

Graduation Instructions

There are a few things you must do in order to graduate:

1. You will need to turn in an Admission to Candidacy, or Program of Study form, **at the beginning of the semester you wish to graduate in**. There is one for the Master's and another for the Doctoral. You do not need to worry about getting your committee members to sign this form, they approve it online. You can fill out and e-mail the form to jo.yates@utah.edu.

2. You will need to apply with the Registrar's office to let them know when you plan to graduate.
 - a. Those of you who are doing a thesis or dissertation keep in mind this means the semester that your thesis will be released, not necessarily when you finish your coursework. For instance, if you defend in Spring and your courses finish in that semester but you won't have your thesis/dissertation in to the Thesis Editor until Summer, you would apply for Summer graduation. This does not mean that you have to take classes in the Summer.
 - b. In reverse of that, if you defend and get your thesis/dissertation in and cleared, but your courses don't end until the next semester, you will apply for when your classes end.
 - c. There are dates you have to have the form in by:
Fall: June 1, Spring: November 1, Summer: February 1.
 - d. To acquire the form, as well as get more information on this process, go to the Registrar's Graduation website: <http://www.sa.utah.edu/regist/graduation/Grad.htm>

3. Get your thesis cleared by the Thesis Office. Once you have defended and your chair has signed the Final Reading Approval form, you will turn in your thesis/dissertation to the Thesis office. Please be aware that there are deadlines for turning it in in order to finish in a certain semester. Those deadlines can be found on their website: <http://www.gradschool.utah.edu/thesis/index.php>.

4. Because the system of faculty and Graduate School approvals has moved online, you can now view who has approved your Program of Study, your committee, and your exams. To do this, sign into your CIS account and click on the link that says Graduate Student Summary under the Graduation Box. Specific instructions on viewing these materials have been included in this document.

Student Access



Student

Personalize>> Content Layout

Student Profile

Name: HOLLY, BUDDY
Student ID: 00000000
Address: 201 S. PRESIDENTS CIR
SALT LAKE CITY, UT 84112
Phone: [add phone number](#)
UMail: u00000000@utah.edu
Declared Major: Music PhD

IMPORTANT: Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes.

You have messages:

- Important! 1098-T Tax Information

[Read your messages here.](#)

ASUU Voting

Graduation

DARS

[How to Read a DARS Report](#)
[View/Delete your Degree Audit Report\(s\)](#)
[Generate Degree Audit Reports](#)
[Generate Degree Audit for My Major\(s\)](#)

GPS

[Graduation Planning System](#)

Graduation

[General Information](#)
[Personal Graduation Information](#)
[Ceremonies](#)
[Undergraduate Degree Application](#)

Student Message Center

Registration Appointments for Summer 2009

Summer 2009 registration appointments will be available on Tuesday, February 17, 2009.

Start Dialing 10 Digits for Local Calls



Mandatory 10 digit dialing starts on March 1, 2009 due to the addition of the new 385 area code. Start dialing 10 digits now to be

Graduation

DARS

[How to Read a DARS Report](#)
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[Generate Degree Audit for My Major\(s\)](#)

GPS

[Graduation Planning System](#)

Graduation

[General Information](#)
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[Undergraduate Degree Application](#)

Graduate Students

[Graduate Student Summary](#)

Questions can always be sent to webmaster@acs.utah.edu

Speedy Links

Speedy Links

- [Fast Grades](#)
- [Fast Schedule](#)

Student Grades

[View your Grades by Term](#)
[View your Unofficial Transcript](#)
[View your Summary of All Grades](#)
[View your Academic Summary](#)
[Official Transcript Information](#)

Registration

[View your Registration Dates](#)
[View your Class Schedule](#)
[View your Weekly Class Schedule](#)
[Drop Class](#)
[Add Class](#)
[Student Course Feedback Results](#)

Class Schedules & General Cat.

[General Catalog](#)
[Student Handbook](#)
[Course Number Changes](#)

Class Schedules:
[Fall 2009](#)
[Summer 2009](#)
[Spring 2009](#)

[Archived Class Schedules](#)
[Academic Outreach & Continuing Edu](#)
[U-online - U of U Online Courses](#)

Graduate Student Summary

The image shows a screenshot of a software interface. At the top, there is a window titled "Summary" with a close button. Below the window title bar, the word "Summary" is displayed. Underneath, there is a folder icon labeled "Summary". At the bottom of the screenshot, there are three taskbar buttons, each with a document icon and a red underline: "Grad Student Prog Plan Audit", "Grad Student Committee", and "Grad Student Program of Study".

Grad Student Committee

Grad Tracking SA1046q

EmpID: 00000000 **Name:** HOLLY, BUDDY **Resident:** N **International:** N
Academic Program: GFAGR Fine Arts (GR) **Academic Plan:** MUSCPHD Music PHD
Career Nbr **Degree Seeking:** PHD **Term Admitted:** 1078 **Admissions Status:** Active in Program

Supervisory Committee

Find | View All First 1 of 1 Last

Supervise Date: 10/27/2009 **Entered By:** 00000000 DOE, JANE

Chair: 00000000 BERRY, CHUCK **Department:** Music Department

Member 1: 00000000 LEWIS, JERRY LEE **Department:** Music Department

Member 2: 00000000 RICHARD, LITTLE **Department:** Music Department

Member 3: 00000000 DIDDLEY, BO **Department:** Music Department

Member 4: **Department:**

Member 5: **Department:**

Dir Grad Studies or Dept Chair: 00000000 PRESLEY, ELVIS **Department:** Music Department

Non-Employee Member: CASH, JOHNNY

Non-Employee Member:

Committee Comments: Curriculum Vitae for outside member, Johnny Cash, on file with the Graduate School.

Graduate School Committee Approval Date: 10/29/2009

[Student Program of Study](#)

[Student Program Plan Audit](#)

Grad Student Program of Study

Grad Tracking SA1046q

EmpID: 00000000 **Name:** HOLLY, BUDDY **Resident:** N **International:** N
Academic Program: GFAGR Fine Arts (GR) **Academic Plan:** MUSCPHD Music PHD
Career Nbr **Degree Seeking:** PHD **Term Admitted:** 1078 **Admissions Status:** Active In Program

Coursework

Effective Date: 11/02/2009 **Sequence Nbr:** 1

Subject Area	Catalog Nbr	Class Section	Course Title	Term	Semester Taken	Units Taken	Name
1 MUSC	7530	001	Composition PHD	1078	Fall 2007	3.00	RICHARD, L.
2 MUSC	8550	001	Adv Formal Proc I	1088	Fall 2008	3.00	DIDDLEY, B.
3 MUSC	7970	001	Thesis Research: PhD	1094	Spring 2009	6.00	BERRY, C.
4 MUSC	6361	001	Adv Electro Comp II	1084	Spring 2008	3.00	CARLOS, W.
5 MUSC	6540	001	Style Studies - Orch I	1084	Spring 2008	3.00	FAITH, P.
6 MUSC	6541	001	Style Studies - Orch II	1088	Fall 2008	3.00	CONNIFF, R.
7 MUSC	6360	001	Adv Electro Comp I	1078	Fall 2007	3.00	SCHULZ, K.
8 MUSC	7510	001	Theory Pedagogy	1088	Fall 2008	3.00	LEWIS, J.L.
9 MUSC	8551	001	Adv Formal Proc II	1094	Spring 2009	3.00	PRESLEY, E.
10 MUSC	6010	001	Music Bibliograph	1078	Fall 2007	2.00	BERRY, C.

Approvals

Supervise Date: 10/27/2009

Chair: 00000000	BERRY, CHUCK	Date Approved: <input type="text"/>
Member: 00000000	LEWIS, LERRY LEE	Date Approved: <input type="text"/>
Member: 00000000	RICHARD, LITTLE	Date Approved: <input type="text"/>
Member: 00000000	DIDDLEY, BO	Date Approved: <input type="text"/>
Member:		Date Approved: <input type="text"/>
Member:		Date Approved: <input type="text"/>
Dept Chair or Dir of Grad Studies: 00000000	PRESLEY, ELVIS	Date Approved: <input type="text"/>

Thesis Coursework

Subject Area	Catalog Nbr	Class Section	Course Title	Semester Taken	Units Taken	Official Grade	Name
1 MUSC	7970	001	Thesis Research PhD	Spring 2009	6.00	A	BERRY, CHUCK

Thesis Data

Thesis Project Non Thesis
 IRB Approval Date: **IACUCC Approval Date:**

Transfer Courses

Approved	Subject Area	Course Nbr	Course Title	Ext Term	Year	Units Taken	Official Grade
1 <input type="checkbox"/>							

Graduation

Expected Semester of Graduation: 1106 Summer 2010
Applied for Graduation Term: **Applied for Graduation Date:**
Renewed Term: **Renewed Date:**

Total Thesis Research Units: 0.00 **Total Units:** 0.000 **Cumulative GPA:** 0.000

Grad Student Program Plan Audit

Grad Tracking SA1046

EmpID: 00000000 **Name:** HOLLY, BUDDY **Resident:** N **International:** N
Academic Program: GFAGR Fine Arts (GR) **Academic Plan:** MUSCPHD Music PHD
Career Nbr **Degree Seeking:** PHD **Term Admitted:** 1078 **Admissions Status:** Active in Program

Graduate School Requirements Audit

Thesis hours (6 or more for Masters, 14 or more for Doctor):

Total hours (30 for Masters, no requirement for Doctorate):

Residency (two continous semesters of full-time enrollment):

Program of Study Approvals:

Exam Approvals:

Language Verification (for MA's and some Doctorates):

Thesis Release:

Class Grades:

T and I grades must be changed to letter grades before student's can graduate.

Continuous Registration

Customize | Find | First 1-3 of 3 Last

	Term	Semester	Units Taken	Note
1	1088	Fall 2008	9.00	
2	1094	Spring 2009	9.00	
3	1098	Fall 2009	12.00	

Official Leave Of Absence

Customize | Find | First 1 of 1 Last

	From Date	To Date	Program Action	Notes
1				

[Student Committee](#)

[Student Program of Study](#)