

# PhD Checklist

## Pre-First Semester:

- Meet with Graduate Advisor for New Student Orientation
- Check U-mail regularly or have your U-mail forwarded to your personal e-mail address
- Meet or E-mail temporary advisor for class registration consultation
- Review ME Graduate Handbook <http://mech.utah.edu/academics/grads/current-students/>
- 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:
  - o 801-581-5808, [registrar@sa.utah.edu](mailto:registrar@sa.utah.edu)

## First Semester:

- Choose a focus area
- Turn in **Program Declaration** form to Graduate Advisor
- Choose a permanent faculty advisor
- Choose a supervisory committee with consultation from your faculty advisor
  - o 5 members total
    - Majority must be ME tenured or tenured track faculty
    - Must have at least one member outside of the department
- Create a graduation plan – decide which classes you will take and when, decide on an expected graduation date
  - o Meet with faculty advisor to discuss your plan
- Complete Plagiarism Quiz on Canvas (before November 1/April 1) – access Canvas through your CIS

## Second – Third Semester:

- Turn in your **Qualifying Exam Registration** form – due in the first week of the semester you are taking the exam
  - o Students admitted with a master’s degree will take the exam during their second semester
  - o 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 Advisor to complete this
      - MSNT Program of Study Form
      - MSNT Request for Supervisory Committee
      - Change of Classification form
- Submit Qualifying Exam paper to Canvas – due at the beginning of the 11<sup>th</sup> week of the semester
- Send your Qualifying Exam Committee a reminder e-mail, including date, time, and place of the exam
  - o 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
  - o 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
  - o Submit a written proposal to your supervisory committee (at least two weeks in advance)
  - o Submit your proposal summary to Graduate Advisor (at least one week in advance)

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- Send Graduate Advisor your abstract (one week in advance)
- Pass an oral defense of your proposal
- Turn in **Program of Study** Form to Graduate Advisor – due 7 months prior to graduation (credit hour requirements vary for specific tracks)
  - PhD post-BS**
    - 24 credit hours of focus MEEN at a B- or above
      - 9 credit hours must be 7000-level regular ME courses
    - 15 credit hours of electives in Math, Science, or Engineering at a B- or above
    - 14 credit hours of Thesis Research
  - PhD post-MS**
    - 12 credit hours of focus MEEN at a B- or above
      - 6 credit hours must be 7000-level regular ME courses
    - 6 credit hours of electives in Math, Science, or Engineering at a B- or above
    - 14 credit hours of Thesis Research
  - Please indicate any non-matriculated or transfer classes
    - \*If you have transfer classes you will need to seek approval from your faculty advisor and meet with the Graduate Advisor to fill out the following form;  
<http://admissions.utah.edu/departments/graduate-transfer-credit-authorization.pdf>
- Turn in **Graduation Application** to Registrar's Office  
[http://registrar.utah.edu/\\_pdf/Graduate%20Student%20Graduation%20Application.pdf](http://registrar.utah.edu/_pdf/Graduate%20Student%20Graduation%20Application.pdf)

TERM	DEADLINE TO APPLY
Fall Graduation (December)	June 1
Spring Graduation (May)	November 1
Summer Graduation (August)	February 1

*\*If a graduation deadline falls on a weekend or holiday, applications will be accepted without a fee through the next business day.*

- 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/>
- E-mail 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
- Schedule a room for your defense with the Graduate Advisor

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- When scheduling be sure to account for anticipated manuscript editing time 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 your 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 does not pass your manuscript as is, 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-doctoral-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” for merely passing the defense. The thesis must also successfully pass corrections and be published before a degree may be awarded**
    - Please refer to Thesis Website for final submission deadlines; <http://gradschool.utah.edu/thesis/>
- ☐ Check your graduation status on CIS
- ☐ Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study
  - Be sure that you have received CR of all thesis credits