**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Started Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ph.D. Program Checklist for Graduate Advisors/Coordinators**

Date Completed Requirement

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter the student’s Mentor Committee-after being accepted into the program through Apply Yourself (recommended).

\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Supervisory Committee (Chair and majority must be tenure-line in department).

Members: Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Outside of Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If outside of the University, must be approved by DoGS/Chair/Grad School.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter Supervisory Committee in the Online Grad Student Degree Tracking System.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Pass the Qualifying Exam and advance to candidacy (recommended by third year):

Semester, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter Qualifying Exam information in the Grad Student Degree Tracking System.

\_\_\_\_\_\_\_\_\_\_\_\_\_ After Dissertation Proposal, student submits a Prelimary Review to the Thesis Office. Student must read Thesis Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Move the Transcript over to the Program of Study in the Online Grad Student Degree Tracking System, once all the cousework required by the department has been taken. Make sure you select degree type and write the departmental requirements in the comments.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Student applies for graduation a semester in advance. Can be done in CIS. If need to reapply, a paper form will need to be submitted through their Umail account to [graduation@utah.edu](mailto:graduation@utah.edu).

Planned Graduation Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Submit the “Language Verification” form & documentation to the Graduate School, if required.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Thesis Office website for semester’s deadlines and schedule Final Oral Examination of Dissertation accordingly (early in the semester).

\_\_\_\_\_\_\_\_\_\_\_\_\_ Schedule the Final Defense of the dissertation with the supervisory committee members.

Advertise defense date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter the Final Oral Examination of Dissertation information in the Online Graduate

Student Degree Tracking System.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisory committee approves program of study; receive final Thesis Release Approval from Thesis Office, cleared for graduation.

Semester cleared for graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.