

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) - form submitted
- ☐ 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 prior to proposal defense
- ☐ Title Page - 2+ weeks prior to proposal defense; upload in Dissertation Proposal Sign-Up form
- ☐ Dissertation Proposal Approval - After a successful proposal defense, Chair communicates defense results
- ☐ IRB proposal - After proposal defense; before conducting study
- ☐ 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
- ☐ Register for USU 7777 - Grace semester following defense, GPC submits
- ☐ 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 during grace semester
- ☐ Register for TEAL 7990: Continuing Graduate Advisement - 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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