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## MASTER'S DEGREE REQUIREMENTS AND PROCESS

### *Timeline and Checklist*

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

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

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- 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)

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#### **CREDIT REQUIREMENTS** (*Marine Resource Assessment Concentration*):

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- 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)

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#### **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/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. Ted VanVleet, MSL 220A.

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#### **PROGRAM REQUIREMENTS AND TIMELINES**

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##### **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, Dr. Ted VanVleet.

### 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 (Ted VanVleet MSL 220A, [vanvleet@marine.usf.edu](mailto:vanvleet@marine.usf.edu) ) 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/thesis.asp>

### 6. Attend the ETD Workshop

Deadline: 1 semester prior to graduation

- All thesis 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/thesis.asp>

### 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/thesis.asp>

### 8. Apply to Graduate

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

- Graduate Degree Graduation Application Form  
Found at 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 thesis credits.
- Enroll in minimum of 2 thesis credits during the term of graduation.

### 9. Master's Final Oral Examination (Thesis Defense)

Target: Usually the semester you plan to graduate, preparations must be completed at minimum- two weeks before you 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 Flo Cole at 727-553-1130 to schedule rooms in KRC and MSL, and the Karen A. Steidinger Auditorium.
- Request for Master's Thesis Defense Form  
**Due: two weeks BEFORE your defense**  
Obtain the necessary signatures from major professor, committee members and Director of Academic Affairs, Dr. Ted VanVleet. *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 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.

## 10. Thesis Defense

- All Committee members should be present
- 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.

## 11. Electronic Thesis 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>

Thesis (Written) SACS Evaluation Form

**Deadline: after committee approves the final manuscript**

To be completed by each committee directly after defense and submitted to the Academic Affairs office by the major advisor.

## 12. 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>