

Ph.D. Program Checklist (updated August 2016)

- _____ By the end of a student's second semester of graduate work, the student must select five (5) faculty members to serve on their supervisory committee (three must be regular faculty members in the political science department). The supervisory committee chair and one committee member must be from the student's major field of study, and one member must represent their minor field of study. One member must be from outside the Department of Political Science (the chair of the committee can make recommendations on who the outside committee member can be). Once the supervisory committee has been formed, student will need to meet with the Graduate Advisor and enter the committee members in the online Graduate Student Degree Tracking System (GTS). Committee members must get into the GTS and approve their service on the supervisory committee.

- _____ Once established, student should meet with their supervisory committee often. It is recommended that they meet at least once a year. Student should map out a tentative course schedule with their committee.

- _____ Complete the required political science coursework (approximately two years).

- _____ Schedule the comprehensive examinations together with student's supervisory committee. This should be completed within two regular semesters (one calendar year) of completing the political science coursework.

- _____ One semester prior to taking the comprehensive examinations, complete the Application To Take Comprehensive Examinations form, have supervisory chair sign it, and submit the form to the Graduate Advisor.

- _____ Written and oral comprehensive examinations must be completed in the same semester. See the Doctoral Program Handbook for more information about this process or what to do if student failed any part of the comprehensive examination process.

- _____ After successfully passing the written comprehensive examinations in both the major and minor fields, schedule the oral comprehensive examination. After successfully completing the oral exam, student will need to meet with the Graduate Advisor to input the Report of Qualifying Examination into the GTS.

- _____ Schedule the oral defense of the dissertation proposal with the supervisory committee. Student must successfully defend their dissertation proposal within two regular semesters (one calendar year) of having passed both of the comprehensive exams. Once the oral defense has been successfully completed, meet with the Graduate Advisor to input the Dissertation Proposal Approval information into the GTS.

- _____ If required, student must file the "Language Verification" paperwork with the Graduate School. Student should check with their supervisory committee to determine if this is required.

- _____ Two months prior to the semester of graduation, meet with the Graduate Advisor and input the Program of Study (courses used toward the Ph.D. degree) into the GTS. Courses used for a previous degree cannot be included on the Program of Study for the Ph.D.

- _____ Submit the Application For Graduate Degree form to the University Graduation Office (<http://registrar.utah.edu/handbook/graduategraduation.php>) . Deadlines to apply:
for Spring graduation-- November 1; Summer graduation--April 1; Fall graduation--July 1.

- _____ Schedule the final dissertation defense. Copies of the dissertation manuscripts should be given to student's supervisory chair 3 weeks in advance and to their remaining committee members and to political science department 2 weeks in advance of the final defense date. Students are expected to complete the dissertation defense within three calendar years after the successful defense of the oral dissertation proposal. Upon successfully defending the dissertation, meet with the Graduate Advisor and input the Final Dissertation Defense into the GTS.

- _____ Schedule a meeting with the Thesis Office early in the semester the student will be defending their dissertation, in order for the thesis editor to have time to read and make recommendations to the manuscript. Students should download the *Handbook for Theses and Dissertations* for proper format and requirements in preparation of the final dissertation manuscript (<http://gradschool.utah.edu/thesis/handbook/>).

- _____ Make all revisions to the dissertation manuscript as recommended by the supervisory committee and by the university's Thesis Office. Student should prepare the Supervisory Committee Approval form, Doctoral Statement of Approval, the Final Reading Approval form, and the Doctoral Permission to Quote Copyrighted Material form, for inclusion in the final manuscript, submitted to the Thesis Office for final clearance toward graduation. The chair of the Department of Political Science should receive a copy of the final dissertation manuscript **at least 2 weeks** in advance of needing the Final Reading Approval form for submission to the Thesis Office.