

Geology & Geophysics PhD Program Checklist

Graduate School PhD Requirements & Thesis/Dissertation Requirements

Geology & Geophysics Grad Student Handbook

Once Admitted

- _____ Consult with your faculty & grad advisors to determine your first-semester classes
- _____ Register for your first semester classes including...
 - GEO 6950 Reviews in Earth Science - if you are a straight to PhD student or if your faculty advisor instructs you to
 - GEO 7970 PhD Thesis-Research (get enrollment info from the grad advisor)
 - Enrollment Directions - for other questions and/or issues contact registrar@utah.edu
- _____ Check your U-mail regularly
- _____ Set up payroll & insurance with department staff before the semester begins
- _____ Plan to attend the department new student orientation the week before school starts – emails will be sent by the grad advisor
- _____ International students work with the International Student & Scholar Services (ISSS) for pre-arrival steps & to sign up for ISSS student orientation

First Semester

- _____ Check to make sure all official transcripts are sent to the University

Second – Third Semesters

- _____ If you are a straight to PhD Student (you don't have a master's degree), take the MS qualifying exam
- _____ Work with your faculty advisor to choose a research focus area
- _____ Work with your faculty advisor to set up your supervisory committee – get the **Request for Supervisory Committee Form** from the grad advisor

Fourth Semester – Semester Before Defending

- _____ Review Dissertation Submission Procedures
- _____ Set up & take your PhD Qualifying Exam
- _____ Work on your manuscript
- _____ Within a week of your qualifying exam, get the **PhD Qualifying Exam Result Form** from the grad advisor, fill it out, get your committee chair's signature, and return form to the grad advisor.

Semester Before Defending

- _____ After registering for your 4th semester classes, schedule a time to meet with the grad advisor to complete your **Program of Study**

Defending Semester

- _____ Follow the **Last Semester: Steps to Defend & Graduate** (found on the next page)
- _____ Enroll in a minimum # of credit hours: 1 for domestic students & 3 for international students

Each Semester

- _____ Complete the insurance form sent to you by department staff
- _____ Talk with the grad advisor to see how many credit hours you need to be enrolled in
- _____ Enroll in GEO 7970 PhD Thesis-Research Credits - Get enrollment info from the grad advisor
- _____ Review your tuition statement each semester to check for additional fees & discrepancies
- _____ International students, work with your faculty advisor to get your international student fees paid each semester

_____ Attend the weekly Distinguished Lecture Series (DLS) – it is expected that all grad students regularly attend these lectures as part of their graduate experience

Last Semester: Steps to Defend & Graduate

First week of last semester

_____ Meet with the grad advisor to complete your **Program of Study**, if you haven't already

_____ On your CIS homepage, **apply for graduation** through the 'Graduation' box

February

_____ Complete **Convocation & Hooding RSVP Form** sent to you by the grad advisor

March (usually starting March 1st)

_____ Order Graduation Regalia

April/May

_____ Attend university commencement, college convocation, and/or department hooding

Grad School's Thesis & Dissertation webpage

Grad School's Submission Procedures webpage

Find your semester's Submission Deadline

At least one month before your defense

_____ Schedule your dissertation defense date with your committee

_____ Reserve a room for your dissertation defense with the Grad Advisor

_____ Complete the **Thesis/Dissertation Defense Notification Form** you get from the Grad Advisor

_____ Run Audit (Graduate Student Summary) – check for correct committee members, exam dates, credit hours, and grades (no T, I or EU grades) – directions for how to run an audit

_____ Optional – submit dissertation chapter(s) to the Grad School for a preliminary review

Two weeks before your defense

_____ Submit a defendable draft of your dissertation to your committee chair & members

On the day of your defense

_____ Defend (set up 30 minutes early)

After your defense

_____ Within a week of your defense, get the **Thesis/Dissertation Defense Result Form** from the grad advisor, fill it out, get your committee chair's signature, and return form to the grad advisor

_____ Make post-defense dissertation edits based on the committee's recommendations

_____ Send updated dissertation to your chair for their approval

_____ Send committee chair-approved dissertation to the department chair & grad advisor

_____ Submit your Dissertation to the Grad School – directions for manuscript submission

Each semester you DO NOT have your dissertation submitted to the Grad School

_____ Complete the **Notification of Graduation Change Form** you receive from the Grad School and/or the grad advisor (if not completed, your Grad Tracker will go inactive and reactivating it is a process)