

PhD PROGRAM REQUIREMENTS OVERVIEW

SUPERVISORY COMMITTEE	<p>Due by end of 1st year</p> <p>Request form can be found online at: http://www.gradschool.utah.edu/students/forms/supervisory.pdf</p> <p>Change request form can be found online at: http://www.gradschool.utah.edu/students/forms/changecommittee.pdf</p>
PROGRAM OF STUDY	<p>Due by end of 2nd semester of 2nd year</p> <p>Form can be found online at: http://www.business.utah.edu/humis/docs/organization_957_1223401316.doc Note: Student should fill out this form, have it signed by committee, and return to PhD Office.</p>
SOLE-AUTHORED RESEARCH PAPER	<p>Due before Qualifying Exams can be taken Note: Work with Supervisory Committee Chair on timeline. Chair must sign an approval form.</p>
DATA ANALYSIS TECHNIQUES	<p>Due before Qualifying Exams can be taken Note: Chair must sign an approval form.</p>
COURSEWORK	<p>Student must complete coursework before Qualifying Exams can be taken, with the exception of the Breadth courses requirement</p> <p>Detailed coursework policies can be found in the Policies & Procedures handbook online at: http://www.business.utah.edu/humis/docs/organization_957_1223569661.doc</p> <p>General registration guidelines: 1st year: Coursework per student's advisor (PhD Committee Representative) Summer registration: 7920 Directed Summer Research & Mgt 7300 Effective Teaching 2nd year: Coursework per student's supervisory committee chair Summer registration: 7920 Directed Summer Research 3rd year: 9 credits of 7970 Thesis Research Note: Student cannot register for 7970 Thesis Research until qualifying exams are passed. Student should register for 7910 Independent Study during the semester qualifying exams are being taken. 4th year: 9 credits of 7970 Thesis Research</p>

EFFECTIVE TEACHING COURSE	Course must be completed before teaching Note: Student should take this course during the Summer after their first year.
TEACHING	Student must teach one course before graduating Note: Individual departments assign teaching responsibilities
QUALIFYING EXAM	Student must pass qualifying exams before Advancing to Candidacy Qualifying Exam procedures can be found in the Policies & Procedures handbook online at: http://www.business.utah.edu/humis/docs/organization_957_1223569661.doc
ADVANCE TO CANDIDACY	Student must advance to candidacy before defending their proposal and at least 2 semesters prior to graduation Prior to Advancing to Candidacy student must: <ol style="list-style-type: none"> 1. Form supervisory committee 2. Complete program of study 3. Complete sole-authored research paper 4. Complete Data Analysis Techniques form 5. Complete coursework, with exception to Breadth requirement courses
PROPOSAL DEFENSE	Student must defend their proposal before they can defend their dissertation Note: Entire Supervisory Committee must sign an approval form
14 CREDITS OF 7970	Student must complete 14 credit hours of 7970 Thesis Research before graduation
DISSERTATION DEFENSE	Student must successfully defend their dissertation before clearing graduation Dissertation defense procedures can be found in the Policies & Procedures handbook online at: http://www.business.utah.edu/humis/docs/organization_957_1223569661.doc
THESIS EDITOR	Dissertation must be approved through Thesis Editor before student can clear graduation Thesis Editor: 581-8893 - Building 44, Room 208

