GUIDELINES:
Research courses: Min. of 2 (not from same faculty)
3.0 min. GPA (no grade < B-)
Electives must be ≥6000 (5000 if 6000 NA)
Dissertation proposal approval & colloquium needed
before enrolling in 7970
7971 does NOT count toward degree
Resident rate if enrollment is 7970 OR 7981 only
7990 (3) Cont. Reg. $37.50 (library privileges only)—limit of 4 semesters (must be ABD)
3 yrs min./6yrs max. to complete

**Preparing to Defend:**
1. Refer to departmental guidelines for format and approved styles.
2. Undefended draft may be submitted to Thesis Editor for a preliminary review
3. With permission from Commit-tee Chair, present final draft to committee
4. After 14 days, Chair will poll Committee to see if defense is warranted and, if so, set the date
5. Defense is open to public
6. Candidate must be enrolled for at least 1 hr (cannot be 7990) during semester of defense

**Draft Submission Process:**
1. Make any changes to manuscript that Committee may require
2. Have Committee and Chair review the changes and sign approval form
3. Have Committee Chair sign the Final Reading Approval form
4. Give Department Chair two weeks to review manuscript and sign Final Reading Approval form
5. Submit one copy of manuscript and the original (with one copy) of the signed approval forms to Thesis Editor for Format Approval (see calendar for deadlines)
6. Make required formatting changes to manuscript
7. Send Thesis Editor a pdf of edited manuscript
8. Upload approved pdf to Pro-Quest. A $55 charge is payable by credit card only.
9. Open access publishing for U of U theses is provided at no charge thru USpace

**Dissertation Defense**
(Must enroll for 1 hr minimum)
7970 OR 7981
(OR 7990)

GRADUATION
Dissertation Release

**(Due 2 months prior to)**
(Due 11/1, or (Due 7/1)
Register for 7970- Cont. Reg.

OTHER FORMS: (See FORMS page on website)
1. Recommendation for Change of Graduate Classification
2. Coursework Petition (Transfer Credit)
3. Undergraduate Petition for Graduate Credit
4. Independent Study Form
5. Geography Department Progress Assessment form
6. LOA (If inactive other than Summer)
7. Other forms: Change of Option (Dissertation/Paper)
8. Request for Change of Supervisory Committee
9. A Handbook for Theses and Dissertations***
10. Supervisory Committee Approval Form
11. Final Reading Approval Form

**Proposal Process**
1. Refer to departmental guidelines for proposals
2. Submit written proposal to Supervisory Committee Chair
3. Submit written proposal to Supervisory Committee for approval
4. Committee Chair gives permission to schedule a colloquium
5. Student presents proposal in Departmental colloquium
6. Director of Graduate Studies signs verifying colloquium presentation

**Record of Progress**
(Begin to track progress on Program Requirements form)

**Add’l Semesters**
(Must enroll for 1 hr minimum)
Core courses/electives/Independent Study/ OR 7970 (1 to 10)-need 14 hrs

**1st Semester**
9hrs = full time (16 max.)
6961 (3)
6000 (3)
Research course (3) OR Elective (3)

**2nd Semester**
9hrs = full time (16 max.)
Research course (3)
7930 (1 to 5)
OR Elective (3)

**Final Semester**
(Must enroll for 1 hr minimum)
Qualifying Exams Oral & written

**Dissertation/Manuscript**

Ph.D. DEGREE