USF Master’s Degree Requirements and Process  
(See Student Handbook for Details)

Credits:
32 credits required  
- 20 formal class credits (6000 level – this includes core courses)  
- Minimum 6 thesis credits (OCE 6971) must be taken

Timeline  
1. Permanent major advisor assigned. Target: 2nd semester  
2. Thesis proposal given to potential committee members. Target: 2nd or 3rd semester  
3. Thesis advisory committee chosen. Target: 3rd semester  
   FORMS  
   • Graduate Student Supervisory Committee Appointment Form (#16) –Found on Marine Science website  
     o Committee consists of major professor and at least two other members of CMS or an area related to that in which degree is sought  
   • CV of non-USF members approved by Director of Academic Affairs (Ted)  
4. Core courses completed. Target: within 2 years  
5. Application for Graduation – *must be done within 2 weeks into the semester that you plan to graduate (this may be BEFORE you have defended). Must be enrolled in minimum of 2 thesis credits during the term of graduation.*  
   FORM  
   • Graduate Degree Application Form (#18) returned to Academic Affairs Office - Found at USF Office of the Registrar's website  
* If you do not graduate that semester, you must fill out a NEW form the following semester and, again, register for 2 thesis credits*  
6. Thesis Format Check – Target: Same deadline as Application for Graduation (above).  
   • Contact Janet Giles (jgiles@grad.usf.edu) at the USF Graduate School (Tampa) to make an appointment  
   • Check the Grad School website for format workshop dates  
7. Master’s Final Oral Examination (Thesis Defense)  
   FORMS – All forms are on Marine Science website  
   • Request for the Master’s Defense (#19) signed by major professor and Director of Academic Affairs submitted at least 2 weeks BEFORE defense  
   • Minimum of 6 announcements placed in the Marine Science buildings at least two days prior to defense – Template found on Marine Science website  
   • Successful Defense of Master’s Thesis (#20) signed by all committee members and Director of Academic Affairs submitted immediately after defense (Original)
8. Electronic Thesis Submission - *must be turned no later than one week before the end of classes*
   - Detailed instructions available at the USF Graduate School website under “Current Students”, “Thesis and Dissertation Information”
   
   **FORMS**
   - Committee Verification Form (original signatures of all committee members and Director of Academic Affairs)
   - 2 library subject classification forms, available in manuscript consultant’s office
   - Pay Graduate School Accountant (FAO 139) binding fee then submit check number to manuscript consultant’s office

9. Graduation
   - Sign up and information found on USF website, “Our Students”, “Student Services”, “Commencement” (Make sure you choose the TAMPA commencement, NOT St. Pete)

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