USF

UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF MARINE SCIENCE

Graduate Student Handbook
2014-2015

Contents

Key Policies and Information

1) College of Marine Science Student Handbook

The College of Marine Science (CMS) Student Handbook contains policies, requirements, and information specific to the College of Marine Science and selected key policies from the Graduate Catalog. Please be aware that the requirements and policies listed in the Graduate Catalog describe the minimum standards of the university, however, the College of Marine Science may have additional and more specific requirements and policies. These requirements and polices are outlined in the CMS Student Handbook and must be adhered to in order to earn the Master's or Ph.D. degree in Marine Science.

CMS Student Handbook Website: http://www.marine.usf.edu/graduate-programs/handbook.shtml

2) Graduate Catalog

The Graduate Catalog includes all policies, procedures, and program and course descriptions in effect at the time of publication. The policies, procedures, and requirements within the Graduate Catalog are applicable to students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework. The Graduate Catalog is an online publication available on the Office of Graduate Studies website. USF reserves the right to repeal, change, or modify the policies, procedures, programs, and course descriptions at any time.

Graduate Catalog Website: http://www.grad.usf.edu/catalog.php
Graduate Policies and Procedures: http://www.grad.usf.edu/policies.php

3) Catalog of Choice

In order to graduate, students must meet all requirements specified in the USF Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contract to program requirements, which are tied to a specific catalog, **all students must comply with University policies and procedures that come into effect each catalog year**.

- Students cannot choose a USF Catalog published prior to admission (or readmission if reinstated) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of reinstatement/readmission or any one Catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College or Department makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.

- USF does not commit itself to offer all the courses, programs, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.

4) University Degree Requirements

For detailed degree requirements for the Masters and Ph.D. programs please visit the "University Degree Requirements" section of the Graduate Catalog: http://www.grad.usf.edu/catalog.php .

5) Forms

There are several forms required to be submitted to the CMS Academic Affairs Office at various stages of your program. The program checklists (available in the back of this handbook) explain how and when to submit these forms. All CMS Graduate Program required forms can be found on the CMS Graduate Programs website:

CMS Academic Affairs Forms**:** http://www.marine.usf.edu/graduate-programs/forms.shtml

6) Marine Science Degree Requirements Summary

The following are the minimum requirements necessary to graduate from the University of South Florida with a degree in Marine Science. Please refer to the *Master's Degree Requirements* and *Ph.D. Degree Requirements* sections of the Graduate Catalog for detailed information on degree requirements.

Master's of Science
Biological, Chemical, Geological, and Physical Oceanography 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 - as determined by the student's Master's Thesis advisory committee. **Please note** only 3 credit hours of science education courses can be used towards your degree requirements. Please contact Dr. David Naar (naar@usf.edu) for details on these types of courses.
    - ☐ 6 elective credits - as determined by the student's Master's Thesis advisory committee, normally additional formal class credits or directed research hours (OCE 6972)
    - ☐ 6 thesis credits (OCE 6971) - a minimum of 6 hours or thesis credits are required
- ☐ A written thesis and successful oral defense

Master's of Science
Marine Resource Assessment (MRA) 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 - as determined by the student's Master's Thesis advisory committee, normally additional formal class credits or directed research hours (OCE 6972)
    - ☐ 6 thesis credits (OCE 6971) - a minimum of 6 hours or thesis credits are required
- ☐ A written thesis and successful oral defense

Doctoral (Ph.D.)
Biological, Chemical, Geological, and Physical Oceanography Concentrations

- [ ] 90 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.
  - [ ] 62 elective credits - as determined by the student's Dissertation advisory committee, composed of formal classes and directed research hours (OCE 7910). **Please note** only 3 credit hours of science education courses can be used towards your degree requirements. Please contact Dr. David Naar (naar@usf.edu) for details on these types of courses.
  - [ ] 16 dissertation credits (OCE 7980) - a minimum of 16 hours or dissertation credits are required
- [ ] Passing performance on a comprehensive qualifying written and oral examination
  (refer to the Comprehensive Exams section of this handbook for more information)
- [ ] Admission to Doctoral Candidacy
  (refer to the Admission to Doctoral Candidacy section of this handbook for more information)
- [ ] A written dissertation and successful oral defense

Doctoral (Ph.D.)
Marine Resource Assessment (MRA) Concentration

- [ ] 90 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)
  - [ ] 53 elective credits - as determined by the student's Dissertation advisory committee, composed of formal classes and directed research hours (OCE 7910). **Please note** only 3 credit hours of science education courses can be used towards your degree requirements. Please contact Dr. David Naar (naar@usf.edu) for details on these types of courses.
  - [ ] 16 dissertation credits (OCE 7980) - a minimum of 16 hours or dissertation credits are required
- [ ] Passing performance on a comprehensive qualifying written and oral examination
  (refer to the Comprehensive Qualifying Exams section of this handbook for more information)
- [ ] Admission to Doctoral Candidacy
  (refer to the Admission to Doctoral Candidacy section of this handbook for more information)
- [ ] A written dissertation and successful oral defense

7) Major Professor/s

Upon entering the College of Marine Science, each student (M.S. and Ph.D.) is assigned a temporary academic advisor. By the end of the second semester, the student should choose a plan of advanced study, an area of research, and a major professor (permanent advisor). In most cases, the temporary advisor will continue to serve as permanent advisor. The major professor must be a CMS graduate faculty member with qualifications appropriate to the required level of supervision. In special cases, a co-advisor from outside CMS may be chosen to help direct a student, however, a co-advisor from within CMS must also be utilized. If a major professor cannot be identified or in the event a major professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another major professor. Students who are unable to find a replacement major professor should confer with the Academic Affairs Director, for available options If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing.

8) Advisory Committee Requirements

Each student is responsible to form a Master's or Ph.D. Advisory Committee. The advisory committee is generally formed during the second year of study. The student is required to submit the Advisory Committee Appointment form to the CMS Academic Affairs office for approval in order to officially form their committee. The Committee Appointment form is available on the CMS Graduate Programs forms webpage. The following section outlines the requirements for the Master's and Ph.D. Advisory Committees.

Master's Committee
The Master's Committee consists of the major professor and at least two other members of CMS or an area/institution related to that in which the degree is sought. Members are chosen by the student and the major professor and must be approved by the Marine Science Director of Academic Affairs. All members of the committee must sign the Graduate Student Advisory Committee Appointment form. In addition, a CV must be included for any member who is not from within USF. Once a committee is appointed, the student should formulate a plan for the remainder of their Master's program.

Ph.D. Committee
The Ph.D. Committee consists of five members, at least three of whom must come from CMS. At least one member must be from a science department, agency, or program outside CMS (NOTE: Although the USF Office of Graduate Studies only requires four members to serve on a student's dissertation committee, CMS still requires five members to serve on the committee). A sixth member may be added for additional expertise. The committee must be appointed before the Comprehensive Examination is taken. Members are chosen by the student and the major professor and must be approved by the Marine Science Director of Academic Affairs. All members of the committee must sign the Graduate Student Advisory Committee Appointment form. In addition, a CV must be included for any member who is not from within USF. Once a committee is appointed, the student should formulate a plan for the remainder of their Ph.D. program.

Changing a Committee Member
If for some reason a student must change a member of their committee, the student must complete the Change of Committee form. The form requires signatures of the co/major professors and added or removed members. Contact the Academic Affairs Director regarding obtaining signatures or acknowledgement of removed members. All forms can be found on the CMS forms webpage.

9) Comprehensive Qualifying Exams [for the Ph.D. Degree only]

All CMS Doctoral students are required to successfully complete a comprehensive qualifying examination before applying for Admission to Doctoral Candidacy. Students must be enrolled in at least 2 graduate credit hours during the semester they take the comprehensive exams.

- There will be a **standardized comprehensive exam** administered early each Fall semester. The exam aims to judge a student's ability, upon successful completion of the four core classes (B- or better), to integrate the concepts covered in these classes. 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). M.S. students who anticipate continuing for PhD degrees are encouraged to take this exam, which will fulfill this requirement as long as they enter the PhD program within 7 years of completing the exam. **The standardized comprehensive exam is a written exam, followed by optional oral exam if the student does not perform satisfactorily on the written exam. If the student fails the exam, he/she has a second chance to pass the exam in the following year. If a student fails the exam twice, he/she may not proceed in the PhD program.**

- After passing the standard comprehensive exam, students are expected to form their dissertation committee, have their research proposal approved by the committee, and to take and pass a **qualifying exam** administered by the dissertation committee. The qualifying exam is meant to test the students' in-depth knowledge in their area of concentration and/or dissertation research**. The qualifying exam must consist of a 2-4 hour oral exam, with an optional written exam (which could be prior to or after the oral exam) at the discretion of the student's major advisor.** The student is expected to take and pass the qualifying exam no later than the start of their fourth year. A student has two chances to pass the qualifying exam in order to become a PhD candidate and must do so prior to beginning their fifth year.

10)   Admission to Doctoral Candidacy [for the Ph.D. Degree only]

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF

1. Admission to a doctoral program
2. Appointment of a Doctoral Committee
3. Attainment of an overall and degree program Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. (All "I" and "M" grades must be cleared before candidacy may be finalized)
4. Completion of a qualifying examination
5. Certification by the Doctoral Committee that the above qualifications have been successfully completed

Applying for Admission to Candidacy *[for the Ph.D. Degree only]*
The Admission to Candidacy form *(found on the Office of Graduate Studies Website Forms page and the CMS Graduate Program Forms page)* should be submitted for approval during the semester that the comprehensive exams were completed, but no later than the semester following the successful completion of the exam. The form will be approved by the Dean of the College and forwarded to the Dean of the Office of Graduate Studies for final approval. Doctoral Candidacy is effective as of the day that the Office of Graduate Studies approves of the request and changes the student's status to 6C. For procedures and processing deadlines refer to the Office of Graduate Studies website at www.grad.usf.edu .

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (OCE 7980) in the semester that immediately follows the last business day of the approval window. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the summer and students approved during the Summer approval window

may enroll in the Fall. Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.

The College of Marine Science requires at least 16 dissertation hours for completion of the degree. The College of Marine Science, with approval of the Academic Affairs Director, may apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. For more information refer to Enrollment Requirements in the Academic Policies section of the Graduate Catalog.

11)   Student Rights and Responsibilities

The University of South Florida is a learning community designed to foster collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges, which are protected. In order to protect the rights and privileges of all students, there are guidelines for conduct that are intended to facilitate the desired environment and educational goals of the University and its students. It is important that each student become familiar with the rights and responsibilities afforded students at the university. For complete information, please visit the Office of Student Rights and Responsibilities' website: http://www.sa.usf.edu/srr *(Refer to the Main Menu Item – "Rights and Responsibilities")*

12)   Student Conduct

Students are responsible for compliance with all public laws as well as university rules and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The University may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal judicial process. Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. Such charges should be filed in writing with the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities also reserves the right to initiate or follow-up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.

For complete information, please visit the Office of Student Rights and Responsibilities' website: http://www.sa.usf.edu/srr *(Refer to the Main Menu Item – "Student Code of Conduct")*

13)   Academic Integrity of Students

Review the full regulation online for complete information. Violations include cheating, plagiarism, fabrication, forgery and obstruction, multiple submissions of the same work for credit, misconduct in research and creative endeavors, and computer misuse.   The full policy is available on the Office of Graduate Studies Policies and Procedures website, Academic Policies, section 7: http://www.grad.usf.edu/policies.php

14)   Disruption of Academic Process

Review the full regulation online for complete information. Defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or; Presents a danger to the health, safety, or well-being of self or other persons. The full policy is available on the Office of Graduate Studies Policies and Procedures website, Academic Policies, section 7: http://www.grad.usf.edu/policies.php

15) Academic Grievance Procedures

An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints. The Academic Grievance Procedures are to be used for academic situations and not for situations of Disruption of Academic Process. It is important to remember that resolution of the grievance MUST take place first within the College of Marine Science and move on further to the Office of Graduate Studies ONLY if resolution has not been achieved at the lower level. The full policy is available on the Office of Graduate Studies Policies and Procedures website, Academic Policies, section 7: http://www.grad.usf.edu/policies.php

16) Parking Information and Campus Maps

For information on USF Parking Services, policies, and regulations, refer to

USF Parking and Transportation Services:
- Tampa: http://usfweb2.usf.edu/parking_services/default.asp
- St. Petersburg: http://www.stpt.usf.edu/parking_services/parking_rates.htm

Campus maps
- Tampa: http://usfweb2.usf.edu/parking_services/maps.asp
- St. Petersburg: http://www.stpete.usf.edu/directions.htm

17) Student Identification Card (USFCard) Policy

University policy requires all students obtain and carry the USFCard while on campus. To obtain a USFCard visit: http://www.nelson.usf.edu/im/studentids.html

18) Courses Offered and Registration Information

Course Offerings:
To view the current course schedule and course description and details for courses offered by the College of Marine Science, please visit the following website:
http://www.marine.usf.edu/graduate-programs/courses-offered.shtml

Registering for Classes:
To register for classes, students must login to MyUSF - OASIS – http://my.usf.edu

Required Immunization Health History Forms
Student Health Services (SHS) requires the USF Immunization Health History Form for evaluating and maintaining medical requirements for registration for all University of South Florida students. Please contact the Immunization Compliance Office at 813-974-4056 or visit the SHS website for more information.
http://www.shs.usf.edu/immunizations/immunization-compliance.aspx

Registration and Tuition Payment Deadlines:
Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period).

Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the Add / Drop sections of the Graduate Catalog.

For complete information please refer to the Registration and General Information section of the Office of Graduate Studies Policies and Procedures webpage: http://www.grad.usf.edu/policies.php
Additional information on all registration requirements and procedures may be found in the Schedule of Classes at http://www.registrar.usf.edu/ssearch/search.php or at the Registrar's office website at: http://www.registrar.usf.edu/index.php .

19) Dropping a Course

Students are responsible for dropping a course if they do not wish to continue enrollment for that course. A student may drop a course(s) during the following times:
1. During regular registration and the drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.
2. Between the second and tenth week of the semester (except for summer sessions – see the Summer Schedule of Classes for dates). Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).
3. Following the tenth week deadline if the request meets one of the following exceptions: a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.). b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased. c) Involuntary call to active military duty as confirmed by military orders. d) A situation in which the University is in error as confirmed by an appropriate University official. e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

For complete information please refer to the Registration and General Information - Adds, Drops, Deletes, Fee Adjustments, Retroactive Actions section of the Office of Graduate Studies Policies and Procedures webpage: http://www.grad.usf.edu/policies.php

20) Tuition Information

Tuition and Fees
All tuition and fees are subject to change, without prior notice. For current tuition and fees information please visit the Cash Accounting webpage:
http://usfweb2.usf.edu/uco/cashaccounting/tuition.asp

Residency for tuition purposes
Please refer to the "Residency Policy" on the Policies and Procedures web page on the Office of Graduate Studies web site: http://www.grad.usf.edu/policies.php

To view tuition charges and account balance:

To confirm the total amount of tuition due or check your account balance, you can view your fees on the web. To access your fee information via the web, login to OASIS, click on Tuition, Fees and Payments and View My Account Summary by Term. Please note that once you have paid your fees, your fee amount shown on the web will reflect your payment (i.e., if you have paid the entire amount, you will see the $0.00 is due).If you wish to only view your tuition charges for a specific semester go to View My Fee Assessment. Payments and charges other than tuition are not reflected on the fee assessment.

Paying your tuition:
You will not receive a bill for your tuition. Tuition is due on the 5th day of each term (semester). Payments can be made online at the OASIS website, http://usfonline.admin.usf.edu/ by credit/debit card or eCheck. A $10.00 fee is assessed for payments made with any bank card. There is no charge for paying by eCheck. Payments can also be made using checks or money orders. Visit the Cashier's website for information about paying tuition: http://usfweb2.usf.edu/uco/cashiers/payinfo.asp

21)   Enrollment Requirements

Minimum University Regulations

- **USF Full-Time Student Definition**
  Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

- **Financial Aid Requirements**
  More hours may be required for financial aid reasons. For financial aid requirements, contact the Office of Financial Aid.

- **Veteran's Administration Benefits**
  Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.

- **Continuous Enrollment for All Graduate Students**
  All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters (i.e. two (2) hours Spring/ two (2) Summer/ two (2) Fall; OR, three (3) Fall/ zero (0) spring/ three (3) Summer; OR six (6) Fall/ zero (0) Spring/ zero (0) Summer; etc.). Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the Time Limitations Policy in the Graduate Catalog.

- **Readmission Following Non-enrollment**
  A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Readmission is at the discretion of the program and is not guaranteed. Refer to the Readmission Policy in the Graduate Admissions Section of the Graduate Catalog for more information.

- **Enrollment during Comprehensive Exams and Admission to Candidacy**
  During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must

also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

- **Dissertation Hours**

Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and programs may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the program must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission Policy in the Graduate Admissions Section of the Graduate Catalog for more information.

- **Enrollment during Semester of Thesis Submission**

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation.

- **Enrollment during Semester of Graduation**

Master's Students must be enrolled for a minimum of two (2) Thesis hours and during the semester of graduation. Ph.D. Students must be enrolled for a minimum of two (2) Dissertation hours during the semester of graduation.

- **Enrollment for Graduate Teaching and Research Assistants (GAs, TAs, and RAs)**

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies.

- **Leaves of Absence (LOA)**

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement. Students with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website. The LOA must be approved by the Major Professor, the Program, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree. Students returning from an approved LOA must reactivate their status by contacting the Office of Graduate Studies for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

22) Academic Standards and Grades

<u>In Good Standing</u>
To be considered a student in good standing, graduate students must Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs. No grade of C- or below will be accepted toward a

graduate degree. Students must meet the requirements to be in good standing to graduate. A student will not be certified to graduate if an IF or MF is on the transcript, unless the student requests to "accept" the IF or MF grade and the request is signed and approved by the student, program, college and Office of Graduate Studies. IF or MF grades that are "accepted" will never be changed.

Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up. Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions. Grades for transfer credits accepted toward the degree program will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at USF and meets the requirements stated in the Institution Based Credit/Transfer of Credit section at http://www.grad.usf.edu/catalog.php   .

Graduate Grading System Plus/Minus Grading:

Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. If used, the +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of the Provost.

Letter grade = number of grade points

A+	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	.67		

- FF   Failure due to academic dishonesty
- I   Incomplete, grade points not applicable (types of I–grades: I, IA, IB, IC, ID, IF)
- M   Missing grade/no grade reported by instructor, grade points not applicable
- MF   Missing grade changed to F, 0.00 grade points
- MU   Missing grade changed to U, grade points not applicable
- N   Audit, grade points not applicable
- S/U   Satisfactory/Unsatisfactory, grade points not applicable
- W   Withdrawal or drop from course without penalty, grade points not applicable
- Z   Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

Satisfactory (S)/ Unsatisfactory (U)

Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on a S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

Incomplete (I)

An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- majority of the student's work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and the Office of Graduate Studies by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the I grade is cleared. An I grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. I grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

For complete information please refer to the I Grade Policy and Procedures and Incomplete Grade Contract section of the Office of Graduate Studies Policies and Procedures website:
http://www.grad.usf.edu/policies.php

Missing (M)
The University policy is to issue an M grade automatically when the instructor does not submit any grade for a graduate student (undergraduate rules apply to undergraduate and non-degree-seeking students). Until it is removed, the M is not computed in the GPA. An M grade which is not cleared within the next academic semester (including summer semester) will be converted to MF or MU, whichever is appropriate. MF grades are calculated in the GPA and if applicable, the student will be placed on academic probation or academically dismissed. To resolve the missing grade, students receiving an M grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department chair. Students cannot be admitted to doctoral candidacy or certified for graduation with an M grade.

Continuing Registration Grades (Z)
The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or thesis/dissertation, the final grade assigned will be an **S**. The Graduate School submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication. Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through

the Office of Graduate Studies.

Probation
Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or program may also place students on probation for other reasons as designated by the college or program. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:
1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time.

For complete information please refer to the Academic Probation section of the Office of Graduate Studies Policies and Procedures webpage: http://www.grad.usf.edu/policies.php

Voluntary Withdrawal
A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the degree program itself) can be obtained from the Registrar's Office. Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

## 23)	Transfer of Credits Policy

Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. For the entire policy and to download the form, visit the "Transfer of Credit Policy" and the "Transfer Course Form" listed on the Office of Graduate Studies Policies and Procedures web site: http://www.grad.usf.edu/policies.php
Credits obtained from USF System Institutions will be calculated into the GPA at USF and will be noted on the transcript as the grade earned. Credits from other regionally accredited universities are not calculated into the GPA at USF.

- Only credits with a grade of B or better may be transferred.
- No coursework may be transferred that was completed five or more years prior to enrollment in the graduate degree program.
- There is no time limitation for courses from a completed master's degree or professional degree applied toward a doctoral degree.
- The graduate degree program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible after the time of admission.
- This must be completed and submitted to the Office of Graduate Studies preferably in the first semester, but no later than the second semester the student is enrolled in the graduate program.

Note: Students taking courses at USF System Institutions other than their home USF institution should seek the approval of their graduate program director prior to taking the courses to ensure that the courses are eligible for transfer.

24)   Time Limitations

Master's Degree – Time Limitation
Master's degrees must be completed within **five (5) years** from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate program, for example as non-degree seeking or from other institutions that were transferred in, have no time limitation. All courses taken while in the Master's program are current for 10 years.

Ph.D. Program – Time Limitation
Doctoral degrees must be completed within **seven (7) years** from the student's original date of admission for doctoral study. All courses taken while in the doctoral degree are current for 10 years. Courses transferred in have no time limitation. There is no time limitation for courses from a completed master's degree used toward a doctoral degree. For students who are readmitted, see Readmission Policy. Typically a student will reach candidacy within four years, but this may vary per discipline.

Time Limit Extensions
In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form,* available on the Office of Graduate Studies website http://www.grad.usf.edu/student-forms.php

Requests must include:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- endorsements from the graduate faculty advisor, graduate program, and College Dean or designee, prior to submission to the Office of Graduate Studies for approval
- a detailed plan of study and timeline for the remaining requirements for the degree

If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave (see Leave of Absence in the Enrollment Requirements section for information; the *Leave of Absence Request Form* is available online at http://www.grad.usf.edu/student-forms.php

25)   Annual Progress Reports

The college requires each student to complete a report each year to document their progress towards their degree. The Director of Academic Affairs will distribute this form and the corresponding deadlines during the spring semester of each year. All students are required to complete an Annual Progress Report.

26)   Change of Graduate Program

Students may decide that another graduate program is more in line with their career focus or research perspective. Students who wish to change from one degree program to another (at the same level) must obtain a Graduate Change of Program Application from the Office of Graduate Studies or Office of the Registrar website.

- The new department will consider the Change of Program request as a new application.
- The Deans of the Colleges involved and the Dean of the Office of Graduate Studies must approve the Change of Program.
- The new department may elect to accept all, some, or none of the graduate courses previously taken by the student and only those courses accepted will be computed in the GPA. Students desiring to change program levels (e.g. from a Master's program to Doctoral program) must submit a new application for admission.

27) Electronic Thesis and Dissertation (ETD) Resource Center

Each student is required to submit their completed written Thesis or Dissertation electronically to the Office of Graduate Studies. The ETD Resource Center contains all of the requirements, instructions, and information regarding your final electronic submission [for example: tutorials about the ETD process, review of ETD deadlines, description of the ETD Workshops (each student is required to attend this workshop before graduation) and Boot Camps, ETD registration and submission requirements, and the student, advisor and Office of Graduate Studies responsibilities]. Each student is encouraged to visit the ETD resource center at least 1-2 semesters before they plan to graduate in order to be aware of and meet the requirements of this process. ETD Resource Center website: http://www.grad.usf.edu/ETD-res-main.php

28) Graduate Degree Graduation Application

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**.

This application must be submitted in the term of expected graduation by the deadline noted on form. If a student applies for graduation and is not approved, a new Graduate Degree Graduation Application must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired. Inquiries concerning approval or denial of graduation should be made to the CMS Academic Affairs Office. It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

29) Commencement

Graduate students may not participate in commencement exercises until all requirements for the degree sought have been fulfilled. Students graduating from programs based from the Tampa campus (including CMS) participate in commencement exercises on the Tampa campus. All doctoral graduates receive degree conferral from the Tampa campus and therefore participate in commencement exercises in Tampa. More information on graduation through the Tampa campus can be found at http://usfweb2.usf.edu/commencement/

30) Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement. Students with a change of address need to fill out a change of address form at the Registrar's office. Questions regarding diplomas and degree certification should be directed to the Registrar's office at 974-2000.

Quick Policy Requirements Summary Page

	Masters	Doctoral Students
Date of Admission	Fall 2014	Fall 2014
Graduate Catalog of admission	2014-2015	2014-2015
Time Limit to complete degree	Total: 5 years Fall 2019	Total: 7 years Fall 2021
Continuous Enrollment Policy	At least 6 graduate hours per 12 month period	At least 6 graduate hours per 12 month period
GA/TA/RA Enrollment Policy	Should be full-time students: Fall/Spring: 9 or more hours Summer: 6 or more hours	Should be full-time students: Fall/Spring: 9 or more hours Summer: 6 or more hours
Qualifying Exam Enrollment Policy	At least 2 graduate credit hours taken in the semester of the comprehensive exams	At least 2 graduate credit hours taken in the semester of the comprehensive exams
Candidacy Enrollment Policy	n/a	Once admitted into doctoral candidacy the student must enroll in at least 2 dissertation hours per fall and spring semesters (and at least 6 total hours per a 12 month period) until dissertation is submitted
Thesis/Dissertation Enrollment	At least 2 thesis hours in semester of final submission	At least 2 dissertation hours in semester of final submission
GPA Requirement to be "in good standing"	At least a 3.00 GPA overall and in program	At least a 3.00 GPA overall and in program

MASTER'S DEGREE REQUIREMENTS AND PROCESS
Timeline and Checklist

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

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/graduate-programs/forms.shtml . Unless noted otherwise, all completed forms should be returned to the CMS Academic Affairs Office, Brittany Sheehy, MSL 210C or the Graduate Program Director, Dr. David Naar, MSL 214.

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 (David Naar MSL 214, naar@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/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. 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. *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.

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
  - o 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
  - o 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 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.

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

DOCTORAL DEGREE REQUIREMENTS AND PROCESS
Timeline and Checklist

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

☐ 90 credits required
- ☐ 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
- ☐ 16 dissertation credits (OCE 7980)

CREDIT REQUIREMENTS *(Marine Resource Assessment Concentration)*

☐ 90 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)
- ☐ 53 elective credits
- ☐ 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 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, Brittany Sheehy, MSL 210C or the Graduate Program Director, Dr. David Naar, MSL 214.

PROGRAM REQUIREMENTS AND TIMELINES

2. Permanent major advisor assigned
Target: Year 1

3. Give your Dissertation proposal to potential committee members
Target: Year 2
FORMS:
- ☐ 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 Director of Academic Affairs.

4. Select your Dissertation advisory committee

Target: Year 2

    FORMS:

☐ Advisory Committee Appointment Form

- For non-USF members: Email CV to the Director of Academic Affairs (David Naar, MSL 214, naar@usf.edu) 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.

5. Complete core courses

Target: within 2 years

6. Complete other formal courses (as advised by committee)

Target: Within 2-3 years

7. Take Comprehensive Qualifying 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. Refer to CMS student Handbook for details.

☐ Enroll in minimum of 2 graduate credits during the term you take the exam.

    FORMS

☐ Admission to Candidacy Form
(*found on the Office of Graduate Studies web site:* http://www.grad.usf.edu/inc/linked-files/A2C_form.pdf) Obtain signature of major professor and submit this form to David Naar, MSL 214 at least 3 days prior to the Office of Graduate Studies Deadlines. See the form for approval window and deadlines.

☐ 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 Director of Academic Affairs.

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.

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-res-main.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: normally in the early part of the semester, please refer to the form for the exact deadline

☐ Students who plan to graduate in Summer 2014 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. Dissertation Final Oral Examination (Dissertation Defense)

Target: the tasks listed below should be completed no later than two weeks before the Dissertation Defense.

☐ 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 Dr. David Naar (naar@usf.edu) 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.

☐ Set the Date:
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 Flo Cole at 727-553-1130 to schedule rooms in KRC and MSL, and the Karen A. Steidinger Auditorium.

FORMS

☐ Request for Dissertation Defense Form
Due: 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.*

☐ 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) and he/she 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 Graduate Programs Forms webpage.

- ☐ 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.

14. Dissertation Defense

- The Chair of the Examination Committee and all Committee members should be present
- 2-3 hours in length
- Majority vote is needed for passing

FORMS

☐ Return the Successful Defense Form
After successful completion of the defense – the chairperson is responsible to return the form to the Director of Academic Affairs, Dr. David Naar (naar@usf.edu).

☐ Dissertation Defense - SACS Evaluation Form
Distribute this form to each of your committee members. Once completed, instruct your major advisor to return the forms to the Director of Academic Affairs. Note: you may also distribute the Dissertation (Written) – SACS Evaluation form to each of your committee members at your defense.

15. 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 Brittany Sheehy on or before the posted deadline by 3pm. 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 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
- ☐ Graduate School Exit Survey (Printed last page)
- ☐ NORC Survey of Earned Doctorates (Printed confirmation page)
- ☐ Thesis (Written) SACS Evaluation Form (CMS Graduate Program - Forms page)
  Deadline: after committee approves the final manuscript
  To be completed by each committee and submitted to the Academic Affairs office.

16. 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

Helpful Websites

Marine Science
- Home: www.marine.usf.edu
- Graduate Program Information: www.marine.usf.edu/graduate-programs
- Courses Offered: http://www.marine.usf.edu/graduate-programs/courses-offered.shtml
- Forms: http://www.marine.usf.edu/graduate-programs/forms.shtml
- Tuition and Funding: http://www.marine.usf.edu/graduate-programs/funding.shtml
- Student Handbook: http://www.marine.usf.edu/graduate-programs/handbook.shtml
- CMS Internal Website: www.marine.usf.edu/internal

Office of Graduate Studies
- Home: http://www.grad.usf.edu
- Catalog: http://www.grad.usf.edu/catalog.php
- Policies and Procedures: http://www.grad.usf.edu/policies.php
- Electronic Thesis and Dissertation (ETD) Resource Center: http://www.grad.usf.edu/ETD-res-main.php
- Graduate Assistant Resource Center: http://www.grad.usf.edu/assistantships.php
- Graduate and Professional Student Council (GPSC): http://www.gpsc.usf.edu/
- Workshops: http://www.grad.usf.edu/events.php

Registrar's Office
- Home: http://www.registrar.usf.edu/
- Forms: http://www.registrar.usf.edu/data_display.php?link_type=Forms

IT / myUSF Portal (OASIS Course Registration/Tuition/Canvas/Blackboard)
- MyUSF Portal: http://my.usf.edu
- System-wide Course Schedule Search: http://www.registrar.usf.edu/ssearch/search.php
- Tuition and Fees: http://usfweb2.usf.edu/uco/cashaccounting/tuition.asp
- USF IT: http://it.usf.edu/
- Free Software Application Portal (CITRIX): http://apps.usf.edu/
- Computer Store: http://www.usf.edu/it/services/computer-store.aspx
- Virus Software: http://www.usf.edu/it/class-prep/symantec-virus-protection.aspx

USF - Services
- USF Home: www.usf.edu
- USF St. Petersburg Campus: www.stpete.usf.edu
- Financial Aid Office: http://usfweb2.usf.edu/finaid/
- Parking: http://www.usfsp.edu/financial/parking-transportation/
- Student Health Services: www.shs.usf.edu
- USF Libraries: http://www.lib.usf.edu/
- Poynter Library, USF St Pete: http://www.nelson.usf.edu/
- Campus Police (St. Pete): http://www.stpt.usf.edu/police/index.htm

Calendars / Important Deadlines
- **Academic Calendar:** http://www.registrar.usf.edu/enroll/regist/calendt.php
- **Cultural and Diversity Calendar:** http://usfweb2.usf.edu/eoa/deo_calendar/default.asp
- **Cashiers Office – Important Dates:** http://usfweb2.usf.edu/uco/Cashiers/impdates.asp

Helpful College Contacts:

Name	Title	Phone	Office	Email

Academic Affairs

Name	Title	Phone	Office	Email
David Naar	Director of Academic Affairs	727-553-1637	MSL214	naar@usf.edu
Brittany Sheehy	Academic Affairs Administrator & Tuition Payments	727-553-3944	MSL 210C	bsheehy@usf.edu
Monica Mion	Admissions and Program Advisor	727-553-3504	MSL210A	marinescience@usf.edu

Administration

Name	Title	Phone	Office	Email
Jacqueline E. Dixon	Dean	727-553-3369	KRC3109	jdixon@usf.edu
Linda Kelbaugh	Executive Admin Spec	727-553-1634	KRC 3114	lkelbaugh@usf.edu
Gary Mitchum	Associate Dean of Research	727-553-3941	MSL215	mitchum@usf.edu

Business Services / Travel /Purchasing

Name	Title	Phone	Office	Email
Barbara Daugherty	**Business Services & Travel**	727-553-3938	MSL 114	barbd@usf.edu
Betty Rahn	**Purchasing Card (PCard)**	727-553-1138	MSL 101B	brahn@usf.edu
Holly Peterson	**Purchase Orders/Receiving**	727-553-1194	MSL 101C	hpeterson@usf.edu
Nancy Holloway	**Grants/Awards/Budget Accounting**	727-553-1271	MSL 101A	holloway@usf.edu

Facilities

Name	Title	Phone	Office	Email
Joe Donnelly	Facilities Manager	727-553-1190	MSL101D	donnelly@usf.edu

Front Reception

Name	Title	Phone	Office	Email
Flo Cole	Front Receptionist	727-553-1130	MSL119	fcole@usf.edu

Human Resources

Name	Title	Phone	Office	Email
Tim Trowbridge	HR Administrator	727-553-3375	MSL 111	ttrowbridge@usf.edu
Michelle Sticht	HR & Payroll Specialist	727-553-1632	MSL 107	msticht@usf.edu

IT/Computer

Name	Title	Phone	Office	Email
Doug Myhre	Technology & Systems Manager	727-553-1119	FWRI 3003A	doug@usf.edu
Ian Dow	IT Assistant	727-553-3558	MSL 109	idow@mail.usf.edu

CMS Sponsored Research Contact

Name	Title	Phone	Office	Email
Anita Thompson	CMS Unit Research Administrator	727-553-3360	KRC 3110	athomp@usf.edu

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University Police Services
USF St. Petersburg FPF 105 |140 Seventh Avenue South | St. Petersburg Florida 33701
Open 24 Hours, 7 Days a week | Ph: 727-USF-4140
Emergency or crime on-campus dial: (727)-873-4140 or "3-4140" or 911

❖ **Dialing on Campus:** dial the last 5 digits of the number (i.e. "3-1234")

❖ **Complete Alphabetical Listing of CMS Personnel:**

- **http://www.marine.usf.edu/internal/personnel-email-and-phone-list.shtml**