

# Mining Engineering PhD Program Checklist

## Graduate School PhD 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 Firections](#) - 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

#### **Second – Third Semesters**

- \_\_\_\_\_ Work with your faculty advisor to choose a research focus area
- \_\_\_\_\_ Work with your faculty advisor to set up your supervisory committee – get the **Request for Supervisory Committee Form** from the grad advisor

#### **Fourth Semester – Semester Before Defending**

- \_\_\_\_\_ Review [Dissertation Submission Procedures](#)
- \_\_\_\_\_ Work on your manuscript
- \_\_\_\_\_ Schedule your dissertation proposal date with your committee
- \_\_\_\_\_ Reserve WBB 313 or another room with department staff
- \_\_\_\_\_ Within a week of your dissertation proposal, get the **Proposal Defense Result Form** from the grad advisor, get your committee chair's signature, and return form to the grad advisor
- \_\_\_\_\_ Set up & take PhD Qualifying Exam
- \_\_\_\_\_ Within a week of your qualifying exam, get the **PhD Qualifying Exam Result Form** from the grad advisor, fill it out, get your committee chair's signature, and return form to the grad advisor.

#### **Semester Before Defending**

- \_\_\_\_\_ After registering for your 4<sup>th</sup> semester classes, schedule a time to meet with the grad advisor to complete your **Program of Study**

#### **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 the 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 1<sup>st</sup>)

- \_\_\_\_\_ Order Graduation Regalia

## April/May

- \_\_\_\_\_ Attend university commencement, college convocation, and/or department hooding

Webpage: Grad School's Thesis & Dissertation

Webpage: Grad School's Submission Procedures

Find your semester's Submission Deadline

## At least one month before your defense

- \_\_\_\_\_ Schedule your dissertation 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 dissertation chapter(s) to the Grad School for a preliminary review

## Two weeks before your defense

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

## Each semester you DO NOT have your dissertation 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)