

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: 2nd 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 6th 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)
7. Enroll in dissertation credits (OCE 7980). Target: After passing comprehensive exams. ***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**

9. Dissertation 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

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*

- 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

**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)

USF Website www.usf.edu <i>Our Students</i> <i>Academics</i> <i>Registrar's Office</i> <i>Registrar's Office Forms</i>	Graduate School Website www.grad.usf.edu <i>Forms</i> <i>Graduate School Forms</i>	Marine Science Website www.marine.usf.edu <i>About</i> <i>Current Student Info</i> <i>Forms</i>
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