

PhD Thesis 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 <https://gradschool.utah.edu/catalog/index.php>
- Register for first semester classes through CIS – Call registrar’s office if you encounter any problems: 801-581-5808

First Semester:

- Choose focus area
- Choose a permanent faculty advisor
- Choose a supervisory committee with consultation from your faculty advisor
 - 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 what classes you will take and when, decide on an expected graduation date
 - 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 Notification of Intent form – Due in the first week of the semester you are taking the exam
 - Students admitted with a master’s degree will take the exam during their second semester
 - Students admitted with a bachelor’s degree will take the exam during their third semester
 - Once Qualifying Exam is passed you can fill out paperwork to obtain a MSNT degree (AKA Milestone Master’s degree) – meet with the Graduate Advisor to complete this
 - MSNT Program of Study Form
 - Change of Classification form
 - <http://mech.utah.edu/wp-content/uploads/2012/09/Qual-Exam-Handbook-2012.pdf>
- Submit Qualifying Exam paper to Canvas – Due at the beginning of the 11th week of the semester
- Send your Qualifying Exam Committee a reminder e-mail, including date, time, and place of the exam
- 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
 - Reserve a conference room – Contact the Grad Advisor for help
 - Contact the Grad Advisor to inform them of the date and time you plan to defend
 - Submit a written proposal to your supervisory committee
 - Submit proposal summary to Grad Advisor
 - Send Grad advisor your abstract
 - Pass an oral defense of your proposal

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- Turn in Program of Study Form to Graduate Advisor – Due 7 months prior to graduation
 - 12 credit hours of focus MEEN at a B- or above
 - 3 credit hours must be 7000-level regular ME courses
 - 9 credit hours of electives in Math, Science, or Engineering at a B- or above
 - 9 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>

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
 - <https://gradschool.utah.edu/thesis/handbook.pdf>
- 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
- Schedule your defense with your Supervisory Committee
- Schedule a room for your defense with the Graduate Advisor
- Send Graduate Advisor your abstract
- Bring at least two copies of the Supervisory Committee Approval form and 2 copies of the Final Reading Approval form
 - <https://gradschool.utah.edu/thesis/index.php>

The Day of your Defense-

- Come at least 30 minutes early to set up and practice
- 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

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After your Defense-

- Submit your manuscript with the signed Supervisory Committee Approval form, Final Reading Approval form, and contact information to the Graduate Advisor. The Graduate Advisor will submit your manuscript 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
 - *Please note you must submit your defended manuscript by the dates listed on the Thesis Office website; https://gradschool.utah.edu/students/doctoral_calendar.php
- Once format corrections are finished, you will upload the digital version of your manuscript according to ProQuest/UMI instructions
 - *Contact Thesis Office for instructions <https://gradschool.utah.edu/thesis/index.php>
 - ***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;
<https://gradschool.utah.edu/thesis/index.php>
- 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