

TEAL Doctoral Program Task and Form Completion by Program Phase

Utah State University (USU) School of Graduate Studies (SGS) and the School of Teacher Education and Leadership (TEAL) require multiple forms for progress monitoring and recording program benchmarks. In addition to routinely reading the [TEAL Doctoral Handbook](#) and your emails, please use the forms timeline below to complete and submit all required documentation on time. Information is subject to change. Please refer to the [SGS website on forms](#), [Service Now forms](#), and the [TEAL website on forms](#) in addition to submitting the forms per phase of the doctoral program.

Form Completion by Phase

Tasks/Forms	Time	Submitted by	Approval Required	Information Required
Admissions: Complete the post-admission steps				
Orientation	Prior to coursework	Student	School of Graduate Studies	Students are encouraged to promptly complete post-admission steps and regularly communicate progress with their Initial Advisor.
Trainings	Prior to coursework, annually as required	Student	School of Graduate Studies	Students must complete all required trainings to be enrolled as graduate students, additional trainings are required for assistants, research, and other responsibilities
Graduate Assistantships (GA)	Prior to coursework, annually as required	Student	School of Graduate Studies	Additionally, all Graduate Teaching Assistants (TAs) must complete the CEUS course appropriate to your teaching agreement: Graders 7901; TAs 7902; Instructors 7903
Insurance	Prior to coursework, annually as required	Student	Graduate Program Coordinator	Graduate Assistants and international students must waive or accept insurance
Register	Prior to coursework Registration calendar	Student	Initial Advisor	Students are expected to seek guidance from their Initial Advisor to determine which courses to register for and when. Students are encouraged to register for EDUC 6570 during their first semester. Admitted students who wish to defer for up to 3 semesters (excluding summer) must email the Graduate Program Coordinator and their Initial Advisor requesting their deferment request semester. If admitted students wish to matriculate in the summer, prior to the fall, students must submit the Graduate School Deferral Request deferring to the summer semester.
Collaborative Institutional Training Initiative (CITI)	Prior to research	Student	Initial Advisor/ Supervisory Committee Chair	Students are required to complete the Responsible Conduct of Research (RCR) Curriculum via the CITI website. CITI training prior to engaging in research and recertify every three years until completion
Coursework = 48 credits				
Register	Registration calendar	Student	Initial Advisor/ Supervisory Committee Chair	Students are encouraged to maintain continuous enrollment to complete coursework in 2.5-3 years. If a student cannot enroll in coursework during fall or spring,

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				a Leave of Absence (\$100 fee to maintain USU services, e.g., IT support) is required.
Performance Progress Review	Mid semester (within 8 weeks; prior to registration for the subsequent semester)	Concentration Area Coordinator	Initial Advisor	Graduate Program Director will review progress of students' performance to determine if students need a Performance Improvement Plan designed to identify student supports.
Planning Guide	End of 1 st or 2 nd semester	Student	Initial Advisor	Students should plan their coursework with their Initial Advisor. Students must maintain a Grade Point Average (GPA) of 3.0 or above on a total of 48 credits of coursework and a P on 12 credits of TEAL 7970. Refer to your concentration area Planning Guide. Students submit their Independent Study form via Service Now.
Annual Review	Nov. 1, annually	Student	Initial Advisor/ Supervisory Committee Chair	Graduate Program Director will review. Graduate Program Coordinator will record and file.
Graduate Assistant Application/Renewal Form	Dec. 1, annually	Student	Graduate Program Coordinator	Applications may be submitted at any time to the TEAL Graduate Program Coordinator. For priority funding, application review begins December 1 st .
Supervisory Committee Approval Form (SCAF)	End of 3 rd semester	Student*	Supervisory Committee Members	Graduate Program Coordinator will review the SCAF and add the Supervisory Committee members to Banner once each member approves. *If Supervisory Committee members change, students must submit a SCAF Revision . Supervisory Committees cannot change 6 weeks prior to dissertation defense.
Program of Study (POS)	End of 3 rd semester	Student	Graduate Program Coordinator; Supervisory Committee Chair	SCAF must be approved because Supervisory Committee approves POS. Student, in collaboration with their Supervisory Committee Chair, can complete a plan/POS reflecting their intended timeline of course completion in Degree Works. Student notifies Graduate Program Coordinator that their POS is submitted in Degree Works
Program of Study (POS)	End of coursework	Student	Graduate Program Coordinator; Supervisory Committee Chair	Graduate Program Coordinator verifies course completion with program requirements. Graduate Program Coordinator will submit student's POS in Service Now for Supervisory Committee approval.
Forms	Time	Submitted by	Approval Required	Information Required
Comprehensive Exam				
Sign-up Form for Comprehensive Examination	2+ weeks prior to scheduled exam; final semester of	Student*	Supervisory Committee Chair	Before the dissertation proposal and typically during the final semester of coursework, students schedule their exam via submission of the Comprehensive Exam form in

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	coursework, or later if necessary			consultation with their Supervisory Committee Chair. Upon approval, the Graduate Program Director invites the student and Supervisory Committee Chair to the Canvas course. Supervisory Committee Chair prepares the Comprehensive Exam, in consultation with the Supervisory Committee, and creates the assignment in Canvas.
Complete the comprehensive exam	Option A (8 hrs) vs Option B (72 hrs)	Student	Supervisory Committee Chair; Graduate Program Director	Graduate Program Director shares the CopyLeaks Plagiarism report with the Supervisory Committee Chair.
Comprehensive Exam Outcome	Committee members evaluate response within 10 academic calendar workdays following submission.	Supervisory Committee Chair	Graduate Program Coordinator	Supervisory Committee Chair compiles results and notifies doctoral student, Supervisory Committee, Graduate Program Coordinator, and Graduate Program Director.
Forms	Time	Submitted by	Approval Required	Information Required
Dissertation = 12 credits				
Thesis & Dissertation Credit & Continuing Graduate Registration Enrollment Request	Registration calendar	Student	Supervisory Committee Chair	Students register for TEAL 7970 for a min of 3 credits each fall and spring semester until all 12 credits are earned (T grade). Students may register for 1 credit thereafter, except for international students who are required to register for 3 credits with the exception of summer when international students can register for 1 credit. Students must enroll every semester, including summer, they use USU services (faculty, library, IT, etc.). If a (GA) student needs to be considered full time but only needs 3 credits, complete the Full-Time at Three Credits (FT3) form.
Performance Progress Review	Mid semester (within 8 weeks; prior to registration)	Concentration Area Coordinator	Initial Advisor	Graduate Program Director will review progress of students to determine if students need a Performance Improvement Plan.
Ph.D. Residency Professional Requirements Documentation	After professional presentation and manuscript submission is submitted; submit before ACDD but no later than AFE submission (10 days prior to final defense)	Student	Supervisory Committee Chair; Graduate Program Director	Evidence required, e.g., photocopy of the meeting program documenting participation and a journal confirmation receipt verifying manuscript submission. Graduate Program Coordinator will record and file.
I. Dissertation Proposal Defense				

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Thesis/Dissertation Proposal Sign-up	2+ weeks prior to dissertation proposal defense	Student*	Supervisory Committee Chair	Students submit their dissertation proposal, title page, and schedule their dissertation proposal defense meeting by submitting the Proposal sign up form. The Graduate Program Coordinator submits the dissertation proposal through Copyleaks Plagiarism. The Graduate Program Director shares the Copyleaks Plagiarism report with the Supervisory Committee Chair.
Formatted Title Page	2+ weeks prior to scheduled dissertation proposal defense date (submit title page with the sign-up form)	Student	Supervisory Committee Chair	Students properly format Title Page , see p. 21 for a 5-member committee, and revise to “dissertation proposal”. After a successful dissertation proposal defense, all Supervisory Committee members will sign via Adobe Sign. The signed title page can be used for applying for subsequent IRB approval. The Vice Provost does not sign the proposal defense title page; however, include the signature line as the signature is required after as successful dissertation defense.
Submit dissertation proposal	2+ weeks prior to scheduled dissertation proposal defense date (submit proposal document with the sign-up form)	Student*	Supervisory Committee	Upon an agreed scheduled defense meeting time, students are expected to send a calendar invite (with Zoom link) and ensure all Supervisory Committee members accept, along with a reminder email 3 workdays prior to the meeting.
Dissertation Proposal Approval	After successful dissertation proposal defense	Student	Supervisory Committee Chair	Supervisory Committee Chair communicates dissertation proposal defense results, who attended and how (virtual, in person), to the Graduate Program Coordinator.
IRB proposal	After successful dissertation proposal defense; prior to conducting dissertation study	Student*	Supervisory Committee Chair	Students must receive IRB approval (with protocol number) before conducting dissertation research and before submission of the ACDD form. The IRB proposal must reflect the Supervisory Committee approval of study design and data collection.
Application for Candidacy for Doctoral Degree (ACDD)	After successful dissertation proposal defense; a minimum of 3+ months prior to dissertation defense	Student	Supervisory Committee Chair	IRB proposal number and IRB approval are required on the ACDD form.
II. Dissertation Defense				
Schedule a tentative dissertation defense	4+ weeks prior to dissertation defense	Student*	Supervisory Committee	Upon an agreed scheduled defense meeting time, students are expected to send a calendar invite (with Zoom link) and ensure all Supervisory Committee members accept, along with a reminder email 3 workdays prior to the meeting

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Provide dissertation to Supervisory Committee	4+ weeks prior to dissertation defense	Student*	Supervisory Committee	Students confirm dissertation defense date, time, meeting method, members attendance, members receipt of dissertation, etc.
Appointment for Examination (AFE)	10+ academic calendar workdays before dissertation defense	Student*	Supervisory Committee Chair	Students must ensure SCAF, POS, and ACDD are accurate and current. Approved SCAF, POS, and ACDD forms are required prior to scheduling dissertation defense. Students are required to record the room number or a Zoom link in the Room fillable in the Defense Information on the AFE form.
Forms	Time	Submitted by	Approval Required	Information Required
Post Defense Completion				
Record of Examination (ROE)	After successful defense	Supervisory Committee Chair	Graduate Program Coordinator	The Supervisory Committee Chair communicates dissertation defense results, who attended and how (virtual, in person), to the Graduate Program Coordinator. Graduate Program Coordinator will communicate result with School of Graduate Studies.
Finalize dissertation and defense process	After dissertation defense	Student*	Supervisory Committee	Revise the dissertation as directed by Supervisory Committee
Committee-signed Title Page	After successful defense	Student	Supervisory Committee Members	Students submit Title Page for Doctoral Dissertations.
Grades	The semester the student defends their dissertation	Supervisory Committee Chair	Graduate Program Coordinator	Supervisory Committee Chair changes all I and T grades to P for TEAL 7970 by submitting Changing Grades Request link in Service Now.
Submit revised dissertation	After any required edits are made to dissertation	Student	Supervisory Committee Chair	Students must have their dissertation professionally reviewed.
Thesis/Dissertation Format and Style (F&S)	After successful defense, before School of Graduate Studies dissertation review process	Student*	Supervisory Committee Chair Graduate Program Coordinator Graduate Program Director	Students must record the professional reviewer's name who edited their dissertation. Students submit the professional reviewer's CV to the Graduate Program Coordinator and Graduate Program Director who will verify the professional editor's work experience/expertise in this area.
Authorship & Copyright	After successful dissertation defense and before dissertation is submitted for review by the School of Graduate Studies	Student*	Supervisory Committee Chair	Students discuss authorship of dissertation study with Supervisory Committee Chair. Dissertations will not be reviewed by the School of Graduate Studies until all required paperwork is fully approved.
IRB-approved Protocol Closeout	After successful dissertation defense	Student*	Supervisory Committee Chair	Students remind Supervisory Committee Chair to close IRB protocol for dissertation research study. Students may lead the writing of the IRB Summary Report for the Supervisory Committee Chair to submit.

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Embargo Request (if required)	With dissertation submission	Student	Supervisory Committee Chair; Department Head; Vice Provost of Graduate Studies	Dissertation may be embargoed for 5 years after submission; however, a printed copy of the dissertation must still be submitted to the Merrill Cazier Library along with a binding fee.
Graduation Check Request	Before the final date of the semester intending to graduate	Student	Graduate Program Coordinator	Students must complete and receive approval to graduate.
Graduation Application	Submit by semester deadline during grace semester	Student	Graduate Program Coordinator	Students pay the \$15 graduation fee. Students who wish to participate in Spring commencement are expected to communicate their desire with the Graduate Program Coordinator and their Supervisory Committee Chair.
Register for TEAL 7970 after grace semester, if needed	After grace semester, if needed	Student	Graduate Program Coordinator	Students have the subsequent semester following their dissertation defense to finalize all graduation requirements (grace semester). If students need more than the grace semester to complete all requirements for graduation, students must register for TEAL 7970 .

Notes. * = in consultation with Supervisory Committee Chair