

Mining Engineering Master's Program Checklist

Graduate School MS Requirements & Thesis/Dissertation Requirements

Mining Engineering Grad Student Handbook

Once Admitted

- _____ Consult with your faculty & grad advisors to determine your first-semester classes
- _____ Register for your first semester classes - 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
- _____ 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
- _____ Work with your faculty advisor to choose a research focus area

Second Semester

- _____ Work with your faculty advisor to set up your supervisory committee – get the **Request for Supervisory Committee Form** from the grad advisor

Third Semester

- _____ Schedule your thesis proposal defense date with your committee
- _____ Reserve WBB 313 or another room with department staff
- _____ Within a week of your proposal defense, get the **Proposal Defense Result Form** from the grad advisor, get your committee chair's signature, and return form to the grad advisor
- _____ Review Thesis Submission Procedures
- _____ After registering for your 4th semester classes, schedule a time to meet with the grad advisor to complete your **Program of Study**
- _____ Work on your manuscript

Fourth Semester (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
- _____ Review your tuition statement each semester to check for additional fees & discrepancies (International students, check that your international student fees were paid.)

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 thesis defense date with your committee
- _____ Reserve WBB 313 or another room with department staff
- _____ 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 thesis chapter(s) to the Grad School for a preliminary review

Two weeks before your defense

- _____ Submit a defendable draft of your thesis 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 thesis edits based on the committee's recommendations
- _____ Send updated thesis to your chair for their verbal approval
- _____ Send committee chair-approved thesis to the department chair & grad advisor
- _____ Submit your thesis to the Grad School – directions for manuscript submission

Each semester you DO NOT have your thesis 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)