

# Division of Coastal Sciences

## Quick Reference Guide

### Required University Courses

CITI courses - <http://www.usm.edu/research/program-requirements>

Workplace Answers courses - <https://slate.workplaceanswers.com/UnivSM/>

University Libraries Plagiarism course - <http://lib.usm.edu/legacy/plag/plagiarismtutorial.php>.

IACUC information (live vertebrates only) - <https://www.usm.edu/research/institutional-animal-care-and-use-committee>

### Faculty Advisory Committee

Students complete the [Graduate Committee Request Form](#).

### Plan of Study (POS)

Students must complete the POS form.

COA general POS forms (non-Emphasis Area only)

[POS for M.S.](#)

[POS for Ph.D.](#)

[Emphasis Area specific POS forms](#)

[Example POS](#) form that has been filled in correctly to use as a template

Access the [COA Course Rotation Plan](#) and [current COA courses and schedules](#) for the purpose of filling in the POS.

### Annual Student Progress Report – due in January of each year

Students must complete the current version of the Annual Progress Report form, which is available [here](#).

### PhD Qualifying Exam

Faculty must complete the password protected [Results of Comprehensive & Qualifying Exams](#) form.

### Prospectus and Prospectus Approval

Faculty must complete the password protected [Dissertation, Nursing Capstone, & Theses Proposal Approval](#) form.

### Comprehensive Examination

Faculty must complete the password protected [Results of Comprehensive & Qualifying Exams](#) form.

### Deadlines for Graduation, Thesis and Dissertation Projects

Deadlines are published at <https://www.usm.edu/graduate-school/deadlines-graduation-thesis-dissertation-and-nursing-capstone-project>

Students must submit the [Application for Graduation](#) form through SOAR. Access [instructions](#) for guidance.

**Thesis or Dissertation Defense**

Student defenses must be publicly advertised at least two weeks prior to the defense date.

Faculty must complete the password protected [Results of Oral Defense for Thesis, Dissertations, and Nursing Capstone](#) form.

**Commencement Ceremony**

Information about commencement can be found [here](#). You must reserve a seat for participation in commencement using the online form at the previous link.

**Links to Important Resources:**

[Academic Calendars](#)

[COA Website](#)

[Deadlines for Graduation, Thesis, and Dissertation Projects](#)

[Graduate Appeals & Grievance Processes](#)

[Graduate Bulletin](#)

[Forms](#)

[Integrity Assurance Program \(CITI\)](#)

[SOAR](#)

[SOAR Tutorials](#)

[Theses & Dissertation Information](#)