
MASTER'S DEGREE REQUIREMENTS AND PROCESS

Timeline and Checklist

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

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

- 32 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.
 - 8 elective formal class credits
 - 6 elective credits
 - 6 thesis credits (OCE 6971)

CREDIT REQUIREMENTS *(Marine Resource Assessment Concentration):*

- 32 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)
 - 5 elective credits
 - 6 thesis credits (OCE 6971)

REQUIRED FORMS:

Links to all forms required for the master's degree program can be found on the CMS Graduate Programs - Forms webpage: <http://www.marine.usf.edu/students/forms>. 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. Give your Thesis proposal to potential committee members

Target: Year 2

- Thesis Proposal – SACS Evaluation Form
Once your thesis proposal is approved – 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. Form your Thesis advisory committee

Target: Year 2

- Advisory Committee Appointment Form
 - For non-USF members: Email CV to the Director of Academic Affairs to obtain approval.
 - Committee consists of 3 people: the major professor and two other members from CMS or an area related to that in which degree is sought. At least one of the additional two members must be from the CMS.

4. Complete core courses

Target: within 2 years

5. 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>

6. 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>

7. Electronic Thesis 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>

8. 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 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 thesis credits during the term of graduation.

9. Thesis to Committee

Deadline: by the 4th week of the semester you plan to graduate

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

10. Sufficiency Meeting

Target: Usually the semester you plan to graduate, preparations must be completed at minimum-two weeks before you defend.

- Verify with your committee that you are ready to defend
Work with your committee members to determine a time and date for your defense.

Once your date is established, find and schedule a facility where the defense will be held. Please work with 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.

FORMS

Request for Master's Thesis Defense Form

Due: at least 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.*

Create a Defense Announcement

Due: two weeks prior to your defense.

- 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.

11. Thesis Defense

- All Committee members should be present in person or remotely. Note, the major advisor is required to be physically present the final defense.
- Generally 30-45 minutes of presentation (discuss length with your advisor), followed by questions from the general audience and then questions from the committee.
- Majority vote is needed for passing

Successful Defense Form

Deadline: day of your defense

- Print and bring to your defense. Obtain signatures of all committee members and submit completed form to the Academic Affairs office

Thesis Defense – SACS Evaluation Form

Deadline: day of your defense

- Print and bring a copy for each committee member. To be completed by each committee directly after defense and submitted to the Academic Affairs office.

12. Electronic Thesis 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 thesis 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
- Thesis (Written) SACS Evaluation Form (CMS website)
Deadline: after committee approves the final manuscript
To be completed by each committee and submitted to the Academic Affairs office.

13. 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>.