Accommodation**

The University of Delaware recognizes the importance of having a leave policy for graduate students. The policy helps balance the responsibilities of graduate studies and personal, medical,

or professional circumstances. The University's policy encourages graduate students to initiate a dialogue with their advisors and immediate supervisors so their career paths will be maintained while assuming the added responsibilities of a temporary leave or parental accommodation. Graduate students are expected to inform their advisors as early as possible when considering a potential leave of absence. In many circumstances, it is possible to reach an arrangement that permits the student to continue with academic work without requiring a leave of absence. Students who wish or need to interrupt their study temporarily may request a leave of absence or parental accommodation. There are four types: personal, medical, professional, and parental. All four types are described below. The student must make the request in writing. The general policies that apply to all types of leave are:

- The Graduate College, following the recommendation of the student's advisor, department graduate program coordinator, and School Director must approve all leaves of absence. Medical leaves also require the recommendation of a medical doctor. See [Medical Leave of Absence](#).
- Students in graduate programs may be granted a leave for one term or one academic year. **Except for a student approved for accommodations for parental responsibilities**, the period of absence will not alter the limitation of time for completion of the degree requirements, as given in the student's official letter of admission. See [the policy for time extension requests](#).
- In exceptional circumstances, the maximum leave period may be extended to up to two years upon approval of a written request. Students who fail to register for the term following the end of an approved leave will be considered to have withdrawn from the University.
- Students on leave may complete, by the appropriate deadline for the term in which the course was taken, outstanding work in courses for which they have been granted grade(s) of incomplete. They may not, however, fulfill any other degree requirements during the time on leave. Students who intend to work toward the degree while away from the University must request registration in absentia. Students who in fact make progress toward the degree while on leave will have their registration changed retroactively to sustaining for the period of the leave.
- Upon written request, students may be granted access to or use of specific University facilities while on medical leave.
- Students on leave of absence do not have to file a formal application for readmission. However, they must petition the Graduate College in writing to request an extension of the leave of absence. Such notification should be given at least six weeks prior to the end of the approved leave. Extensions are reviewed and must be approved.
- Students funded through sponsored activity must also abide by the guidelines of their respective funding agencies.

- International students holding visas must contact the [Office of International Students and Scholars](#) to discuss the impact of a leave of absence on their immigration status.
- Except for a student approved for accommodations for parental responsibilities, students on leave are not eligible to hold assistantships (graduate, research, or teaching) or fellowships.
- Students on leave who have purchased the [Student Health Insurance](#) will continue to be covered for the duration of the plan period for which they have enrolled. Students on leave of absence are not eligible to re-enroll in the Student Health Insurance.

### **Accommodations for Parental Responsibilities**

A student who is making satisfactory progress toward his or her degree requirements and wishes to, or must, interrupt study temporarily for reasons of pregnancy, maternity, or paternity care including adoption, may be granted accommodations for parental responsibilities. For many students, short-term arrangements, rather than a leave of absence or parental accommodation as outlined here, are possible. Any student planning to have or care for a child is encouraged to meet with his or her advisor and SMSP Graduate Program Director to discuss the parental accommodation and other short-term arrangements at least three months prior to the start of the accommodation. A student who is making satisfactory progress toward his or her degree requirements is eligible for a parental accommodation any time after matriculation.

Full-time graduate students in years one through six who wish to modify their academic responsibilities because of the birth or adoption of a child may request parental support and relief during or following the semester in which the birth or adoption occurs. For the full semester in which the support and relief are requested, the student may request the academic clock to stop, effectively adding an additional semester to the total time to degree. During this period, the student remains registered; if on contract, he/she receives for a six-week period of time the full financial package as specified in his/her contract letter of the year of the accommodation and will have academic expectations modified to best suit the specific situation. The precise nature of the academic responsibilities undertaken or modified during this period should be a matter of consultation among the student, the advisor, and the Graduate College with the understanding that students are entitled to full relief for at least a six-week period. The student is eligible for 14 course weeks (one semester) of unpaid leave in any 12-month period due to parental responsibilities. The University policy will support two periods of parental accommodation for students on contract for maternity or paternity care during the period of the student's matriculation in a graduate program. Funding under the parental accommodation does not extend the total years of funding available to the student.

### **Steps to Graduation**

Important steps for graduation are outlined by the Graduate College ([Steps to Graduation | Graduate College | University of Delaware \(udel.edu\)](#)).

## VIII. Resources

### Conflict Resolution

If a student has a concern, conflict or complaint that requires assistance their first point of contact should be the School Director. Some examples of this include (but are not limited to) issues with faculty, instructors, staff or advisors.

### Graduate Student Government

The Graduate Student Government (GSG) (<https://sites.udel.edu/gsg>) serves all enrolled graduate, post-docs and professional students. The GSG is composed of graduate students from each graduate program. The senators act as advocates for the university's graduate community on a variety of issues that include student life and mental health.

In addition to holding social events throughout the year, the Graduate Student Government sponsors a forum at the end of each academic year. The forum is an opportunity for graduate students to present posters and participate in plenary sessions that highlight their research. Graduate students do not need to be a senator to join a GSG committee or help with the forum.

### Lewes Graduate Student Association

The Lewes Graduate Student Association (GSA) is primarily a social group that supports and unifies the Lewes graduate student community through social events, such as BBQs, camping trips, and volunteering events. They provide and organize events to support the health and wellbeing of the Lewes student population such as facility rentals for team sports. In addition, they put on events for the broader Lewes and CEOE communities, including the annual holiday party and the annual New Student Picnic, to introduce new graduate students to the faculty and staff at the Lewes campus, and the Graduate Student Symposium, where graduate students from both campuses are invited to Lewes to present their research.

**Points of Contact:** Points of contact for GSA change annually every spring. Points of contact for the 2020-2021 year are Katie Hudson ([khudson@udel.edu](mailto:khudson@udel.edu)), Stephanie Zmina ([szmina@udel.edu](mailto:szmina@udel.edu)), and Matthew Vaughan ([vaughanm@udel.edu](mailto:vaughanm@udel.edu)).

### CEOE Graduate Student Association (Newark)

The CEOE Graduate Student Association (GSA) primarily works to host social and professional events to help improve the graduate student experience at the University of Delaware. While based in Newark, they also collaborate with the Graduate Student Association in Lewes for larger events. Past events include: Crab Dinner, Super Bowl Watch Party, and Happy Hours.

**Points of Contact:** Points of contact for GSA change annually every spring. Points of contact for the 2020-2021 year are President: Gwen Larson [glarson@udel.edu](mailto:glarson@udel.edu), Vice-President: Sara Parkison [parkison@udel.edu](mailto:parkison@udel.edu), Event Coordination Officer: Alan Mason [ramason@udel.edu](mailto:ramason@udel.edu)

## Important Websites

- Different forms that you will need can be found on the CEOE website under “School of Marine Science & Policy” at <http://www.ceoe.udel.edu/academics/for-current-graduate-students> and on the Graduate College website under “Forms” at [Forms | Graduate College | University of Delaware \(udel.edu\)](Forms | Graduate College | University of Delaware (udel.edu)).
- Funding Opportunities - <https://grad.udel.edu/fees-and-funding/funding-opportunities/>  
<https://guides.lib.udel.edu/grants>
- University Events Calendar - <https://events.udel.edu/>
- The University’s Academic Calendar can be found on the registrar’s website - <http://www1.udel.edu/registrar/cal/>
- Library Contact for SMSP - [Subject Librarians – UD Library, Museums and Press \(udel.edu\)](Subject Librarians – UD Library, Museums and Press (udel.edu))
- Library Research Guides - <https://guides.lib.udel.edu/?b=s>
- Computer software - <https://udeploy.udel.edu/>  
[https://udel.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi\\_cs=1&cmi\\_mnuMain=f189368a-f0a6-e811-8109-000d3af41938](https://udel.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_cs=1&cmi_mnuMain=f189368a-f0a6-e811-8109-000d3af41938)

For graduate students interested in exploring the area, Philadelphia and D.C. are easy day car trips from Newark and Lewes. For graduate students who don’t have a car or don’t want to drive, they can do day trips to New York, Philadelphia, and D.C. via train.

Graduate students on the Newark campus who are interested in gaming, there is a new gaming center in Perkins.

## Advice From Previous SMSP Graduate Students

- Graduate students should put together a schedule of courses, conferences and milestone dates during their first semester. This will help ensure they stay on schedule.
- Marine policy graduates students should look at the policy, qualitative and quantitative methods classes offered through the Biden School. Permission to take the classes from the instructor may be needed, so students should check when certain classes are offered. These students should also talk to current Marine Policy students about the different software they are using for their research and how to purchase it using the university’s discount.
- Graduate students can download software, like Microsoft 365 and ArcGIS, for free through UDeploy (<https://udeploy.udel.edu/>).
- Most importantly, graduate students **NEED** to achieve a healthy work/life balance. For graduate students who like the outdoors, White Clay Creek, the Brandywine, Lums Pond, Cape Henlopen State Park, and Delaware Seashore State Park have great hiking, biking, and running trails. Bikes are available for use by the graduate students on the Lewes

campus. Kayaks are available to the Lewes students at the Marine Operations Building. A state park pass can be purchased for \$35 and is good from January 1<sup>st</sup> through December 31<sup>st</sup>. In addition, there are several running clubs in the Newark area. A few students on the Lewes Campus also run and can show incoming students the local trails.

- Lewes students are eligible for the Physical Fitness Subsidy Program. The University will provide a physical fitness subsidy in the amount of \$200 per fiscal year for full time employees, full time post doctoral fellows, and full time matriculated graduate students who work in Kent and Sussex counties. This subsidy will be applicable towards an annual membership at any full-services fitness facility. Racquet and swim clubs do not qualify for this benefit. The point of contact for this program is Paul Dumigan ([pdumigan@udel.edu](mailto:pdumigan@udel.edu)).
- SMSP seeks student representatives annually to serve on the School's Director's Council and the Safety Committee. If you are interested in serving on one of these committees reach out to Sharon Wiegner ([swiegner@udel.edu](mailto:swiegner@udel.edu)).

## **EmPOWER**

**Empathic Peers Offering Wisdom, Encouragement, and Resources (EmPOWER)** is a College of Earth, Ocean, and Environment (CEOE) program to promote mental health and wellness among Earth, Ocean, and Environment graduate students. EmPOWER's activities include a graduate student mentoring network, where senior and first-year students in each department are paired to create a support system for first-year students and provide mentoring opportunities for senior students. At the department (and as needed campus) level, EmPOWER hosts monthly de-stressing events (such as movie nights, craft making, and hikes), as well as personal development workshops. EmPOWER also organizes CEOE-wide social events and workshops focused on professional development.

**Points of contact** for EmPOWER for 2020-2021 will be Katherine Hudson ([khudson@udel.edu](mailto:khudson@udel.edu)), Chair and Dr. Lindsay Naylor (faculty advisor).

## **Graduate College Council**

The Graduate College Council ([Graduate College Council | Graduate College | University of Delaware \(udel.edu\)](#)) is an advisory board that provides input to the Graduate College on proposed interdisciplinary academic and student life programs. Graduate College Council is composed of faculty and one graduate student from the different schools at the University of Delaware.

The mission of the Graduate College is to:

- Support curriculum innovation to enable both university-wide achievement of excellence in graduate and professional education and substantial enrollment growth,
- Facilitate innovative, high-quality excellent interdisciplinary programs,
- Coordinate professional skills-building opportunities and career planning resources and programming of high value to all graduate students,
- Prepare graduate students to be leaders throughout their careers in a broad spectrum of professions,
- Foster diversity and inclusion,
- Advocate for and support high-quality graduate student life services,



- Advocate for the importance of excellence in graduate education and research training, and its multifaceted relationships to faculty research, undergraduate education, and community engagement,
- Improve recruitment, retention, mentoring, community-building, and alumni engagement
- Providing centralized support for market research, public relations and communications, and data-rich, evidence-based decision-making related to both capacity planning and program intake/outcomes assessment,
- Enhancing funding activity

It also serves as a forum to discuss issues graduate students, postdocs and professional students encounter and potential solutions to the problems. Each graduate student is selected by the Graduate Student Government to represent his/her specific school. They act as a liaison between the students they represent and the faculty and administration. This includes bringing attention to the faculty and administration potential issues (i.e. funding, housing, and transportation) these students are having. In addition, they serve as a contact person for incoming and current graduate students that have questions about CEOE and Graduate School procedures and processes.

### **Center for Teaching and Assessment of Learning (CTAL)**

Your colleagues at CTAL are available to discuss teaching and learning in your courses, in your department or in your college, and to work with you to achieve the learning goals and outcomes that are important to you and your students. Their services include one-on-one consultations, programs/workshops, and consultations on the development of courses and programs, and guidance on their assessment. In addition, they offer a venue for collaborating with you on research and grants focused on teaching and learning in your disciplines. Please refer to the CTAL link <https://ctal.udel.edu/> for programs and information.

### **Office of Disability Support Services (DSS)**

The University of Delaware is committed to providing access to its academic experience, employment opportunities, programs and activities for all individuals with disabilities. Through an interactive process that includes the individual with a disability and various campus stakeholders, the [Office of Disability Support Services \(DSS\)](#) facilitates appropriate and reasonable accommodations in order to eliminate or minimize accessibility barriers the individual may face. DSS also provides educational resources and consultation to the University community across a variety of topics related to accessibility and inclusion of people with disabilities within our community. Reporting to the Office of the Vice Provost for Diversity, DSS is proud to be a partner in the University of Delaware's commitment to embracing a diverse and inclusive campus that reflects our collective views, experiences, capabilities, cultures, aspirations, and ultimately our commitment to excellence.

### **Office of Equity and Inclusion (OEI)**

The [Office of Equity and Inclusion \(OEI\)](#) was established in July 2009. For years, OEI has worked to advocate for an equitable and inclusive work and learning environment by monitoring, coordinating, and overseeing the University's diversity and inclusion initiatives. The office focuses on activities on campus diversity, LGBT community issues, women's affairs and affirmative action, and serves the entire UD community of students, faculty, and staff. Providing leadership and support in creating an equitable, diverse and inclusive working and learning

environment, OEI is responsible for managing complaints of harassment and discrimination, affirmative action compliance, protection of minors on campus, and on-going education in all of these areas.

## **IRB Approval**

Any students doing work that involves human subjects will need to go through the IRB approval process. Students need to create an account on IRBNet, which is the portal they will submit the protocol form and accompanying documentation. Students will also need to complete the human subjects protection modules and download the certificate of completion to their IRBNet account. I suggest students ask current students if they would be willing to share a copy of their protocol form. The students should ask their committee to review the form and accompanying documents before submitting it.

IRB Approval Websites – <https://research.udel.edu/regulatory-affairs/human-subjects/>  
<http://www.irbnetresources.org/>  
<https://about.citiprogram.org/en/homepage/>

## **Title IX Office**

The University of Delaware prohibits sex discrimination, sexual assault, sexual harassment, dating violence, domestic violence and stalking *by anyone on* University property. The University also prohibits such conduct committed by students, faculty, staff, volunteers, or vendors off University property, if:

- The conduct was in connection with a University or University-recognized program or activity;
- The conduct may have the effect of creating a hostile environment for a member of the University community;
- The respondent's conduct disrupts the normal functions and processes of the University and is egregiously offensive to the University's mission; or
- The respondent has continued presence on campus poses a serious threat to persons or property, regardless of where the activity occurred.

This policy is intended to keep the University community free from sexual misconduct and is designed to ensure a safe and non-discriminatory environment that protects the constitutional and civil rights of students, faculty and staff, as well as vendors, guests, visitors and volunteers, regardless of their sexual orientation or gender identity. Please refer to Sexual Misconduct Policy, Information, and Resources website <https://sites.udel.edu/sexualmisconduct/title-ix/>

## **College of Arts & Sciences Graduate Student Writing Center**

The [Graduate Student Writing Center](#) offers free one-on-one and small group tutorials for all UD graduate students in both Writing Center locations: Memorial Hall 016 and Morris Library 017. Graduate students from UD's English Department are prepared to offer assistance with theses, dissertations, articles, or any other type of writing on which graduate students may be working. To make an appointment, view our [Online Scheduler](#) and select either the Graduate Writing Center Memorial 016 or Graduate Writing Center Morris 017 schedule from the dropdown menu. You may want to check availability on both, then select the time that works best for you! Most graduate tutors are available for both face-to-face and e-tutoring. To learn more about both kinds of appointments, visit the [Writing Center Services](#) page.

## **Graduate Student Writing Center Programs**

- **Dissertation Boot Camp**

Offered during winter and summer sessions, Dissertation Retreats allow participants to devote a week to working on their dissertation in the Writing Center. Participants spend a majority of their time writing; however, the program sometimes also includes discussions on topics relevant to dissertations including motivation, goal setting, and time management. Students gain access to space, and the structure to facilitate progress on their dissertation. They do not receive feedback on their draft; rather, the Dissertation Retreat provides support for their writing process.

- **Dissertate Write Now!**

The Writing Center's Dissertate Write Now! offers weekly time and space for dissertating students to work on their dissertations in a quiet, supportive environment. In addition, participants will keep weekly writing logs that they share with each other for accountability and encouragement. Writing sessions meet on either Tuesday or Thursday, 9:00am-11:00am in Memorial Hall 016. While most of the sessions will be devoted to quiet writing time, participants will be led in discussion of their writing goals and strategies a few times across the semester.

- **Workshop Series**

The Writing Center offers workshops for UD students on writing-related topics. Both undergraduate and graduate students are welcome. Workshops are held in the Morris 017 writing center location.

## **Mental Health Resources**

Students in need of counseling and support may call UD's Center for Counseling and Student Development at 302-831-2141 or the UD Helpline, which is available at any time, day or night, for students feeling anxious, overwhelmed, depressed or otherwise in need of counseling. Students can call 302-831-1001 to get live counseling assistance 24/7. UD's Center for Counseling & Student Development has a number of resources on its website: <https://sites.udel.edu/counseling/> including individual therapy, referral services, career counseling and crisis services. Kelli Kerbawy, Assistant Dean, Graduate Services, has a list of mental health resources for students.

### **UD Helpline 24/7/365**

Nonstop counselor-on-call service for any student feeling anxious, depressed, overwhelmed, or otherwise in need of someone to talk to. Call 302-831-1001 Press 1 to request that a Sexual Offense Support advocate call you back within 10 minutes. Press 2 to speak with a mental health professional immediately.

### **Crisis Text Line**

Anonymous text message support for any student feeling anxious, depressed, overwhelmed, or otherwise in need of someone to talk to. Text 741741 with the message: "UDTEXT" for assistance or "STEVE" for assistance specific to students of color

## **State hotlines**

Mobile Crisis Intervention Services: If you are having a psychiatric or substance abuse crisis and need assistance, call 24/7:

- Northern Delaware Hotline: 800-652-2929
- Southern Delaware Hotline: 800-345-6785

State of DE Crisis Helpline: For information or referrals, to discuss daily struggles, or to process suicidal thoughts, call 24/7:

- State of DE Crisis Helpline: 800-262-9800
- Rape Crisis Program: 302-761-9100
- Deaf Helpline (TDD): 302-761-9700

## **National Hotlines**

- 1-800-273-TALK (suicidal thoughts)
- 1-800 SUICIDE (suicidal thoughts)
- 1-800-656-HOPE (rape, abuse, or incest)

## **Emergency Facilities**

**The Recovery Innovation Recovery Response Center (RRC)** provides recovery supports services and crisis stabilization, diverts people from inpatient hospitalization, and communicates a message of hope and recovery.

- Newark: 302-318-6070, (659 E. Chestnut Hill Rd)
- Ellendale: 302-424-5660, (700 Main St)

**Delaware Psychiatric Center (DPC)** provides integrated services to adults suffering from severe and persistent mental illness. This includes inpatient treatment at the Herman M. Holloway Campus in New Castle, Delaware.

- 302-255-2700, (1901 N. DuPont Highway, New Castle, DE)

**Harrington Detox** is the primary detoxification center for residents of Kent and Sussex counties, helping people to withdraw from alcohol, opioids, and benzodiazepines.

- 302-786-7800, (1 East St, Harrington, DE)

**NET Detox** offers medically monitored inpatient detoxification, individual and group counseling, and the Consumer Engagement and Transition Program.

- 302-691-0140, or 800-359-1367, (3315 Kirkwood Highway, Wilmington, DE)

## **Comprehensive Behavioral Health Clinics**

Talk therapy, or counseling, is usually provided by a licensed psychologist, counselor, or social worker and utilizes a variety of theoretical approaches to address mental health concerns. Psychiatrists are medical doctors with special training in the medications associated with the treatment of mental health disorders such as depression and anxiety. Comprehensive behavioral health clinics throughout the state provide both talk therapy and psychiatric services:

### New Castle County

- **Argo:** 302-999-1106, 409 Larch Avenue, Wilmington, DE
- **Brandywine Counseling & Community Services** (three locations):  
302-472-0381, 2500 West 4th St, Wilmington, DE  
or 302-656-2348, 2713 Lancaster Ave, Wilmington, DE  
or 302-454-3020, 24 Brookhill Dr, Newark, DE
- **Connections, CSP** (four locations):  
302-475-2700, 2205 Silverside Rd, Wilmington, DE  
or 302-454-7520, 3305 Polly Drummond Rd, Newark, DE  
or 302-656-8326, 801 West St, Wilmington, DE  
or 833-886-2277, 2126 W. Newport Gap Pike, Wilmington, DE
- **Horizon House:** 302-266-3246, 261 Chapman Rd, Newark, DE

### Kent County

- **Connections, CSP** (two locations):  
302-659-5060, 222 N. DuPont Blvd, Smyrna, DE  
or 302-672-9360, 696 Bay Rd, Dover, DE
- **Kent Sussex Community Services:** 302-735-7790, 1241 College Park Dr, Dover, DE

### Sussex County

- **Argo:** 302-856-9746, 6 Railroad Ave, Georgetown, DE
- **Brandywine Counseling & Community Services:** 302-856-4700, 528 East Market Street, Georgetown, DE
- **Connections, CSP** (two locations):  
302-947-4645, 24832 John Jay Highway, Millsboro, DE  
or 302-990-7021, 123 Pennsylvania Avenue, Seaford, DE
- **Fellowship Health Resources** (two locations):  
302-854-0626, 20707 DuPont Blvd, Georgetown, DE  
or 302-934-1861, 400 Delaware Ave, Millsboro, DE
- **Kent Sussex Community Services** (two locations):  
302-877-0444, 31039 North Poplar St, Laurel, DE  
or 302-854-0172, 20728 Dupont Blvd, Georgetown, DE
- **Thresholds:** 302-856-1835  
2505 Dupont Blvd, Georgetown, DE

## **Counseling and Therapy Resources**

### New Castle County

- **Alliance Counseling** (Newark and Wilmington) [alliance-counseling.com](http://alliance-counseling.com)
- **Delaware Family Center** (Wilmington) [delawarefamilycenter.com](http://delawarefamilycenter.com)
- **Ebright Collaborative, LLC** (Wilmington) [ebrightcollaborative.com](http://ebrightcollaborative.com)
- **Mid-Atlantic Behavioral Health** (Newark and Wilmington) [midatlanticbh.com](http://midatlanticbh.com)
- **Partners in Health and Wellbeing** (Newark, Wilmington and Milton)  
[partnersinhealthandwellbeing.com](http://partnersinhealthandwellbeing.com)

### Kent and Sussex Counties

- **ABR Counseling Associates** (Dover) 302-678-4558

- **Appel, Wilson, and Vaughn** (Lewes and surrounding area)  
appelwilsonandvaughn.com
- **ARGO Institute/Aquila of Delaware** (Wilmington and Georgetown) aquilaofde.com
- **Bridge Counseling Center** (Georgetown) bridgecounseling.com
- **Catholic Charities** (Georgetown) 302-856-2388 or 302-856-9578
- **Center for Human Development** (Dover) 302-736-1820
- **Delaware Guidance Services** (Lewes) 302-646-5338
- **Delaware Psychological Services** (Lewes) delawarepsychologicalservices.com
- **Mind & Body Consortium** (Milford and Dover) mindandbodyde.com
- **People's Place** (Milford, Millsboro, Seaford and Dover)  
peoplesplace2.com/programs-services/counseling-centers

Additionally, if you find a provider that accepts your student health insurance, you can work with them directly. Here are additional resources for those services:

See "Rehoboth Beach Providers": <https://www.awindowtowellness.com/meet-our-therapists>  
<https://www.psychologytoday.com/us/therapists/carrie-thompson-lewes-de/265127>  
<https://www.communityproviders.counseling.udel.edu/?provider=dr-eileen-locklear>

## **Travel and Expense Management Systems**

The University of Delaware's Travel and Expense Management system is Concur. The system is used to manage credit card purchases, reimbursements and travel. Concur offers the option of Mobile Apps for Androids and IOS phones. The Apps can be used to book travel, capture receipts, manage expenses, submit or approve expense reports.

Concur is accessed at the following link – [www.udel.edu/concur](http://www.udel.edu/concur).

Concur training material can be found at the following link - <http://www1.udel.edu/procurement/concur/concur-training.html>

### **Getting Started**

- [Getting Started - Welcome to Concur! A One-Page Guide](#)
- [Getting Started - Approval Workflow](#)
- [Getting Started - Completing Your Personal Profile](#)
- [Getting Started - Enabling E-Receipts](#)
- [Getting Started - Concur Mobile App - Android](#)
- [Getting Started - Concur Mobile App - IOS](#)
- [Getting Started - TripIt & My Travel Network](#)
- [Getting Started - Exploring the Concur Home Page](#)
- [Getting Started - Searching Concur Travel](#)
- [Getting Started - Acting as a Delegate](#)

- [Getting Started - Adding a Delegate](#)
- [Getting Started - Concur Icons - What They Mean](#)
- [Training Toolkit \(general information, not UD-specific\)](#)

### **How-to Docs**

- [Adding a Delegate](#)
- [Creating a Credit Card Services Request](#)
- [Creating a Travel Request](#)
- [Approving Requests and Expenses \(for Supervisors\)](#)
- [Approving Requests and Expenses \(for Cost Object Approvers\)](#)
- [Creating an Expense Report for Goods & Services](#)
- [Creating an Expense Report from a Travel Request](#)

Requests for a new credit card are submitted in Concur and require approval from your advisor. The UD Credit Card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University.

### **Examples of Unallowable Purchases on the UD Credit Card**

- **Purchases for personal use**
- **Purchases for Non-University Purposes**
- **Purchases for Non-Bona Fide Business Purpose**
- **Gasoline for personal vehicle**

### **Supply Purchases**

Determine to which UD Purpose Code/project the items will be allocated before you make the purchase. You will get this information from your faculty advisor.

Always check UD's list of preferred suppliers which can be found in the Blue Hen Market section of Procurement Services' website: <http://www.udel.edu/bluehenmarket/>

If you cannot find what you need in Blue Hen Market, you can purchase supplies from any vendor.

**ALWAYS** get an itemized receipt. UD policy states that purchases under \$25 do not require a receipt; however, if the purchase is being charged to a contract or grant, an itemized receipt is needed. You must be able to justify that any purchases charged to grants are benefiting that project and only that project.

### **Travel**

UD employees who travel have to process a Travel Request in Concur prior to travel as this is a mandatory UD requirement. This form must be processed whether you book travel through World Travel or outside of the University.

Graduate students are required to attach an email to the travel request from their advisor approving the travel and approving the allocation specified in the travel request.

If you are traveling locally and only claiming mileage and tolls then a Travel Request is not required ex: Newark Campus to the Lewes Campus.

UD would prefer you to utilize World Travel, 1-855-215-8312, to book your travel but it is not a mandatory requirement. There are associated fees if you call and speak to an agent or if you book online through their website.

If traveling on Federal funds and want to use World Travel, tell them you are charging Federal funds to ensure their compliance with the Fly America Act, Open Skies and per diems.

<http://sites.udel.edu/generalcounsel/policies/travel-and-business-hosting-policy>

#### **Conference Registration:**

- Always use your ProCard.
- If the conference does not accept credit cards, ask your Administrative Support person to process a Request for Payment, and Procurement will issue a check.
- If purchasing a membership to the organization hosting the conference will provide a discounted registration fee, and attendance at the conference is the *only* reason you are joining the organization, the cost of the membership dues can be included in your purchase.

#### **Transportation:**

- The mode of transportation selected is to be justified on the basis of the most economical use of the traveler's time and the requirements of the trip.
- When traveling by commercial airline, rail, or bus, accommodations are to be for a coach or economy class. Any upgrade must be *pre-approved* by the traveler's supervisor and can only be for international flights exceeding 6 hours of continuous flying time.

If you are traveling out of the country, and your flight is being charged to federal funds, you must comply with the Fly America Act, meaning it must be on a U.S. air carrier. If there is no U.S. carrier that flies to your destination, you must complete a ***Fly America Waiver Checklist***.

- Rail and bus fares on any trip should be the least costly option consistent with the University business travel policies. The traveler should take advantage of round-trip or excursion rates whenever possible. Business class seats are the acceptable class of service. Any seating upgrades will be at the traveler's personal expense. Use of first class service on Amtrak trains is not permitted.
- Upgrades are against UD policy. Examples of upgrades are first-class flights and Acela or sleeper car accommodations on Amtrak.
- If your travel is being charged to a grant, the purpose of the trip must be related to the research project. Also note that before you travel overseas, you should contact Bank of America to let them know the dates you will be out of the country. Otherwise, they will put a hold on your account when foreign transactions start appearing on your account.
- If you drive your personal car, you can be reimbursed for mileage. The University typically follows the federal mileage rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>.



- The posted rate is intended to cover all operating expenses, including repairs, insurance, gasoline, depreciation, towage and other similar expenditures.
- You are allowed to rent a vehicle and purchase fuel for the rental using your ProCard. The traveler must purchase the optional loss/damage insurance for \$1 million supplemental liability coverage on both foreign and domestic car rentals from the rental agency.
- Prior to renting a vehicle while traveling on behalf of the University, the traveler should consult the Travel page of the University Procurement Services website for a listing of preferred rental car providers with which the University has negotiated the inclusion of supplemental insurance coverage. <https://www1.udel.edu/procurement/intranet/travel/rentalcars>
- At the end of the travel, the original rental agreement and invoice must be retained by the traveler and uploaded into Concur.
- If you choose to drive either your personal vehicle or a rental, the total cost of the transportation must be less than other forms of transportation, such as flying. For example, if you attend a conference in Florida, a plane ticket would probably cost less than mileage for 800+ miles, so you would be expected to fly.

**Lodging:**

- Lodging charges should be kept to a minimum by requesting standard accommodations whenever possible. It is expected that the traveler will exercise prudent judgment in selecting a place to stay and will endeavor to obtain the lowest commercial rate available.
- Unallowable charges include: in-room movie rentals, mini-bar, recreational fees, costs for failure to cancel reservations, and laundry. These personal incidentals should not appear as charges on the UD Credit Card but if they do, they must be reimbursed to the University by the traveler.
- ALWAYS GET AN ITEMIZED RECEIPT from the hotel. If there is room service on your hotel bill, you must get a separate itemized receipt for the meal.

**Meals:**

Total allowable amount for meals during business travel is based on the federal per diem rate for the city to which you are traveling, regardless of whether you choose to pay out-of-pocket and get per diem reimbursement when you return or purchase your meals with your UD ProCard. The allowable amount is based on the entire trip, not a daily basis. Should you exceed the allowable amount, you will be required to reimburse the University for the excess. To keep matters the least complicated, CEOE requests that for each trip you use either your ProCard OR request a per diem reimbursement; not both.

Per diem rates can be found at: [Domestic](#) or [Foreign](#)

- For the first and last day of the trip, you are allowed 75% of the per diem rate.
- Full per diem is allowed for all other days unless the conference provides meals or someone else pays for your meal.
- If you use your ProCard to purchase meals, you MUST PROVIDE AN ITEMIZED RECEIPT at all times.
- Formal agenda
- List of attendees
- Itemized receipt

## **Procurement Websites**

- Procurement Services Website: <http://www1.udel.edu/procurement/>
- Credit Card Policy: <http://www1.udel.edu/procurement/cards/cardtemplate.html>
- Travel Policy: <http://www1.udel.edu/procurement/travel/>
- FAQs: <http://www1.udel.edu/procurement/faq/>