

M.S. GRADUATE CANDIDATE CHECKLIST

Name: _____

Committee Chair: _____

EVENT	DEADLINE	FORM*	PROJECTED DATE	COMPLETION DATE
Program of Study and selection of Advisory Committee	End of 1 st Semester	GS - ADV 3		
Prospectus and Oral Presentation to Committee	End of 2 nd Semester	D - 1		
Biannual Progress Evaluations	End of Fall & Winter Semesters	D - 2		
At least one manuscript from thesis prepared for publication	Prior to Graduation Approval			
Application of Graduation	1 st month of final semester	GS - ADV 8a		
Scheduling of Thesis Defense	At least 2 weeks before defense	GS - ADV 8c		
Turn in rough draft of Thesis to Dean	At least 2 weeks before defense			
Thesis Defense	See University Deadlines	GS - ADV 9 & GS - ADV 10		
Submit ETD and final copy of thesis to Dean for signature	See University Deadlines	GS - ADV 8d		
Thesis Submitted to Library	Within one week following defense	GS - ADV 8d		

*GS = Graduate Studies Form—forms located at <http://gradstudies.byu.edu/page/form-list>

Note: Check University/Graduate Studies Guidelines for Deadlines

D = Department Form

Note: Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during Spring or Summer terms, you are responsible for making sure that your committee members are available to attend.