

Graduate Student Progress Checklist
Doctor of Philosophy in Geophysics and Geophysical Engineering

Student: _____ **Minor Degree Program:** _____

Advisor(s): _____ **Semester of Admittance:** _____

1. Official formation of thesis committee, including selection of advisor. Thesis Committee must be declared within the first 12 months of the student's program. Requirements appear in the Graduate Bulletin. Request form is downloadable from the Graduate School website. The official form must be submitted to the Department for approvals before the Department submits it to the Graduate School.

Date filed with the Department: _____

2. The Department recommends at least one formal meeting of the student and thesis committee each semester. Minutes should be taken and submitted by your Thesis Advisor or Committee Chair for Department files.

Meeting dates:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Course Requirements.

Background Recommendations. The student and advisor should plan coursework using the list of background "deficiencies" completed by the GAC. The advisor must list the courses the student will take to address the deficiencies identified. Those resolved in a way other than taking recommended courses must be justified by the thesis committee. If GPGN486 is a background requirement, then that course **MUST** be completed during the student's first semester of his/her program.

Transfer Credit. The thesis committee may allow transfer of up to 36 credits for a thesis-based MS degree from CSM or another institution. Students must supply documentation describing these courses or work experiences for which they wish to receive credit.

Minor Program Credit. All PhD students are required to take at least 12 credit hours toward their minor program. The majority of minor credit must have been completed during the PhD program, and at Mines. May include cross-referenced courses, or courses outside the minor discipline. Your thesis committee, which includes a minor representative, must approve all courses.

400-Level Courses. A maximum of nine 400-level credits is allowed toward your degree. Any 400-level courses taken specifically to satisfy deficiencies, or which appear on an undergraduate transcript, may not be counted.

Transfer Credits: The committee may allow transferring up to 36 credits for thesis-based MS degree from Mines or another institution. Transfer credit may apply toward the minor program or specific course requirements, but cannot be counted as both a transfer course *and* fulfillment of another requirement.

Transfer Description	Course Name	Credits Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minor Program Credits: At least 12 credits must be completed in the minor program. These may include courses that cross-list with or are outside the minor department. No more than 5.5 total minor credits can be transferred from another institution.

Course	Semester Completed	Credits Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Engineering Courses: Students in the PhD Degree in Geophysical Engineering must either have complete 16 credits of engineering coursework (included in the 72 total course credits required for a PhD degree). These courses may be taken at CSM or be transferred into the CSM program through a prior thesis-based Master's degree, as indicated above.

Course	Semester Completed	Credits Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Date Degree Audit form completed and approved: _____

5. Graduate Teaching Experience:

Semester, course, and faculty mentor: _____

Date form from faculty member submitted to Department for filing: _____

6. Foreign language requirement: Required of all PhD candidates. It is waived for students who come from countries whose primary language is not English. For students from English-speaking countries, the requirement is usually satisfied through 2 years of foreign language in high school (must be the same language, both years), or 1 year of college-level foreign language instruction (must be the same language both semesters), or by demonstrating fluency in a language other than English. Documentation for this requirement is a photocopy of your high-school or college transcript, or a statement from a member of the Mines faculty/staff that you have demonstrated fluency in a second language.

How was your foreign language requirement satisfied? _____

7. GPGN681 Individual Oral Presentation:

Name of Professional Meeting: _____

Date of Presentation: _____ Oral/Poster: _____

Approved by the Department: _____

8. 1st Comps: Students must pass two qualifying exams *during their first four semesters* in the PhD program. This deadline is a Colorado School of Mines requirement; the Department has the authority to grant short extensions on a case-by-case basis. For the 1st Comps, Geophysics and Geophysical Engineering PhD students must complete, present, and defend an original research-based project approved by their committee. The project shall result in a report suitable for conversion into a paper publishable in a peer-reviewed journal. See guidelines for the PhD Qualifying Process on the Geophysics website.

1st Comps successfully completed and presented, DATE: _____

Paper submitted for publication (DATE / JOURNAL): _____

9. 2nd Comps: The 2nd Comps must be completed by the fourth semester in the PhD program and is a presentation and defense of the student's *thesis proposal*. NOTE: the 2nd Comps cannot be scheduled by the Department until your 1st Comps paper has been submitted to a peer-reviewed journal. The student must successfully submit, present, and defend his/her proposed research for their final PhD thesis. The content of the thesis proposal is determined by the student and his/her thesis committee. Formatting guidelines are available the Geophysics website.

2nd Comps, successfully completed and presented, DATE: _____

Scope and topic of thesis agreed upon: _____

10. Admission to Candidacy Form submitted and approved: _____

11. Thesis completed presented, and defended: _____

12. Thesis corrections completed: _____

13. Graduation Application submitted on Trailhead: _____

14. Checkout paperwork submitted to the Grad School: _____

PhD “At-A-Glance” (Geophysics)¹

Requirements

1. Satisfy background requirements specified by the Graduate Advisory Committee (GAC).
2. Establish a Thesis Committee by the end of your second semester.
3. Complete 72 credits beyond a Bachelors Degree, approved by your committee, as follows:
 - a. Transfer up to 36 credits for a thesis-based Masters Degree from another institution.
 - b. Complete 24 research credits (GPGN707) under a CSM faculty advisor.
 - c. Complete 12 credits in a minor program of study, as approved by your committee.
 - d. Complete the following required courses:
 - i. LICM501 Professional Oral Communication (1 credit)
 - ii. SYGN502 Introduction to Research Ethics (1 credit)²
 - iii. GPGN681 Graduate Seminar (1 credit)³
 - e. Complete two of the following three courses:
 - i. SYGN501 The Art of Science (1 credit)
 - ii. SYGN600 College Teaching (2 credits)⁴
 - iii. LAIS601 Academic Publishing (2 or 3 credits)
 - f. Count no more than 9 credits at the 400-level for graduate credit
4. Achieve a cumulative GPA of at least 3.0.
5. Submit your Degree Audit to the Department and Graduate School for approval.
6. Propose, complete and defend a Doctoral Research Qualifying Project (1st Comps) within your first 18 months at Mines.
7. Write and defend a PhD thesis proposal (2nd Comps) before the start of your third year at Mines.
8. Apply for Admission to Candidacy and reduced registration.
9. Document the foreign language requirement: one year of college-level or two years of high-school-level courses in a single foreign language, or demonstrate fluency in a language other than English.
10. Participate in a practical teaching experience.
11. Research, write and defend a PhD thesis on original work that results in new knowledge and/or techniques.
12. Complete required thesis corrections; provide an electronic copy of your thesis and any associated software code to your Center administrator and check out with the Grad School.
13. Apply for graduation, and attend the ceremony in your honor!

¹ Typical completion time for a PhD in Geophysics is 8 – 9 semesters.

² Students who are funded by the NSF, or who begin PhD programs during or after the January 2013, must complete this course.

³ PhD students enroll in GPGN681 only their first semester at CSM but attend Heiland Lecture every week until graduation, and complete the GPGN681 individual presentation requirement. Credit is awarded in the semester in which the student graduates, with a grade of PRG.

⁴ SYGN600 does not substitute for the PhD practical teaching requirement.

PhD At-A-Glance (Geophysics)

Recommended timeline for success¹

What	By When
Meet with interim advisor regarding background coursework and registration	First week of program
Make formal appointment of advisor and committee; obtain committee approval of planned coursework	End of 1 st semester
Choose 1 st Comps project	End of 1 st semester
Present proposal for 1 st Comps project	Early in 2 nd semester
Begin research for 1 st Comps project	Middle of 2 nd semester
Choose thesis topic	2 nd semester
Begin background research for thesis	Middle of 3 rd semester
Defend and submit 1st Comps paper	End of 3 rd semester
Complete prereqs and core course requirements Submit Degree Audit form Defend thesis proposal Submit application for candidacy and reduced registration status ²	End of 4 th semester ³ : <ul style="list-style-type: none"> • Degree Audit by April of 4th semester • Admission to Candidacy by 1st day of class, 5th semester
Begin writing thesis	Middle of 6 th semester
Finish thesis research	7 th semester
Submit final thesis draft to committee and schedule defense	≥ 3 weeks before defense
Defend thesis	Middle of 8 th semester
Submit application for graduation to Grad School	Published Grad School deadline
Complete thesis revisions and check out	See Grad School website for deadlines
GRADUATE!	End of 8 th semester
Attend Geophysics graduation event in your honor	Graduation Day

¹ Timeline is based on a students' starting during the Fall semester.

² PhD students may register for reduced tuition (4 credits of research) after completing 72 hours of course and research credit and having approved Admission to Candidacy and Degree Audit forms on file with Grad School.