Ph.D. Requirements and Process
(See Student Handbook for Details)

Credits:
**90 credits required**
- 4 core courses and other courses TBD by committee
- **16 Dissertation credits (OCE 7980)**

**Timeline**
1. Permanent major advisor assigned. Target: 2\(^{nd}\) semester

2. Dissertation proposal given to potential committee members. Target: Within 2 years

3. Dissertation advisory committee appointed (proposal approved). Target: Within 2 years
   **FORMS**
   - Graduate Student Supervisory Committee Appointment Form (#16) –**Found on Marine Science website**
     - Committee consists of 5 members, at least 3 of whom must come from CMS. At least 1 member must be from outside CMS. A 6\(^{th}\) member may be added for additional expertise.
     - CV of non-USF members approved by Director of Academic Affairs (Ted)

4. Core courses completed. Target: Within 2 years

5. Other formal courses (as advised by committee) completed. Target: Within 2-3 years

6. Comprehensive 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
   - Minimum of 2 days written exams with each committee member asking questions and grading their section. May last up to 5 days with one committee member giving written questions each day.
   - 1-2 weeks after the written exam: Oral examination by all members of committee. Generally 2 hours in length, although time limit may be exceeded.
   **FORMS – Available at Grad School website**
   - Admission to Candidacy Form (#21) signed by major professor and returned to Academic Affairs Office. **Note:** Pay attention to deadline dates (Cannot be submitted to Graduate School on or before last day of classes)

   **Note:** Cannot register for dissertation credits until the next complete semester following admission to candidacy
8. Application for Graduation – *must be done within 2 weeks into the semester that you plan to graduate* (this may be BEFORE you have defended)

   FORM – Application for Degree available on USF Registrar’s website

   - 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

10. Request for Dissertation Defense. Target: Must be submitted at least 2 weeks before the defense

   FORMS – Available on Marine Science website
   - Nomination of Chairperson – Memo to Ted from major professor explaining expertise of nominee. CV of nominee to be attached.
   - Request for the Dissertation Defense (#22) signed by all committee members and approved*
   - Defense announcement form (#23)*
   - UNSIGNED Successful Defense Form (#24)*

   *These three forms must be submitted to Academic Affairs Office at least 2 weeks prior to oral examination. A copy of the announcement must also be received in the Grad School Office 2 weeks prior to defense**, and a minimum of 6 copies must be posted at least two days in advance in locations that are easily accessible.

11. Dissertation Defense
   - Chair of the Examination Committee
   - All committee members should be present
   - 2-2.5 hours in length
   - Majority vote needed for passing

   FORMS
   - Successful Defense Form (#24) signed by all members. Turned in to Graduate School with dissertation and also copy to Academic Affairs office.

12. Electronic Thesis Submission - *must be turned no later than one week before the end of classes*

   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

**The Academic Affairs Office is responsible for sending the announcement to the Grad School; however, the student is responsible for posting announcements around our buildings (3 in KRC and 3 in MSL.)
13. **Graduation**

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

<table>
<thead>
<tr>
<th>USF Website</th>
<th>Graduate School Website</th>
<th>Marine Science Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.usf.edu">www.usf.edu</a></td>
<td><a href="http://www.grad.usf.edu">www.grad.usf.edu</a> Forms</td>
<td><a href="http://www.marine.usf.edu">www.marine.usf.edu</a> About</td>
</tr>
<tr>
<td>Our Students</td>
<td>Graduate School Forms</td>
<td>Current Student Info Forms</td>
</tr>
</tbody>
</table>