Master’s Program Checklist

Master’s programs in the Department of Geology & Geophysics are normally two years.
Graduate School Master’s Degree Requirements – [HERE]
All GG Grad Forms – [HERE]

Pre-First Semester

___ Consult With Faculty Advisor - determine first-semester classes
___ Register for first semester classes – directions [HERE] – for questions registrar@utah.edu
___ Register for GEO 6950 ‘Reviews in Earth Science’
___ Check U-mail – or have it forwarded to your personal email
___ Plan for Geo Club Summer Events (i.e. camping trip, BBQ, etc.) – emails will be sent
___ Read GG Grad Handbook – [HERE]
___ Set up payroll & insurance – work with GG staff before arrival
___ Plan to attend GG New Student Orientation – emails will be sent
___ International Students ISSS - work with International Student & Scholar Services for Pre-Arrival steps & sign up for ISSS student orientation – details [HERE]

First Semester

___ Create Graduation Plan - meet with your faculty advisor
___ Submit Official Transcripts – check to make sure all official transcripts are sent to the University, so you can register for the Spring semester
___ Choose Focus Area - begin developing a research project

Second Semester

___ Take MS Qualifying Exam
___ Review Thesis Submission Procedures – [HERE]
___ Request Supervisory Committee – form [HERE] - Justification Letter Template - [HERE]
___ Collect CV & Justification Letter for Outside Committee Members
Third Semester

_____ Complete Program of Study – form [HERE](#)

_____ Work on Manuscript - Thesis Office – details [HERE](#)

Fourth Semester

_____ Review Last Semester - Steps to Defend & Graduate – follow steps carefully – below

Reoccurring Semester Tasks

_____ Complete Insurance Form- every semester, the department staff will email you this form

_____ Review Tuition Statement – check for accuracy and additional fees – work with our department staff if issues arise

_____ Check International Student Fees – work with the Director of Graduate Affairs for our department to address this payment – Policy [HERE](#)

_____ Register for Classes – work with your academic advisor to strategically plan which content courses you need – If you are on Tuition Benefit, maintain a 9-12 credit hour course load

_____ Attend DLS - Attend Department Distinguished Lecture Series – it is expected that all graduate students will attend these lectures regularly as part of their graduate education – weekly reminder emails will be sent

_____ Complete/Update Milestones Form – at the end of each academic year, work with your faculty advisor to complete this form – form [HERE](#)
Last Semester - Steps to Defend & Graduate

- Complete Program of Study – semester BEFORE defending – form HERE
- Apply for Graduation – first week of Last Semester – go to the ‘Graduation’ box on your CIS homepage – HERE
- Complete Commencement & Hooding Ceremony RSVP – beginning of February – form HERE
- Schedule Defense Date with Committee & Reserve Room
- Complete Defense Notification – February (October) – you will need a picture & a Zoom link/passcode – form HERE
- Run Audit (Graduate Student Summary) – February (October) – check committee members, exam dates, credit hours, grades, etc. – Directions HERE
- International Students Contact ISSS – early February (Early October) – check in to see what you need to do to finish up your degree program.
- Submit Thesis/Dissertation Chapter(s) for Preliminary – beginning of March (End of October) – send a couple of chapters to check formatting – Directions HERE
- Submit Advisor-Approved Defendable Draft of Thesis/Dissertation to Supervisory Committee – two weeks BEFORE Defense
- Complete Thesis or Dissertation Defense Final Exam Form – BEFORE Defense – bring to your defense to acquire committee chair’s signature – form HERE
- Defend – mid-March (Beginning of November) – set up 30 minutes early – bring Thesis or Dissertation Defense Final Exam Form (last day to defend is before the next semester begins)
- Make Post-Defense Thesis/Dissertation Edits – based on committee’s recommendations
- Send Updated Thesis/Dissertation to Committee for Approval – BEFORE submission
- Submit Thesis/Dissertation to Chair & Grad Advisor – after committee approval is received
- Submit Thesis/Dissertation – end of March (Mid-November) – after committee approval is received – it is suggested to do this a few weeks before the due date – Directions HERE
- Order Regalia & Plan for Graduation Events – beginning of March - Details HERE
- Run Audit (Graduate Student Summary) – mid-April (Beginning of December) – check that all grad school requirements are complete – Directions HERE
- Complete Notification of Graduation Change Form – If not graduating the semester you defended – form HERE
- Upload Thesis/Dissertation to ProQuest – mid-April (Beginning of December) – directions will be sent to you
- Complete Off Boarding Checklist – form HERE

* Spring Graduate dates are listed. Fall Graduate dates are in parenthesis