**Program of Work**

A Program of Work is a list of courses required to complete a particular degree. The Graduate School has an official system which tracks Program of Work completion for students. However, this system lacks some helpful details about courses, so EDP has created Program of Work documents for students to use in course advising and tracking.

When you start your program in EDP, both you and your faculty advisor are given access to a digital folder in UT Box (UT's online filing system) to house your Program of Work document. This folder should also house approved course waivers and other documents related to the Program of Work. **It is your responsibility to keep your Program of Work document updated.** Be sure to update it each semester, as your advisor must review it during course advising each semester.

**Who will need access to your Program of Work**

When you start your program, your faculty advisor will have been added to your Program of Work folder in UT Box. There are a few scenarios in which others will need to view your Program of Work, listed below. In all cases, let the Graduate Coordinator know who needs to be given access.

- **All students:** If your faculty adviser changes.
- **Doctoral Students:**
  1. Your Qualifying Process committee members should be given access to your Program of Work as soon as you find out who they are. Your Program of Work will be used by your committee members, and as a resource for the GSC members during the evaluation meeting for your eligibility for advancement to candidacy.
  2. Prior to filing for candidacy at the departmental level, the GSC Chair will need to be given access to your Program of Work (it is a Graduate School requirement that the GSC Chair have access to your Program of Work prior to approving your online application for candidacy). The GSC Chair will also be final-reviewing your Program of Work after your Final Oral.
  3. Your dissertation supervisor should be given access to your Program of Work so they can review it before approving your candidacy.

**Updating your Program of Work**

Make sure that all approved waiver forms have been uploaded to your UT Box Program of Work folder. If any are missing, contact the EDP Graduate Coordinator.

Update your Program of Work at the end of each semester, as your faculty advisor will need to review it during course advising.

> Note: The Program of Work document housed in UT Box is not an official UT document. It is a guide used to help students track their progress through the program and for advising purposes.