

TEAL Ph.D. Program Checklist

Admissions Phase

- Orientation - Prior to coursework
- Trainings - Prior to coursework, annually as required
- Insurance - Prior to coursework, annually as required
- Register - Prior to coursework (see registration calendar)
- Collaborative Institutional Training Initiative (CITI) - Prior to research

Student:

Coursework Phase - 48 Credits

- Register - Registration calendar
- Planning Guide - End of 1st or 2nd semester
- Annual Review Form - Nov. 1, annually
- Graduate Assistant Application/Renewal Form - Dec. 1, annually (priority deadline)
- Supervisory Committee Approval Form (SCAF) - End of 3rd semester
- Program of Study (POS) - End of 3rd semester



Comprehensive Exam Phase

- Comprehensive Examination Sign-Up Form - 2+ weeks before exam; final semester of coursework or later
- Complete the Comprehensive Exam - Option A (8 hrs) or Option B (72 hrs)
- Comprehensive Exam Outcome - Committee evaluates within 10 academic calendar workdays

Dissertation Phase - 12 Credits

- Thesis & Dissertation Credit & Continuing Graduate Request Form - Registration calendar, register each semester (min. 3 credits per fall/spring until 12 earned - TEAL 7970 dissertation credits)
- Full-Time at Three Credits Form (FT3) - submit after coursework is complete
- TEAL Ph.D. Professional Requirements Form - After presentation/manuscript; before ACDD, before AFE submission
- Program of Study (POS) - End of coursework or during dissertation phase

I. Dissertation Proposal Defense

- Dissertation Proposal Sign-Up Form - 2+ weeks before proposal defense
- Title Page - 2+ weeks before proposal defense; upload in Dissertation Proposal Sign-Up form
- Dissertation Proposal Approval - After a successful proposal defense, the Chair communicates the defense results
- IRB proposal - After proposal defense; before conducting study (IRB # and approval required on ACDD form)
- Application for Candidacy for Doctoral Degree Form (ACDD) - After prop. defense; min. 3+ months before diss. defense

II. Dissertation Defense

- Schedule dissertation defense - 4+ weeks prior to defense
- Provide dissertation to Supervisory Committee - 4+ weeks prior to defense
- Appointment for Examination (AFE) - 10+ academic calendar workdays before defense

Post Defense/Graduation Phase

- Record of Examination (ROE) - After successful defense, GPC submits
- Finalize dissertation and defense process - Immediately after defense, per committee direction
- Title Page Form - After successful defense; approved by graduate school (SGS) after dissertation clears library
- Thesis/Dissertation Format and Style Form (F&S) - After defense; before SGS review, include Prof. Reviewer name
- Authorship & Copyright Form - After defense; before dissertation submitted to SGS
- Grades - Semester of dissertation defense, Supervisory Committee Chair will change dissertation grades
- Submit revised dissertation - After edits are completed, Professional Reviewer
- IRB-approved Protocol Closeout - After defense
- Embargo Request (if required) - At time of dissertation submission
- Graduation Application - By semester deadline
- Register for TEAL 7970: After grace semester, if needed

For additional details, please see the Ph.D. website: <https://cehs.usu.edu/teal/doctoral/doc-ed>

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