



DOCTORAL DEGREE REQUIREMENTS AND PROCESS

Timeline and Checklist

Download this checklist at: <http://www.marine.usf.edu/graduate-programs/forms.shtml>

CREDIT REQUIREMENTS (*Biological, Chemical, Geological, and Physical Concentrations*):

- 90 credits required
 - 12 core class credits - 4 core classes, 3 credit hours per class (Physical, Chemical, Biological and Geological Oceanography). A grade of "B" or better in each of the core classes is required.
 - 62 elective credits
 - 16 dissertation credits (OCE 7980)

CREDIT REQUIREMENTS (*Marine Resource Assessment Concentration*)

- 90 semester credit hours total
 - 12 core class credits (4 core classes, 3 credit hours per class (Physical, Chemical, Biological and Geological Oceanography). A grade of "B" or better in each of the core classes is required.
 - 9 MRA concentration credits - 3 of the 4 MRA courses (Population Dynamics, Fish Biology, Dynamics of Marine Ecosystems, Applied Multivariate Statistics)
 - 53 elective credits
 - 16 dissertation credits (OCE 7980)

REQUIRED FORMS

Links to all forms required for the Ph.D. degree program can be found on the CMS Graduate Programs - Forms webpage: <http://www.marine.usf.edu/graduate-programs/forms.shtml> . Unless noted otherwise, all completed forms should be returned to the CMS Academic Affairs Office, Dawna Ishler, MSL 210C or the Graduate Program Director, Dr. David Naar, MSL 220A.

PROGRAM REQUIREMENTS AND TIMELINES

1. Permanent major advisor assigned

Target: Year 1

2. Give your Dissertation proposal to potential committee members

Target: Year 2

FORMS:

- Dissertation Proposal – SACS Evaluation Forms:
During your Dissertation Proposal meeting, distribute this form to each of your committee members. Once completed, instruct your major advisor to return the forms to the Academic Affairs Office or the Director of Academic Affairs.

3. Select your Dissertation advisory committee

Target: Year 2

FORMS:

Advisory Committee Appointment Form

- For non-USF members: Email CV to the Director of Academic Affairs (David Naar, MSL 214, naar@usf.edu) to obtain approval.
- Committee consists of 5 members, at least 3 of whom must come from CMS. At least 1 member must be from outside of the CMS. A 6th member may be added for additional expertise.

4. Complete core courses

Target: within 2 years

5. Complete other formal courses (as advised by committee)

Target: Within 2-3 years

6. Take Comprehensive Qualifying Examination

Target: Within 12 months of completion of formal class work

- Request a meeting with committee at least 2 months before hand to set the date and review requirements. Refer to CMS student Handbook for details.
- Enroll in minimum of 2 graduate credits during the term you take the exam.

FORMS

Admission to Candidacy Form

(found on the Graduate School web site: http://www.grad.usf.edu/inc/linked-files/A2C_form.pdf)

Obtain signature of major professor and submit this form to David Naar, MSL 214 at least 3 days prior to the Graduate School Deadlines. See the form for approval window and deadlines.

Ph.D. Comprehensive Exam – SACS Evaluation Form

Once you take you pass your comprehensive exams – distribute this form to each of your committee members. Once completed, instruct your major advisor to return the forms to the Director of Academic Affairs.

7. Enroll in dissertation credits (OCE 7980)

Target: After passing comprehensive exams

NOTE: You cannot register for dissertation credits until the next complete semester following admission to candidacy.

8. Review the Electronic Thesis and Dissertation (ETD) Resource Center website

Target: 1-2 semesters prior to graduation

- <http://www.grad.usf.edu/dissertation.asp>

9. Attend the ETD Workshop

Deadline: 1 semester prior to graduation

- Beginning Fall 2010, all master's and doctoral students are required to attend an ETD Workshop or complete an online ETD tutorial the semester prior to graduation. Visit the ETD Resource Center for dates and details. <http://www.grad.usf.edu/dissertation.asp>

10. Electronic Dissertation Registration (online)

Deadline: to be completed prior to the end of the 4th week of classes in the semester of graduation.
<http://www.grad.usf.edu/dissertation.asp>

11. Apply to Graduate

Deadline: normally in the early part of the semester, please refer to the form for the exact deadline

FORMS:

- Graduate Degree Application Form Found on the USF Office of the Registrar's website: <http://www.registrar.usf.edu/forms> - Click on "Graduate Degree Graduation Application". Submit completed form to the Academic Affairs office. NOTE: If you do not graduate that semester, you must fill out a NEW form the following semester and, again, register for 2 dissertation credits.
- Enroll in minimum of 2 dissertation credits during the term of graduation.

12. Dissertation Final Oral Examination (Dissertation Defense)

Target: the tasks listed below should be completed no later than two weeks before the Dissertation Defense.

- Nomination of Outside Chairperson:
The Dissertation Defense (or Final Oral Examination) shall be presided by a senior and distinguished scholar from outside the department, nominated by the Major Professor. If the chair is from another institution, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida. Once you and your major professor have selected a chairperson – your major professor will send a memo to Dr. David Naar (naar@usf.edu) requesting that the person be appointed as outside chair of the defense, explaining the expertise of nominee and provide a copy of his/her CV.
- Set the Date:
Work with your committee members and Chairperson to determine a time and date for your defense. Once the date is established, find and schedule a facility where the defense will be held. Please work with Flo Cole at 727-553-1130 to schedule rooms in KRC and MSL, and the Karen A. Steidinger Auditorium.

FORMS

- Request for Dissertation Defense Form
Due: two weeks BEFORE your defense
Obtain the necessary signatures from major professor, committee members and Director of Academic Affairs. *Note: The signatures of your committee members indicate that they have read the dissertation and the student is ready to defend.*
- Unsigned Successful Defense Form
Due: two weeks BEFORE your defense
Provide a completed, unsigned copy of the Successful Defense form in advance. The Academic Affairs office will send the form to the chairperson (prior to the defense) and he/she will be responsible for obtaining all signatures at the successful completion of the Defense.

Create a Defense Announcement

Due: two weeks prior to your defense

Templates are available on the CMS Graduate Programs Forms webpage.

- Provide a copy of your defense announcement to the Academic Affairs office. The Academic Affairs office will post your defense announcement on the bulletin board outside of MSL 210C, send a copy to the Graduate School in Tampa, and will also send an email notice to users@marine.usf.edu announcing your defense.
- You are responsible for posting your defense announcement around our buildings **at least 2 days prior to the defense** in at least 6 public locations (for example 3 in KRC and 3 in MSL). Additionally you can email the announcement to any interested parties.

13. Dissertation Defense

- The Chair of the Examination Committee and all Committee members should be present
- 2-3 hours in length
- Majority vote is needed for passing

FORMS

Return the Successful Defense Form

After successful completion of the defense – the chairperson is responsible to return the form to the Director of Academic Affairs, Dr. David Naar (naar@usf.edu).

Dissertation Defense - SACS Evaluation Form

Distribute this form to each of your committee members. Once completed, instruct your major advisor to return the forms to the Director of Academic Affairs. Note: you may also distribute the Dissertation (Written) – SACS Evaluation form to each of your committee members at your defense.

14. Electronic Dissertation Submission

Target: no later than the final submission deadline posted on the Graduate School web site

- Please refer to the ETD Resource Center for detailed instructions and deadlines:
<http://www.grad.usf.edu/thesis.asp>

FORMS

Dissertation (written) - SACS Evaluation Form

Deadline: after committee approves the final manuscript

Distribute to each committee member with your final manuscript (or at your defense). Instruct them to return to your major professor, who will return to the Academic Affairs office.

15. Graduation

- Students must register if they wish to participate in the graduation ceremony. College of Marine Science students participate in the Tampa Ceremony (not St. Pete). Below is a link to Tampa campus registration and ceremony information: <http://usfweb2.usf.edu/commencement/check-list.asp>