Registration, Paperwork and Timeline Issues for Doctoral Students

Credit/Registration Requirements

- 60 credit minimum in addition to master’s degree
- 12 dissertation credits required for a post-master’s doctorate.
- Continuous Registration Requirement: Must be registered for a minimum of 3 credits per semester until completion or pay $100 continuous registration fee per semester.
- Continuous Registration may be met with courses, seminars, independent study, research credit, or continuing graduate advisement (6990 or 7990).
- Graduate assistants must be registered as full-time students (6+ graduate credits) during all semesters, including summer.
- Must be registered for 3 credits in the semester of defense.

A full-time matriculated graduate student must be one of the following:
1. Registered for 9 or more graduate credits; or
2. Registered for 6 or more graduate credits if employed as a graduate assistant for 15 hours per week or more; or
3. Registered for 3 graduate credits with all required coursework completed and only the research component of the degree remaining; or
4. Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense.

Timeline for Paperwork

1. End of 2nd Semester: Supervisory Committee Approval Form
   - Submitted to graduate school by end of second semester.
     - Get signatures, give to Jozanne to make a copy and send to Grad School
   - No changes allowed in 6 weeks prior to defense.
   - 5 Faculty with doctoral degrees, 3 from department, 1 from outside
     - Major professor is committee chairperson
2. End of 3rd Semester: Program of Study
   - Submitted by the end of the third semester
   - Amendments can by submitted via email from the major professor (or from major professor through me)
3. Three Months before defense: Application for Candidacy Form
   - Submit Application for Candidacy along with copy of dissertation proposal cover page signed by all members of the supervisory committee
   - Also need to submit Data and Copyright Form and Plans for Publication Form
4. Six weeks prior to Defense: Make sure Supervisory Committee is set
5. At least four weeks prior to the defense: Give copy of Dissertation to each member of the supervisory committee.
6. 10 working days prior to defense: An Appointment for Examination form must be submitted.
7. A doctorate must be completed within eight years of matriculation. Coursework that is more than 8 years old may not be used.
Semester of Defense

- Must be registered for 3 credits
- Degree requirements must be completed by last day of that semester
- Grace Period: Doctoral students will be given until the last day of the next semester (known as a “grace” semester) following the defense to finish degree requirements
- If a student has not completed all degree requirements by the end of the grace semester, the student must pay a $100 Late Completion Fee for each semester following the grace semester.
- After one year, redefense may be required.

Preparation and Approval of Dissertations

- Publication Guide for Graduate Students--available online or from the USU Bookstore,
- Thesis workshop offered by graduate school
- Steven Beck offers optional review of draft
- Supervisory committee must approve and sign.
- The assistant dean must approve
- Can reserve a processing date for assistant dean to review
- Submit 7 weeks before the end of the semester if no date is reserved
- Otherwise submit 4 weeks before anticipated completion date