PhD 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
_____ Straight to PhD Students 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 for 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–Third Semesters

_____ Review Thesis Submission Procedures – HERE
_____ Request Supervisory Committee – form HERE – Justification Letter Template - HERE
_____ Collect CVs for Outside Committee Members – send to grad advisor
Second Semester – Semester Defending

_____ Take PhD Qualifying Exam & Submit PhD Qualifying Exam Form - form HERE
_____ Work on Manuscript - Thesis Office – details HERE

Semester Before Defending

_____ Complete Program of Study – form HERE

Semester Defending

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

Reoccurring Semester Tasks

_____ Complete Insurance Form - every semester, the department’s administrative officer will email you this form
_____ Review Tuition Statement – check for accuracy and additional fees – work with our department’s administrative officer 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

2. Complete Program of Study – semester BEFORE defending – form HERE
3. Apply for Graduation – first week of Last Semester – go to the ‘Graduation’ box on your CIS homepage – HERE
4. Complete Commencement & Hooding Ceremony RSVP – beginning of February – form HERE
5. Schedule Defense Date with Committee & Reserve Room
6. Complete Defense Notification – February (October) – you will need a picture & a Zoom link/passcode – form HERE
7. Run Audit (Graduate Student Summary) – February (October) – check committee members, exam dates, credit hours, grades, etc. – Directions HERE
8. International Students Contact ISSS – early February (Early October) – check in to see what you need to do to finish up your degree program.
9. Submit Thesis/Dissertation Chapter(s) for Preliminary – beginning of March (End of October) – send a couple of chapters to check formatting – Directions HERE
10. Submit Advisor-Approved Defendable Draft of Thesis/ Dissertation to Supervisory Committee – two weeks BEFORE Defense
11. Complete Thesis or Dissertation Defense Final Exam Form – BEFORE Defense – bring to your defense to acquire committee chair’s signature – form HERE
12. 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)
14. Send Updated Thesis/Dissertation to Committee for Approval – BEFORE submission
16. Submit Thesis/Dissertation to Chair & Grad Advisor – after committee approval is received
17. 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
18. Order Regalia & Plan for Graduation Events – beginning of March - Details HERE
19. Run Audit (Graduate Student Summary) – mid-April (Beginning of December) – check that all grad school requirements are complete – Directions HERE
20. Complete Notification of Graduation Change Form – if not graduating the semester you defended – form HERE
21. Upload Thesis/Dissertation to ProQuest – mid-April (Beginning of December) – directions will be sent to you
22. Complete Off Boarding Checklist – form HERE

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