



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 will be sent by the grad advisor

Last Semester - Steps to Defend & Graduate

_____ **Review Both Thesis/Dissertation Submission Steps & Procedures** – [HERE](#) & [HERE](#)

_____ **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** – Check [ASTRA](#) for room availability & reserve room through grad advisor

_____ **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 (no T, I, EU), 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) to Grad School for Preliminary Review** – beginning of March (End of October) – send a couple of chapters to check formatting – Directions [HERE](#)

_____ **Submit Defendable Draft of Thesis/Dissertation to Supervisory Committee Chair & Members** – 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 Advisor-Approved Updated Thesis/Dissertation to Committee for Approval**

_____ **Submit Committee Approved Thesis/Dissertation to Department Chair & Grad Advisor** – Do this concurrent to submitting thesis/dissertation

_____ **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*