



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 MAs 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

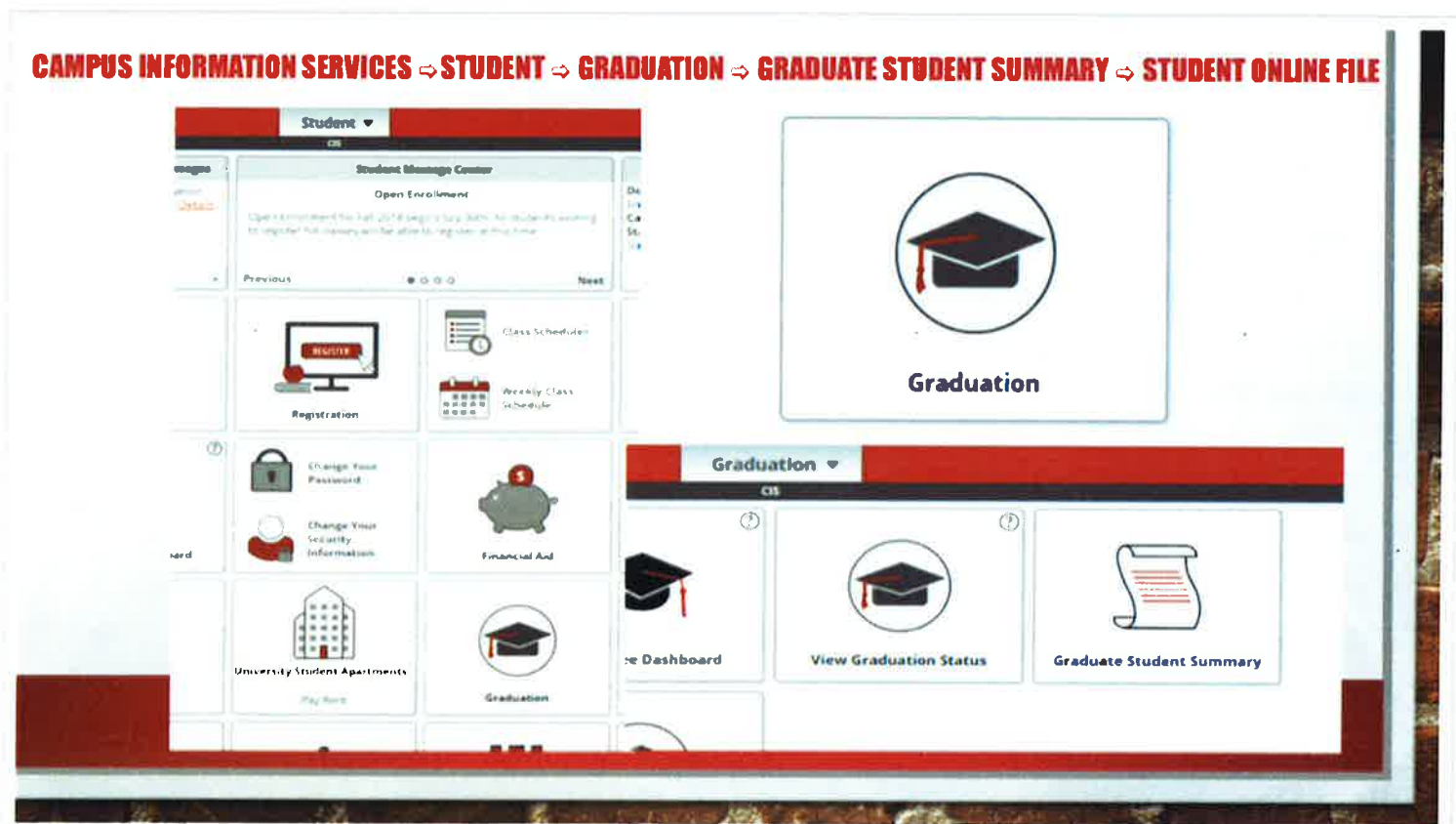
ELECTRONIC GRADUATE RECORD FILE TUTORIAL

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

GRADUATE STUDENT SUMMARY



Graduate Student Summary

Summary

Summary

Grad Student Prog Plan Audit Grad Student Committee Grad Student Program of Study

Grad Student Thesis Grad Student Transcript Grad Student Petitions

Grad Student Exams

This is your graduate online file in CIS. Please review your Grad Student Prog Plan Audit for graduation

Summary

Summary

Grad Student Prog Plan Audit Grad Student Committee Grad Student Program of Study

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

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

EmpID: 00003000	Name: HOLLY, BUDDY	Resident: N	International: N
Academic Program: GFAGR	Fine Arts (GR)	Academic Plan: MUSCPHD	Music PHD
Career Mjr	Degree Seeking: PHD	Term Admitted: 10T8	Admissions Status: Active in Program

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, EU, E, W, or D are unacceptable T and I grades must be changed to letter grades before student's can graduate

Term	Semester	Units Taken	Note
1	1088	Fall 2008	9.00
2	1094	Spring 2009	8.00
3	1098	Fall 2009	12.00

From Date	To Date	Program Action	Notes
1			

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

Viewing Your Graduate Student Committee (Supervisory Committee)

Summary

 [Summary](#)

 [Grad Student Prog Plan Audit](#)

 [Grad Student Committee](#) 

 [Grad Student Program of Study](#)

(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



EmpID: 00000000	Name: HOLLY, BUDDY	Resident: N	International: N
Academic Program: 3FAOR	Fine Arts (3R)	Academic Plan: MUSCPHD	Music PHD
Career Nbr	Degree Seeking: PHD	Term Admitted: 1079	Admissions Status: Active in Program

Supervisory Committee

Supervise Date: 10/27/2009	Entered By: 00000000	DOE, JANE	
Chair: 00000000	BERRY, CHUCK		Department: Music Department
Member 1: 00000000	LEWIS, JERRY LEE		Department: Music Department
Member 2: 00000000	RICHARD, LITTLE		Department: Music Department
Member 3: 00000000	DIDDLEY, BO		Department: Music Department
Member 4:			Department:
Member 5:			Department:
Dir Grad Studies or Dept Chair: 00000000	PRESLEY, ELVIS		Department: Music Department
Non-Employee Member:	CASH, JOHNNY		
Non-Employee Member:			

Committee Comments: Curriculum Vitae for outside member, Johnny Cash, on file with the Graduate School.

Graduate School Committee Approval Date: 10/29/2009

[Student Program of Study](#)

[Student Program Plan Audit](#)

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

Working With Your Program Of Study

Summary

Summary

[Grad Student Prog Plan Audit](#)

[Grad Student Committee](#)

[Grad Student Program of Study](#)

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

Student Responsibilities

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

- 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

EmpID: 0000000	Name: HOLLY, BUDDY	Resident: N	International: N
Academic Program: GFAGR	Fine Arts (GR)	Academic Plan: MUSCPHD	Music PHD
Career Nbr	Degree Seeking: PHD	Term Admitted: 1078	Admissions Status: Active In Program

Coursework

Effective Date: 11/02/2009

Sequence Nbr: 1

	Subject Area	Catalog Nbr	Class Section	Course Title	Term	Semester Taken	Units Taken	Name
1	MUSC	7530	001	Composition PHD	1078	Fall 2007	3.00	RICHARD, L.
2	MUSC	6550	001	Adv Formal Proc I	1088	Fall 2008	3.00	DIDDLEY, B.
3	MUSC	7970	001	Thesis Research: PhD	1094	Spring 2009	6.00	BERRY, C.
4	MUSC	6361	001	Adv Electro Comp II	1084	Spring 2008	3.00	CARLOS, W.
5	MUSC	6540	001	Style Studies - Orch I	1084	Spring 2008	3.00	FAITH, P.
6	MUSC	6541	001	Style Studies - Orch II	1088	Fall 2008	3.00	CONNIFF, R.
7	MUSC	6360	001	Adv Electro Comp I	1078	Fall 2007	3.00	SCHULZ, K.
8	MUSC	7510	001	Theory Pedagogy	1088	Fall 2008	3.00	LEWIS, J.L.
9	MUSC	6551	001	Adv Formal Proc II	1094	Spring 2009	3.00	PRESLEY, E.
10	MUSC	6010	001	Music Bibliograph	1078	Fall 2007	2.00	BERRY, C.

Approvals

Entry Date: 04/08/2011

Chair: 00000000 BERRY, CHUCK **Approval:** Approved **Date:** 07/25/2011

Comment:

Member: 00000000 LEWIS, LERRY LEE **Approval:** Approved **Date:** 07/25/2011

Comment:

Member: 00000000 RICHARD, LITTLE **Approval:** Approved **Date:** 07/25/2011

Comment:

Member: 00000000 DIDDLEY, BO **Approval:** **Date:**

Comment:

Member: **Approval:** **Date:**

Comment:

Member: **Approval:** **Date:**

Comment:

Dept Chair or Dir of Grad Studies: 00000000 PRESLEY, ELVIS **Approval:** **Date:**

Comment: Stay off of my blue suede shoes!

Thesis Coursework							
Subject Area	Catalog No.	Class Section	Course Title	Semester Taken	Units Taken	Official Grade	Score
1 MUSC	7970	001	Thesis Research PhD	Spring 2009	6.00	A	BERRY, CHUCK

Thesis Data

Thesis
 Project
 Non Thesis
 IRB Approval Date:
 IACUCC Approval Date:

Transfer Courses							
Approved	Subject Area	Course No.	Course Title	Est. Term	Year	Units Taken	Official Grade
1	<input type="checkbox"/>						

Graduation

Expected Semester of Graduation: 1106 Summer 2010

Applied for Graduation Term: Applied for Graduation Date:

Renewed Term: Renewed Date:

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

(http://gradschool.utah.edu/wp-content/uploads/2013/04/05_progstudy.png)

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.
5. **Dissertation Proposal** please bring a copy of what the committee passed to the Thesis Office for **a preliminary review**, please see attached form. Please review the **Thesis Office website** for Thesis Handbook, Templates, Submission procedures, forms, etc.: <https://gradschool.utah.edu/thesis/>
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

2019-2020 UNIVERSITY ACADEMIC CALENDAR

GENERAL CALENDAR DATES	FALL SEMESTER 2019	SPRING SEMESTER 2020	SUMMER TERM 2020
Class schedule available	Monday, March 4	Monday, September 23	Monday, February 3
Registration dates available	Monday, March 4	Monday, September 23	Monday, February 10
Admission/readmission deadline	Monday, April 1	Friday, November 1	Sunday, March 15
Registration dates begin	Monday, April 8	Thursday, November 7	Monday, March 23
Deadline to apply for graduation	Friday, August 30	Friday, November 1	Wednesday, April 1
Open enrollment	Monday, July 29	Monday, November 25	Monday, April 13
House Bill 60 registration	Tuesday, August 13	Tuesday, December 31	Tuesday, May 5
Tuition payment due	Friday, August 30	Friday, January 17	Wednesday, May 20
Census deadline	Monday, September 9	Monday, January 27	Monday, June 3
University Commencement & Convocation Exercises	N/A	Thurs.-Fri., April 30-May 1	N/A
College of Law Graduation Exercises	N/A	Friday, May 8	N/A
Grades due	Monday, December 23	Monday, May 11	Monday, August 10
School of Dentistry Graduation Exercises	N/A	TBD	N/A
School of Medicine Graduation Exercises	N/A	Friday, May 15	N/A
TERM LENGTH CLASSES			
Classes begin	Monday, August 19	Monday, January 6	Monday, May 11
Last day to add without a permission code	Friday, August 23	Friday, January 10	Friday, May 15
Last day to wait list	Friday, August 23	Friday, January 10	Friday, May 15
Last day to add, drop, audit, and elect CR/NC	Friday, August 30	Friday, January 17	Wednesday, May 20
Last day to withdraw from classes	Friday, October 18	Friday, March 6	Friday, June 19
Last day to reverse CR/NC option	Wednesday, Nov. 27	Friday, April 17	Thursday, July 23
Classes end	Thursday, December 5	Tuesday, April 21	Wednesday, July 29
Reading Day	Friday, December 6	Wednesday, April 22	N/A
Final exam period	Mon.-Fri., Dec. 9-13	Thurs.-Wed., April 23-29	Thurs.-Fri., July 30-31
FIRST SESSION CLASSES			
Classes begin	Monday, August 19	Monday, January 6	Monday, May 11
Last day to drop, add, elect CR/NC, or audit classes	Friday, August 23	Friday, January 10	Thursday, May 14
Last day to withdraw from classes	Friday, September 13	Friday, January 31	Friday, May 29
Last day to reverse CR/NC option	Friday, September 27	Friday, February 21	Friday, June 12
Classes end	Friday, October 4	Tuesday, February 25	Wednesday, June 17
SECOND SESSION CLASSES			
Classes begin	Monday, October 14	Wednesday, February 26	Thursday, June 18
Last day to drop, add, elect CR/NC, or audit classes	Friday, October 18	Tuesday, March 3	Tuesday, June 23
Last day to withdraw from classes	Friday, November 8	Friday, March 20	Friday, July 10
Last day to reverse CR/NC option	Wednesday, Nov. 27	Friday, April 17	Thursday, July 23
Classes end	Thursday, December 5	Tuesday, April 21	Wednesday, July 29
HOLIDAYS			
Labor Day holiday	Monday, September 2		
Fall break	Sun.-Sun., Oct. 6-13		
Thanksgiving break	Thurs. Nov. 28-Sun., Dec. 1		
Holiday recess	Sat., Dec. 14-Sun., Jan. 5		
Martin Luther King Jr. Day holiday		Monday, January 20	
Presidents Day		Monday, February 17	
Spring break		Sun.-Sun., March 8-15	
Memorial Day holiday			Monday, May 25
Independence Day holiday (observed)			Friday, July 3
Pioneer Day holiday (observed)			Friday, July 24

Calendar subject to change without notice. For the most up-to-date information, visit <http://registrar.utah.edu/academic-calendars/index.php>

Last Updated 5/21/19

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.

TERM	DEADLINE TO APPLY
Fall Graduation (December)	August 30
Spring Graduation (May)	November 1
Summer Graduation (August)	April 1*

*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](#)

Contact Us

Phone: (801) 581-5808

Fax: (801) 585-7860

registrar@utah.edu

Mailing Address

University of Utah
Office of the Registrar
201 S 1460 E RM 250N
Salt Lake City, UT 84112-9056

Campus Address

250N Student Services
Building [\[MAP\]](#)

Hours

 **Apply for Graduation**

 **View Graduation Status**

 **Graduation Information**

 **Graduate Student Summary**

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Apply for Graduation](#)

Submit an Application for Graduation

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Engineering (GR)

University of Utah | Graduate Semester

Degree: Doctor of Philosophy

Major: Mechanical Engg PHD

[Apply for Graduation](#)