
DOCTORAL DEGREE REQUIREMENTS AND PROCESS

Timeline and Checklist

Download this checklist at: <http://www.marine.usf.edu/documents/checklist-phd.pdf>

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 Administrator or the Director of Academic Affairs.

PROGRAM REQUIREMENTS AND TIMELINES

1. Permanent major advisor assigned

Target: Year 1

2. Comprehensive Exam Part 1: ISME

Target: End of Year 1

- Comp Exam:

All students will take the same exam, at the same time, and questions will be determined by a committee to be appointed by the Dean. All Ph.D. students are expected to take this exam no later than the beginning of their third year (to allow for students who take 2 years to finish the core classes because of other course requirements or when they start

3. 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.

4. 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) 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.

5. Complete core courses

Target: within 2 years

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

Target: Within 2-3 years

7. Comprehensive Exam: Part 2 Ph.D. Candidacy Exam

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 Office of Graduate Studies 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 Office of Graduate Studies 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.

8. 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.

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

Target: 1-2 semesters prior to graduation

- <http://www.grad.usf.edu/ETD-res-main.php>

10. Attend the ETD Workshop

Deadline: 1 semester prior to graduation

- The ETD Workshop is offered on the Tampa Campus and is helpful to attend, but not required. If you cannot attend, students are expected to understand the process by reviewing the ETD website. Visit the ETD Resource Center for dates and details.
<http://www.grad.usf.edu/ETD-res-main.php>

11. 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/ETD-res-main.php>

12. Apply to Graduate

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

- Students who plan to graduate in summer must complete and submit their Graduation Application online. Please give yourself an earlier deadline to address any potential obstacles. When you are ready to begin the survey and apply, login into *OASIS* using your Net ID and self-assigned password, then click on the **Student** menu and select **Apply for Graduation**.
- Enroll in minimum of 2 dissertation credits during the term of graduation.

13. Dissertation to Committee

Deadline: by the 6th week of the final semester

- Students should send by mail or email a copy of their thesis to their major advisor and committee members.

14. Sufficiency Meeting

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

- Verify with your committee that you are ready to defend:
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 the Academic Affairs Administrator to schedule rooms in KRC and MSL, and the Karen A. Steidinger Auditorium. The defense date must be set at least two weeks after the sufficiency meeting.

- 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 the Director of Academic Affairs 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.

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 Office of Graduate Studies 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.

15. Dissertation Defense

- The Chair of the Defense and all Committee members should be present in person or remotely. Note that the Chair of the Defense and the major advisor are required to be physically present at the defense.
- 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.

- 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.

16. Electronic Dissertation Submission

Target: no later than the final submission deadline posted on the Office of Graduate Studies web site

Our College has a special arrangement with the Office of Graduate Studies so you do NOT have to drive to Tampa to submit your forms, instead you will deliver all signed documents directly to Brittany Sheehy on or before the posted deadline by 3pm. The final submission process involves uploading your final written dissertation to the Proquest website, completing surveys, and hand delivering paper forms in person to the Brittany Sheehy.

- Please refer to the ETD Resource Center for detailed instructions, required forms and deadlines: <http://www.grad.usf.edu/ETD-res-main.php>
- The Certificate of Approval Form
- Plagiarism Check Summary Page – completed by Major Professors
- Graduate School Exit Survey (Printed last page)
- NORC Survey of Earned Doctorates (Printed confirmation page)
- Thesis (Written) SACS Evaluation Form (CMS Graduate Program - Forms page)
Deadline: after committee approves the final manuscript
To be completed by each committee and submitted to the Academic Affairs office.

17. 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>