**Geology & Geophysics PhD Program Checklist**

Pre-First Semester:

* Attend New Student Orientation
* Check U-mail regularly or have your U-mail forwarded to your personal email address
* Meet or email faculty advisor for class registration consultation
* Review arrival info and GG Graduate Handbook <http://www.earth.utah.edu/current_graduates.php>
* Read Graduate Catalog <http://gradschool.utah.edu/graduate-catalog/>
* Register for first semester classes through CIS – contact registrar’s office if you encounter any problems:
	+ 801-581-5808 registrar@utah.edu

First Semester:

* Choose focus area and begin developing research project
* Choose a supervisory committee with consultation from your faculty advisor
	+ 5 members total
		- Majority must be GG tenured or tenured track faculty
		- Must have at least one member outside of the department
* If you have not previously completed a geoscience Master’s degree program, complete GEO 5XXX, Reviews in Earth Sciences
* Create a graduation plan – decide what classes you will take and when, decide on an expected graduation date
	+ Meet with faculty advisor to discuss your plan
* Complete Plagiarism Quiz on Canvas (optional) – Access Canvas through your CIS (contact Mechanical Engineering department for Canvas invite)

Second – Third Semester

* Turn in your **Qualifying Exam Registration** form – due in the first week of the semester you are taking the exam
	+ Students admitted with a master’s degree will take the exam during their second semester
	+ Students admitted with a bachelor’s degree will take the exam during their third semester
		- Once Qualifying Exam is passed, you may fill out paperwork to obtain a MSNT degree (otherwise known as Milestone Master’s degree) – meet with the Graduate Faculty Advisor to complete this:
			* MSNT Program of Study form
			* MSNT Request for Supervisory Committee
			* Change of Classification form <http://registrar.utah.edu/handbook/graduateclassification.php>
* Submit Qualifying Exam paper to Canvas – due at the beginning of the 11th week of the semester

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* Send your Qualifying Exam Committee a reminder email, including date, time, and place of the exam
	+ Attach a copy of your paper for reference
* Take and pass your Qualifying Exam

Second Semester – Second to last semester

* Turn in **Request of Supervisory Committee** form
* Defend your Research Proposal – typically done within a year of passing your Qualifying Exam
	+ Contact the Graduate Advisor to inform of the date and time you plan to defend
		- Reserve a conference room – contact the Graduate Advisor for help
	+ Submit a written proposal to your supervisory committee (at least two weeks in advance)
	+ Submit your proposal summary to Graduate Faculty Advisor (at least one week in advance)
	+ Send Graduate Faculty Advisor your abstract (one week in advance)
	+ Pass an oral defense of your proposal
* Turn in **Request of Supervisory Committee** form to Graduate Advisor
	+ The supervisory committee should be appointed no later than the end of the second semester of a student’s graduate work (GG Graduate Handbook, 4.1.2)
* Turn in **Program of Study** form to Graduate Advisor – due 7 months prior to graduation (credit hour requirements vary for specific tracks)
	+ See GG Graduate Handbook section 4.3.3 regarding credits and GPA requirements
	+ See GG Graduate Handbook section 4.3.3 regarding non-matriculated credits
* Turn in **Graduation Application** to Registrar’s Office
	+ <http://registrar.utah.edu/graduation/index.php> (Includes deadline dates)
* Work with Thesis Office on your manuscript
	+ Be sure to follow manuscript guidelines as closely as possible to reduce future editing time <http://gradschool.utah.edu/thesis/handbook/>
* Email Graduate Advisor when registered for last class on your Program of Study
* Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study

Last Semester:

Before your Defense:

* Meet with the Graduate Advisor to check your graduation status
	+ This is also available to view via your Graduate Student Summary on CIS
* Schedule your defense with your Supervisory Committee

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* Schedule a room for your defense with the Graduate Advisor
	+ When scheduling be sure to account for anticipated manuscript editing time before submission to the Thesis Office (It is common to receive comments from your committee members at the defense and those comments need to be incorporated into your thesis before submission to the Thesis office)
* Submit your manuscript to your supervisory committee (at least two weeks in advance)
* Send Graduate Advisor your abstract (one week in advance)

The Day of your Defense:

* Come at least 30 minutes early to set up and practice
* Bring at least two copies of the **Supervisory Committee Approval** form and two copies of the **Final Reading Approval** form
	+ <http://gradschool.utah.edu/thesis/forms/>
* Pass your defense
	+ If you Supervisory Committee passes your manuscript as is, have them also sign your **Supervisory Committee Approval** form and have your Supervisory Committee Chair sign the **Final Reading Approval** form
	+ If your Supervisory Committee requires changes to your manuscript, you will have to obtain these signatures following approval of the proposed edits

After your Defense:

* Submit your manuscript with the signed **Supervisory Committee Approval** form, **Final Reading Approval** form, and contact information to the Department Chair for them to read over and sign your Final Reading Approval form. The Graduate Advisor will then contact you to come pick it up when the Final Reading Approval form has been signed.
* Submit your manuscript with one copy of the signed Supervisory Committee Approval form and Final Reading Approval form to the Thesis Office; 201 S Presidents Circle, Room 302 Park Building
	+ Your manuscript should include a **Statement of Dissertation Approval** in front (typed, not signed) <http://gradschool.utah.edu/thesis/forms/>
	+ \*Please note you must submit your defended manuscript by the dates listed on the Thesis Office website; <http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/>
* Once format corrections are finished, you will upload the digital version of your manuscript according to ProQuest/UMI instructions
	+ \*Contact Thesis Office for instructions <http://gradschool.utah.edu/thesis/>
	+ **\*Please note – A student is not considered “graduated” after passing the defense. The thesis must also successfully pass corrections and be published before a degree will be awarded**
		- Please refer to Thesis Website for final submission deadlines <http://gradschool.utah.edu/thesis/>
* Check your graduation status on CIS