



Department of Integrative Biology
University of South Florida
2024-2025

Graduate Degrees and Concentration

Degrees

Ph.D. in Integrative Biology

M.S. in Biology

Concentrations of Study

Ecology and Evolution, (EEV)

Environmental and Ecological Microbiology, (EVM)

Physiology and Morphology, (PMY)

Ph.D. Degree Requirements

Doctoral Degree

Evaluation Process for Ph.D. Students

Dissertation Proposal

The student will have a preliminary Dissertation Research Proposal reviewed, revised, and accepted by his/her Supervisory Committee.

The proposal must be approved by the committee no later than the fourth week of the fourth semester.

The proposal must be approved by the Supervisory Committee within 60 days of the start of the qualifying examination.

Committee members will sign a form indicating their acceptance of the Research Proposal. If the
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The Supervisory Committee decisions must be unanimous, and split votes must be reconciled until a unanimous position is achieved.

The recommendation of the Supervisory Committee is then communicated to the student and the IB Graduate Director in writing.

Students may appeal the final decisions, and this process is initiated via a letter to both the Graduate Director and all members of the student's Supervisory Committee. The student and his/her Supervisory Committee may be asked to meet with the Graduate Admissions and Policy Committee to explain the basis of the appeal. In general, only appeals based upon procedural issues will be considered by the Graduate Admissions and Policy CommiETQq0.00000912 0 612 792 reW*nBT/F1 12

Defense

Degree Final Submission

For additional information regarding the **ETD Resource Center** please review the information available at [ETD Resource Center | Electronic Thesis & Dissertation | Students | Office of Graduate Studies | University of South Florida \(usf.edu\)](#)

For additional information regarding the **ETD Process Requirements** please review the information available at [ProQuest Thesis/Dissertation Submission | ETD Process Requirements | Electronic Thesis & Dissertation | Students | Office of Graduate Studies | University of South Florida \(usf.edu\)](#)

For information regarding the ETD Process Overview and **ETD Registration** please review the information available at [Registrations | ETD Process Requirements | Electronic Thesis & Dissertation | Students | Office of Graduate Studies | University of South Florida \(usf.edu\)](#)

For information regarding the **ProQuest Thesis/Dissertation Submission** please review the information available [ProQuest Thesis/Dissertation Submission | ETD Process Requirements | Electronic Thesis & Dissertation | Students | Office of Graduate Studies | University of South Florida \(usf.edu\)](#)

Graduate Course Enrollment Requirements

Information regarding **Minimum University Requirements** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Information regarding **USF Full-Time Student Definition** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Information regarding **Continuous Enrollment for All Graduate Student** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Information regarding **Readmission Following Non-enrollment** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Information regarding **Enrollment during Comprehensive Exams and Admission to Candidacy** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Information regarding **Dissertation Hours** is in the Graduate Catalog available

Graduate Course Enrollment

Registration for research activity

4-5 hours of research activity per week is equivalent to 1 semester hour of credit. Graduate students should register for the number of credits appropriate for the amount of research they perform.

Registration for completion of thesis or dissertation

A student must be registered for at least 2 hours of thesis or dissertation research the semester the thesis or dissertation is submitted.

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Graduate Examination and Seminars

Graduate examinations and seminars are held only while classes are in session. Graduate students must be enrolled in at least 2 credit hours in the semester they plan to take M.S./Ph.D. exams. This includes Summer.

Faculty usually are reluctant to participate in these activities during the first or last week of classes as well as Summer.

Notify the IB Graduate Program Assistant at least two weeks in advance to schedule examinations and seminars and defenses. If your request is not received with at least two weeks advance notice you will need to reschedule your exam or seminar or defense.

The committee must approve a draft of the thesis before the seminar is presented.

Passing of graduate examinations requires the unanimous consent of the Supervisory Committee.

The Major Professor must be physically present for all exams, seminars and/or defenses. All committee members are required to be present for all exams, seminars and/or defenses unless permission is granted exception which must be approved by the Graduate Director and/or the Graduate Studies Office.

Annual Progress Reports

Progress Reports are mandatory and are due at the end of each year of residency.

Unstructured Graduate Program (Students starting 2004-2009)

All graduate students who entered between Fall 2004 and Fall 2009 entered under the unstructured graduate program.

The handbook from Fall 2009 to Summer 2017 lists in detail the requirements under those guidelines.

All grad students entering after the Fall 2018 must follow the guidelines in this Handbook

BSC 6930 Lectures in Contemporary Biology

Graduate students are required to register for Lectures in Contemporary Biology, BSC 6930 and attend the accompanying Integrative Biology lecture series. Enroll for the course on OASIS. A permit is not required if you are an Integrative Biology graduate student.

M.S. students must register for a minimum of 3 semesters.

Ph.D. students must register for a minimum of 4 semesters.

Students do not need to take Lectures in Contemporary Biology (BSC 6930) course every semester.

The IB Graduate Director is the person in charge of BSC 6930 (i.e., the instructor of record), however different IB faculty members may be organizing the course from semester to semester.

BSC 6393 Advances in Life Science

Master's Graduate students who are admitted after Fall 2019 are required to register for Advances in Life Science, BSC 6393 three (3) times while in the program. Enroll for the course on OASIS. A permit is required.

M.S. students must register for a minimum of 3 semesters of BSC 6393 Advances in Life Science. MS students do not need to take this course every semester.

Residency Policy from Graduate Catalog

Information regarding **Residency** is available on the Registrar's website available at <https://www.usf.edu/registrar/services/residency/>

Information regarding **Residency** is available on the Registrar's website available at https://www.usf.edu/registrar/services/residency/independent_dependent.aspx

Information regarding **Residency or Residency Reclassification** is on the Registrar's website available at https://www.usf.edu/registrar/services/residency/residency_classifications.aspx

Graduate Teaching Assistantships (TAs)

Available to all qualified graduate students. They are renewable if the student shows satisfactory performance in his/her course work and makes satisfactory progress in dissertation/thesis research.

Students must be enrolled for a minimum of nine (9) graduate credit hours each academic semester

M.S. students are eligible for six semesters of teaching assistant support

Ph.D. students are eligible for ten semesters of teaching assistant support

Application deadlines: Fall Semester (November 30 through 15 February); Spring Semester (1 July).

Teaching assistantships are awarded, on a competitive basis (GRE, GPA, and letters of recommendation), to help meet departmental teaching requirements.

Awarding of Teaching Assistantships are based on departmental need and various criteria, which include but are not limited to GRE, GPA, and letters of recommendation. Ph.D. students are eligible for ten semesters of teaching assistantship support and MS students are eligible for six semesters of teaching assistantship support as long as student shows satisfactory performance in his/her course work and makes satisfactory progress in dissertation/thesis research.

A student must be admitted to a degree-seeking program.

TA's must be full time students registered for a minimum of nine graduate credit hours each term.

Up to 6 semesters for Master's students

Up to 10 semesters for Ph.D. students

Full-time enrollment is required of all teaching and research assistants. A minimum of 9

Conditional Admission

Students who are admitted to the IB Graduate Program on a conditional basis must get approval of course registration from their major professor.

Students are assigned major professors when they are admitted to the program.

Students on conditional or provisional admittance are not eligible for teaching assistantships until the conditional aspects are satisfied. Some criteria for conditional or provisional admission are non-competitive GPA, GRE non receipt of recommendation letters.

Check with the IB Graduate Office if you have need of additional information. Please make an appointment to see the IB Graduate Director.

Appointments may be scheduled by calling the IB Graduate Office at (813) 974-4747 or e-mail brubaker@usf.edu

Petitions and Time Extensions

The Graduate Admissions Committee determines the validity of student petitions and decides whether true extenuating circumstances really exist.

We encourage you to carefully consider the need for petitioning prior to submission.

The Committee is fully aware that each student must be evaluated on an individual basis, and we will continue to do so.

We believe that completion of degree requirements is solely the student's responsibility, and we encourage you to plan accordingly.

We are aware that some research problems take longer than others, but one of the lessons to be learned from research is to design and execute a project permitting completion within the time limits.

In addition, the student must be aware that faculty members can be away from the University during the summer and that others may be absent on sabbatical leave during the academic year.

This means that the students must stay in contact with the research committee and make plans to fulfill all requirements at such times when the research committee is available.

Nepotism (Employment of Relatives)

For information regarding the USF Nepotism Policy is available at <https://www.usf.edu/audit-compliance/documents/nutshell-nepotism-20140320.pdf>

Academic Warning and Probation Status

Information regarding **Academic Standing and Probation** is in the Graduate Catalog available at [Academic Policies - University of South Florida - Modern Campus Catalog™ \(usf.edu\)](#)

Graduate Office When you need help

The IB Graduate Office, located in SCA 112 exists largely to help students successfully complete their graduate studies.

To help you complete your studies in a timely fashion, we will send you reminders of deadlines you need to meet and signatures you need to obtain. These are all necessary steps in the follow-up of your progress.

Either the IB Graduate Academic Services Administrator, Christine Brubaker, or the IB Graduate Director