

Ph.D. GRADUATE CANDIDATE CHECKLIST

Name: _____

Committee Chair: _____

EVENT	DEADLINE	FORM*	PROJECTED DATE	COMPLETION DATE
Program of Study and Advisory Committee	End of 2 nd semester	GS - ADV 3		
Prospectus and Oral Presentation to Committee	End of 3 rd semester	D - 1		
Biannual Progress Evaluations	End of Fall and Winter Semesters	D - 2		
Comprehensive Examination	End of 2 nd year	D - 3		
At least two manuscripts from thesis prepared for publication	Prior to Graduation approval			
Application for Graduation	During first month of final semester	GS - ADV 8a		
Scheduling of Final Defense and Submission of Dissertation to Department	At least 2 weeks before defense	GS - ADV 8c		
Rough draft of Dissertation to Dean	At least 2 weeks before defense			
Dissertation Defense	At least 2 weeks after dissertation submission	GS – ADV 9 & GS – ADV 10		
Submit ETD & final copy of Dissertation to Dean for signature	See University Deadlines	GS - ADV 8d		
Dissertation Submitted to Library	Within one week following dissertation defense	GS - ADV 8d		
Doctoral Survey to Office of Graduate Studies	At least one week after final submission to library			

* 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.