TO: Graduate Student

FROM: The Graduate School/Graduate Records-Darci Rollins (gradrecords@gradschool.utah.edu)

Welcome to the Graduate School at the University of Utah. The Graduate School works to support graduate students by providing information, financial support, and special programs. Below are online links to policies and tools designed to help you with your career here at the University of Utah.

You have an online file in Campus Information System (CIS) called Graduate Student Summary. The following link will provide a tutorial of the Graduate Student Summary and show you how to access your Graduate Student Summary: http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial.

You will be able to view your Graduate Student Summary once your supervisory committee has been entered online by your department. This generally happens during your second semester.

As a graduate student it is your responsibility to be familiar with, and follow, the Graduate School policies. Please review these here: http://gradschool.utah.edu/graduate-catalog.

The Graduate School’s webpage also lists additional resources (https://gradschool.utah.edu).

By viewing your Graduate Student Program Plan Audit, you will have a summary of what needs to be complete in order for you to graduate:

- Supervisory committee approved.
- Graduation Application (Please be aware of deadlines posted online).
- Residency Requirement (See policy).
- Program of study approvals (coursework required to graduate, along with approvals from your supervisory committee).
  - The program of study is entered after you enroll for your last semester. Please contact your department coordinator when you have finish enrolling so they can enter your program of study for committee approval.
- Total Hours (The Graduate School requires a minimum of 30 for Masters, some departments require more please check with your departmental handbook. https://gradschool.utah.edu/dogs-contact-by-department).
- Thesis Hours (if a thesis student; 6 for masters, 14 for doctorate).
- Exam Approvals.
- Language Verification (for MA's and some Doctorates, if required).
- Class Grades.
- Thesis Release (if required) be aware of thesis deadlines http://gradschool.utah.edu/thesis/
- Graduate School Approval (final approval to graduate).

Please know that the Graduate School is here to support you as a graduate student. I hope this information has been helpful to you.

The Graduate School
302 Park Building
201 South Presidents Circle Room 302
Salt Lake City, UT 84112-9016
801-581-7642 * Fax 801-585-6749
www.gradschool.utah.edu
ELECTRONIC GRADUATE RECORD FILE TUTORIAL

Introduction to Graduate Student Summary

Viewing Your Electronic Graduate Record File

1. Log in to the Campus Information System
2. On the student tab, find the Icon: Graduation
3. Students can view their online file by clicking on the Icon: Graduate Student Summary

Sample Screenshot

Performing A Graduate School Requirements Audit
The **Graduate Student Prog Plan Audit** provides a summary of:

- which Graduate School requirements have been met
- where the student is in terms of meeting his/her requirements for graduation
- missing supervisory committee approvals
- all the semesters for which the student has been continuously enrolled
- a list of all approved leaves of absence that have been placed on the student's record

**Student Responsibilities**

- Make sure they are on track for graduation
- Keep track of any missing approvals, grades, etc.
Sample Screenshot

Graduate School Requirements Audit

- Graduation Application: Complete - Applied for Summer 2011
- Thesis hours (6 or more for Masters, 14 or more for Doctor): Incomplete
- Total hours (30 for Masters, no requirement for Doctorate): Complete
- Residency (two continuous semesters of full-time enrollment): Complete
- Program of Study Approvals: Incomplete - Missing Approvals
- Exam Approvals: Complete
- Language Verification (for MA's and some Doctorates): Complete - Not Required
- Thesis Release: Incomplete
- Class Grades: Incomplete - Grades of T, I, E W or O are unacceptable

Continuous Registration

<table>
<thead>
<tr>
<th>Term</th>
<th>Semester</th>
<th>Notes</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1088</td>
<td>Fall 2008</td>
<td>9.00</td>
</tr>
<tr>
<td>2</td>
<td>1084</td>
<td>Spring 2009</td>
<td>8.00</td>
</tr>
<tr>
<td>3</td>
<td>1088</td>
<td>Fall 2009</td>
<td>12.00</td>
</tr>
</tbody>
</table>

Official Leave of Absence

Viewing Your Graduate Student Committee (Supervisory Committee)

(http://gradschool.utah.edu/wp-content/uploads/2013/04/03_progaudit-1.png)

(http://gradschool.utah.edu/wp-content/uploads/2013/04/02_summary_committee.png)
The Grad Student Committee page displays the members of your supervisory committee, which is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). For more information, see The Graduate School section (http://gradschool.utah.edu/graduate-catalog/degree-requirements/) of the General Catalog.

**Student Responsibilities**

Students are responsible for verifying their committee information and keeping their department informed and up to date with any changes.

**Sample Screenshot**
Electronic Graduate Record File Tutorial | The Graduate School

**Supervisory Committee**

- **Supervise Date:** 1/23/2009
- **Entered By:** 00000000 DOE, JANE
- **Chair:** 00000000 BERRY, CHUCK
- **Member 1:** 00000000 LEWIS, JERRY LEE
- **Member 2:** 00000000 RICHARD, LITTLE
- **Member 3:** 00000000 DIDDLEY, BO
- **Member 4:**
- **Member 5:**

**Graduate School Committee Approval Date:** 1/23/2009

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**Working With Your Program Of Study**

(https://gradschool.utah.edu/wp-content/uploads/2013/04/02_summary_progsstud.png)

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**Student Responsibilities**

- verifying that all of the information that has been entered is correct

https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/
- keeping their department informed and up to date with any changes in coursework
- keeping their department up to date with their expected semester of graduation
- responsible for keeping track of missing approvals

Sample Screenshot

[Image of course schedule and approvals]

https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog No</th>
<th>Course No</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Units Taken</th>
<th>Official Grade</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC</td>
<td>7970</td>
<td>001</td>
<td>Thesis Research PhD</td>
<td>Spring 2009</td>
<td>6.00</td>
<td>A</td>
<td>BERRY, CHUCK</td>
</tr>
</tbody>
</table>

**Thesis Data**
- Thesis: [ ]
- Project: [ ]
- Non-Thesis: [ ]
- IRB Approval Date: [ ]
- UACUCC Approval Date: [ ]

**Transfer Courses**

**Graduation**
- Expected Semester of Graduation: 1106 Summer 2010
- Applied for Graduation Term: [ ]
- Renewed Term: [ ]
- Applied for Graduation Date: [ ]
- Renewed Date: [ ]

Total Thesis Research Units: 0.00
Total Units: 0.000
Cumulative GPA: 0.000

University of Utah requirements for Master’s Degree in a nutshell,
For more details go to websites:

https://gradschool.utah.edu/graduate-catalog/

https://gradschool.utah.edu/graduate-catalog/degree-requirements/

https://gradschool.utah.edu/thesis/

Students are reminded that they are responsible for understanding and complying with the
requirements for the academic and professional degrees described in this section as well as elsewhere in
this catalog.

Students wishing to pursue more than one graduate degree must have a separate program of study for
each. Courses may not be counted for credit for more than one degree.

1. Master’s Degree supervisory committee consisting of three faculty members is appointed no
later than the second semester of graduate work. The committee chair and the majority of the
committee must be tenure-line faculty in the student’s department.
   a. Set Committee are entered after student has been accepted to the university as a graduate
      student.

2. The Graduate School requires candidates for master’s degrees a minimum of 30 credit hours to
   their graduate courses (i.e., courses numbered 5000 and above). A minimum of 20 hours must
   be in course work, with the balance (10 credit hours) in 6970 thesis hours or alternative. For
   thesis-based master’s degrees, a minimum of six credits of 6970 thesis research is required by
   The Graduate School. Faculty Consultation, course number 6980, does not count toward thesis
   hours or the fulfillment of degree requirements, and should not be listed on the program of
   study. The candidate is required to maintain a 3.0 or higher GPA in course work listed on the
   Program of Study for the master’s degree. A grade below C- is not accepted by the University
   toward a graduate degree. Departments may have additional grade restrictions or
   requirement please check with your departmental handbook
   https://gradschool.utah.edu/dogs-contact-by-department

3. Residency requirement at least 24 credit hours must be in resident study at the University of
   Utah. The Graduate Council may approve departmental or programmatic exceptions to the
   minimum residency requirements and proposals for new programs or academic offerings using
distance learning technologies and/or off-campus sites, as provided by Graduate School policy.

4. Thesis Proposal please bring a copy of what the committee passed to the Thesis Office
   for a preliminary review. Please review the Thesis Office website for Thesis Handbook,
   Templates, Submission procedures, forms, etc.: https://gradschool.utah.edu/thesis/

5. Language requirements must be verified by the Department by filing out required form and
   submitting documentation to d.rollins@gradschool.utah.edu (when required).
University of Utah requirements for PhD Degree in a nutshell.
For more details go to websites:

https://gradschool.utah.edu/graduate-catalog/

https://gradschool.utah.edu/graduate-catalog/degree-requirements/

https://gradschool.utah.edu/thesis/

Students are reminded that they are responsible for understanding and complying with the requirements for the academic and professional degrees described in this section as well as elsewhere in this catalog.

Students wishing to pursue more than one graduate degree must have a separate program of study for each. Courses may not be counted for credit for more than one degree.

1. **Doctoral supervisory committees** consist of five faculty members. The committee chair and the majority of the committee must be tenure-line faculty in the student’s department. One member of the supervisory committee must be from another department. Persons not from the University of Utah may also serve as committee members upon approval of the director of graduate studies and dean of The Graduate School (a vita/cv for the proposed committee members must accompany the request) to be sent to d.rollins@gradschool.utah.edu. Please have committees entered in as soon as possible, by fourth year at the latest.

2. Candidates for the Ph.D. degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 6000 and above) and a 14 hours dissertation credits (7970), please read your departmental handbook for more information regarding departmental requires: https://gradschool.utah.edu/dogs-contact-by-department

3. At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time (9 credit hours) academic work at the University of Utah. If you proceed directly from a master’s degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study.

4. Usually by the third year-Qualifying Examinations generally are prepared, administered, and evaluated by a student’s supervisory committee. However, a department has the option of appointing a departmental examination committee that administers the qualifying examinations and ensures that examinations are properly prepared and evaluated.


6. **Language requirements** must be verified by the Department by filing out required form and submitting documentation to d.rollins@gradschool.utah.edu (when required).
UNIVERSITY OF UTAH
THESIS OFFICE
MANUSCRIPT SUBMISSION FORM

STUDENT FULL NAME ____________________________________________________________

DATE ___________________________  Time ___________________________

STUDENT I.D. NUMBER ________________________  International Student? Yes □ No □

DEPARTMENT _______________________________________________________________

DEGREE (PhD, MS, MA) _______ SEMESTER/YEAR EXPECTED TO GRADUATE _______

PHONE NUMBER(S) __________________________________________________________

Please take a Thesis Office Contact Card so you can email us your contact information.

State the name of the department-approved journal/style guide used in formatting your references/citations (LaTeX and Endnote are not style guides) _____________________

☐ SUBMISSION OF DEFENDED MANUSCRIPT FOR REVIEW
(Defense Date __________________________)
You must include or have previously filed with us the original copy of the following:
• Supervisory Committee Approval form (with a majority of signatures including the committee chair)
• Final Reading Approval form (signatures of both committee chair and department chair)
Manuscripts without all the required signatures will not be entered into the queue and will be placed on hold until all the signatures are submitted.

☐ SUBMISSION OF MANUSCRIPT PRIOR TO DEFENSE FOR PRELIMINARY REVIEW
(Anticipated Defense Date __________________________)
I understand that submission of a manuscript by the deadline does not guarantee graduation in that semester. Manuscripts must be correctly formatted (including adherence to a department-approved style guide) and without major errors in grammar in order to qualify as meeting the deadline.

__________________________________________
Signature
<table>
<thead>
<tr>
<th><strong>GENERAL CALENDAR DATES</strong></th>
<th><strong>FALL SEMESTER 2019</strong></th>
<th><strong>SPRING SEMESTER 2020</strong></th>
<th><strong>SUMMER TERM 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Class schedule available</td>
<td>Monday, March 4</td>
<td>Monday, September 23</td>
<td>Monday, February 3</td>
</tr>
<tr>
<td>Registration dates available</td>
<td>Monday, March 4</td>
<td>Monday, September 23</td>
<td>Monday, February 10</td>
</tr>
<tr>
<td>Admission/readmission deadline</td>
<td>Monday, April 1</td>
<td>Friday, November 1</td>
<td>Sunday, March 15</td>
</tr>
<tr>
<td>Registration dates begin</td>
<td>Monday, April 8</td>
<td>Thursday, November 7</td>
<td>Monday, March 23</td>
</tr>
<tr>
<td>Deadline to apply for graduation</td>
<td>Friday, August 30</td>
<td>Friday, November 1</td>
<td>Wednesday, April 1</td>
</tr>
<tr>
<td>Open enrollment</td>
<td>Monday, July 29</td>
<td>Monday, November 25</td>
<td>Monday, April 13</td>
</tr>
<tr>
<td>House Bill 60 registration</td>
<td>Tuesday, August 13</td>
<td>Tuesday, December 31</td>
<td>Tuesday, May 5</td>
</tr>
<tr>
<td>Tuition payment due</td>
<td>Friday, August 30</td>
<td>Friday, January 17</td>
<td>Wednesday, May 20</td>
</tr>
<tr>
<td>Census deadline</td>
<td>Monday, September 9</td>
<td>Monday, January 27</td>
<td>Monday, June 3</td>
</tr>
<tr>
<td>University Commencement &amp; Convocation Exercises</td>
<td>N/A</td>
<td>Thurs.-Fri., April 30-May 1</td>
<td>N/A</td>
</tr>
<tr>
<td>College of Law Graduation Exercises</td>
<td>N/A</td>
<td>Friday, May 8</td>
<td>N/A</td>
</tr>
<tr>
<td>Grades due</td>
<td>Monday, December 23</td>
<td>Monday, May 11</td>
<td>Monday, August 10</td>
</tr>
<tr>
<td>School of Dentistry Graduation Exercises</td>
<td>N/A</td>
<td>TBD</td>
<td>N/A</td>
</tr>
<tr>
<td>School of Medicine Graduation Exercises</td>
<td>N/A</td>
<td>Friday, May 15</td>
<td>N/A</td>
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<table>
<thead>
<tr>
<th><strong>TERM LENGTH CLASSES</strong></th>
<th><strong>FALL SEMESTER 2019</strong></th>
<th><strong>SPRING SEMESTER 2020</strong></th>
<th><strong>SUMMER TERM 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Monday, August 19</td>
<td>Monday, January 6</td>
<td>Monday, May 11</td>
</tr>
<tr>
<td>Last day to add without a permission code</td>
<td>Friday, August 23</td>
<td>Friday, January 10</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Last day to wait list</td>
<td>Friday, August 23</td>
<td>Friday, January 10</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Last day to add, drop, audit, and elect CR/NC</td>
<td>Friday, August 30</td>
<td>Friday, January 17</td>
<td>Wednesday, May 20</td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Friday, October 18</td>
<td>Friday, March 6</td>
<td>Friday, June 19</td>
</tr>
<tr>
<td>Last day to reverse CR/NC option</td>
<td>Wednesday, Nov. 27</td>
<td>Friday, April 17</td>
<td>Thursday, July 23</td>
</tr>
<tr>
<td>Classes end</td>
<td>Thursday, December 5</td>
<td>Tuesday, April 21</td>
<td>Wednesday, July 29</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Friday, December 6</td>
<td>Wednesday, April 22</td>
<td>N/A</td>
</tr>
<tr>
<td>Final exam period</td>
<td>Mon.-Fri., Dec. 9-13</td>
<td>Thurs.-Wed., Apr. 23-29</td>
<td>Thurs.-Fri., July 30-31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FIRST SESSION CLASSES</strong></th>
<th><strong>FALL SEMESTER 2019</strong></th>
<th><strong>SPRING SEMESTER 2020</strong></th>
<th><strong>SUMMER TERM 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Monday, August 19</td>
<td>Monday, January 6</td>
<td>Monday, May 11</td>
</tr>
<tr>
<td>Last day to drop, add, elect CR/NC, or audit classes</td>
<td>Friday, August 23</td>
<td>Friday, January 10</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Friday, September 13</td>
<td>Friday, January 31</td>
<td>Friday, May 29</td>
</tr>
<tr>
<td>Last day to reverse CR/NC option</td>
<td>Friday, September 27</td>
<td>Friday, February 21</td>
<td>Friday, June 12</td>
</tr>
<tr>
<td>Classes end</td>
<td>Friday, October 4</td>
<td>Tuesday, February 25</td>
<td>Wednesday, June 17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SECOND SESSION CLASSES</strong></th>
<th><strong>FALL SEMESTER 2019</strong></th>
<th><strong>SPRING SEMESTER 2020</strong></th>
<th><strong>SUMMER TERM 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>Monday, October 14</td>
<td>Wednesday, February 26</td>
<td>Thursday, June 18</td>
</tr>
<tr>
<td>Last day to drop, add, elect CR/NC, or audit classes</td>
<td>Friday, October 18</td>
<td>Tuesday, March 3</td>
<td>Tuesday, June 23</td>
</tr>
<tr>
<td>Last day to withdraw from classes</td>
<td>Friday, November 8</td>
<td>Friday, March 20</td>
<td>Friday, July 10</td>
</tr>
<tr>
<td>Last day to reverse CR/NC option</td>
<td>Wednesday, Nov. 27</td>
<td>Friday, April 17</td>
<td>Thursday, July 23</td>
</tr>
<tr>
<td>Classes end</td>
<td>Thursday, December 5</td>
<td>Tuesday, April 21</td>
<td>Wednesday, July 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>HOLIDAYS</strong></th>
<th><strong>FALL SEMESTER 2019</strong></th>
<th><strong>SPRING SEMESTER 2020</strong></th>
<th><strong>SUMMER TERM 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day holiday</td>
<td>Monday, September 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall break</td>
<td>Sun.-Sun., Oct. 6-13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving break</td>
<td>Thurs. Nov. 28-Sun., Dec. 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday recess</td>
<td>Sat., Dec. 14-Sun., Jan. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin Luther King Jr. Day holiday</td>
<td>Monday, January 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presidents Day</td>
<td>Monday, February 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring break</td>
<td>Sun.-Sun., March 8-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day holiday (observed)</td>
<td>Friday, July 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pioneer Day holiday (observed)</td>
<td>Friday, July 24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calendar subject to change without notice. For the most up-to-date information, visit [http://registrar.utah.edu/academic-calendars/index.php](http://registrar.utah.edu/academic-calendars/index.php)
Apply For Graduate Degree

All graduate students must apply in advance for graduation to receive a degree from the University of Utah. Before applying to graduate, students should meet with their academic advisor and review the degree requirements set by the Graduate School.

On-Time Applications:
To apply on or before the due date simply click on the “Graduation” tile on your Student HOMepage in Campus Information Services (CIS) and follow the instructions. Note: This link does not become active until your Supervisory Committee has been entered into Grad School Tracking.

A separate Application for Graduate Degree is required for each major in which you are applying.

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEADLINE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Graduation (December)</td>
<td>August 30</td>
</tr>
<tr>
<td>Spring Graduation (May)</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Graduation (August)</td>
<td>April 1*</td>
</tr>
</tbody>
</table>

*Applications received by March 1st will have names included in the Spring Convocation Programs.

Late Application/Reapplication:
A Late/Reapplication for Graduate Degree is required in the following cases:

- Applicants who missed the deadline to apply on time.
- Candidates denied graduation in a previous semester.
- Candidates who have already applied for graduation and need to reapply to a future semester.

Failure to apply on time may delay your graduation.
Reapplications should be submitted no later than the last day of classes of the graduating term.
Reapplications will not be accepted more than one year in advance.

A Late/Reapplication for Graduate Degree may be submitted as an attachment in an email from your Umail account to graduation@utah.edu.

All graduate students must adhere to the Graduate School’s policies and procedures in order to graduate. Please select the appropriate link below to view the deadlines for the above mentioned Graduate School requirements.

Master’s Candidates

Doctoral Candidates