Doctoral Programs Student Benchmarks Chart

Year 1
- Take Core Courses
- By 2nd Term: Confirm Major Professor
- Begin to organize an advisory committee
- Prepare for IMSE; take at end of 1st year

Year 2
- By the Beginning: Form Advisory Committee
- By the End: Hold Dissertation Proposal Assessment Meeting
- Take electives & research

Year 3
- Take PCE to qualify for Candidacy
- Submit Admission to Candidacy packet
- Finish Electives
- Continue Research & Writing Dissertation

Prepare for Final Semester:
- Apply to Graduate on OASIS
- Review ETD Website and Checklist & Attend Workshop
- Register for Commencement (optional)

Final Semester
- Submit Dissertation Committee*
  Target: Two weeks before Sufficiency Meeting
- Sufficiency Meeting & Request for Defense*
  Target: At least two weeks prior to defense
  Forms: Request for Dissertation Defense; Create & Post Defense Announcement
- Defense*
  Target: Four weeks before the end of the term
  Forms: Successful Defense; Dissertation Defense & Written SACS Evaluations
- Submit Certificate of Approval Packet to OAA
  Target: One week after Defense
  Forms: Certificate of Approval packet
- Final Submission to ETD
  Deadline determined by ETD Office and is posted each semester

*can be completed prior to graduating semester.

Every Semester
- Discuss your funding with your MP & submit funding info to OAA
- Register for courses in advance—avoid $100 late registration fee
- Email committee with an update on your research and drafts
- Check your GPA: Must maintain 3.00 for Good Standing

Every Year
- Discuss & submit a progress report every October after your first year
- Consider new funding sources and apply (e.g. fellowships, grants, TA)
- Meet with committee
DOCTORAL DEGREE REQUIREMENTS AND PROCESS

Timeline and Checklist

Download this checklist at: http://www.marine.usf.edu/documents/checklist-phd.pdf

CREDIT REQUIREMENTS (Biological, Chemical, Geological, Physical Concentrations)

- 90 credit hours required (post-bachelor’s)
- 60 credits required (post-master’s)
  - 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.
  - 62 elective credits (post-bachelor’s)
  - 32 elective credits (post-master’s)
  - 16 dissertation credits (OCE 7980)

CREDIT REQUIREMENTS (Marine Resource Assessment Concentration)

- 90 credit hours required (post-bachelor’s)
- 60 credit hours required (post-master’s)
  - 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)
  - 53 elective credits (post-bachelor’s)
  - 23 elective credits (post-master’s)
  - 16 dissertation credits (OCE 7980)

REQUIRED FORMS

Links to all forms required for the Ph.D. degree program can be found on the CMS Graduate Programs - Forms website. Unless noted otherwise, all completed forms should be returned to the Academic Affairs Office or the Associate Dean of Academic Affairs.

http://www.marine.usf.edu/graduate-programs/forms.shtml

PROGRAM REQUIREMENTS AND TIMELINES

1. Permanent Major Advisor Assigned
   Target: Year 1

2. Comprehensive Exam Part 1: IMSE
   Target: End of Year 1
• All students will take the same exam, at the same time, and questions will be
determined by a committee to be appointed by the Dean. All Ph.D. students are
expected to take this exam no later than the beginning of their third year (to allow
for students who take 2 years to finish the core classes because of other course
requirements or when they start.

3. Form Your Dissertation Advisory Committee
Target: Year 2
Advisory Committee Appointment Form
• For non-USF members: Email CV to the Associate Dean of Academic Affairs) to
obtain approval.
• Committee consists of 5 members, at least 3 of whom must come from CMS. At
least 1 member must be from outside of the CMS. A 6th member may be added
for additional expertise.

4. Submit Dissertation Proposal To Committee Members
Target: Year 2
Dissertation Proposal – SACS Evaluation Forms:
During your Dissertation Proposal meeting, 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 Associate Dean of Academic Affairs.

5. Complete Core Courses
Target: within 2 years
• Core courses must be passed with a B- or better grade. Students who earn below a
B- must retake the core course. Please note: a B- is 2.66 GPA points. Too many B-
grades can bring a GPA below a 3.00 and place a student on probation

6. Complete Other Formal Courses (as advised by committee)
Target: Within 2-3 years

7. Comprehensive Exam: Part 2 Ph.D. Candidacy Exam
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. Refer to CMS student Handbook for details.
Enroll in minimum of 2 graduate credits during the term you take the exam.

Admission to Candidacy Form
(found on the Office of Graduate Studies web site. Obtain signature of major
professor and submit this form to the Academic Affairs Office at least 3 days prior to
the Office of Graduate Studies Deadlines. See the form for approval window and

Ph.D. Comprehensive Exam – SACS Evaluation Form
Once you take you pass your comprehensive exams – distribute this form to each of
your committee members. Once completed, instruct your major advisor to return the forms to the Academic Affairs Office.

8. Enroll in dissertation credits (OCE 7980)
   Target: After passing comprehensive exams
   NOTE: You cannot register for dissertation credits until the next complete semester following admission to candidacy. For example, if you completed your requirements for candidacy and submitted your Admission to Candidacy form in Summer, you will enter candidacy and be able to register for dissertation in Fall.

9. 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

10. 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_Req_01_WorkshopsAndSessions.php

11. Electronic Dissertation 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

12. Apply to Graduate
    Deadline: by 4th week of final semester, see Graduation Deadlines for exact date
    Students who plan to graduate in summer 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 dissertation credits during the term of graduation.

13. Submit Dissertation to Committee
    Deadline: by the 6th week of the final semester
    Students should send by mail or email a copy of their dissertation to their major advisor and committee members.

14. Sufficiency Meeting
    Target: Usually the semester you plan to graduate, the meeting must occur at least two weeks before you defend.
    Verify with your committee that you are ready to defend at the sufficiency meeting.
Work with your committee members and Chairperson to determine a time and date for your defense. Once the date is established, find and schedule a facility where the defense will be held. Please work with the 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.

Nomination of Outside Chairperson:
The Dissertation Defense (or Final Oral Examination) shall be presided by a senior and distinguished scholar from outside the department, nominated by the Major Professor. If the chair is from another institution, this individual should have the equivalent qualifications necessary to chair a dissertation in the subject area at the University of South Florida. Once you and your major professor have selected a chairperson – your major professor will send a memo to the Associate Dean of Academic Affairs requesting that the person be appointed as outside chair of the defense, explaining the expertise of nominee and provide a copy of his/her CV.

Request for Dissertation Defense Form
Due: two weeks BEFORE your defense
Obtain the necessary signatures from major professor, committee members and Associate Dean of Academic Affairs. Note: The signatures of your committee members indicate that they have read the dissertation and the student is ready to defend.

Unsigned Successful Defense Form
Due: two weeks BEFORE your defense
Provide a completed, unsigned copy of the Successful Defense form in advance. The Academic Affairs office will send the form to the chairperson (prior to the defense), the chairperson will be responsible for obtaining all signatures at the successful completion of the Defense.

Create a Defense Announcement
Due: two weeks prior to your defense
• Templates are available on the CMS Forms website.
  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 1 week 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.

15. Dissertation Defense
• The Chair of the Defense and all Committee members should be present in person or remotely. Note that the Chair of the Defense and the major advisor are required to be physically present at the defense.
• 2-3 hours in length
• Majority vote is needed for passing

Return the Successful Defense Form
After successful completion of the defense – the chairperson is responsible to return the form to the Associate Dean of Academic Affairs.

Dissertation Defense & Dissertation Written - SACS Evaluation Forms
Distribute these forms to each of your committee members. One is for the written dissertation and the other is for the oral defense. Once completed, instruct your major advisor to return the forms to the Academic Affairs Office. Note: you may also distribute the Dissertation (Written) – SACS Evaluation form to each of your committee members at your defense.

16. Electronic Dissertation 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 Academic Affairs Office on or before the posted deadline by 3 pm. The final submission process involves uploading your final written dissertation to the ProQuest website, completing surveys, and hand delivering paper forms in person to the Academic Affairs Office.

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 (two pages)
Plagiarism Check Summary Page – completed by Major Professors
Survey of Earned Doctorates Certificate of Completion (see ETD website)
SACS Evaluation Forms (CMS website)
Deadline: after committee approves the final manuscript
To be completed by each committee and submitted to the Academic Affairs office.

17. 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