

# Ph.D. GRADUATE CANDIDATE CHECKLIST

Name _____	Committee Chair _____			
<u>Event</u>	<u>Deadline</u>	<u>Form*</u>	<u>Projected Date</u>	<u>Completion Date</u>
Program of Study and Advisory Committee	End of 2 <sup>nd</sup> semester	U.ADV3	_____	_____
Prospectus and Oral Presentation to Committee	End of 3 <sup>rd</sup> semester	D.1	_____	_____
Biannual Progress Evaluations	End of Fall and Winter Semesters	D.2	_____	_____
Comprehensive Examination	End of 2 <sup>nd</sup> 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	U.ADV8a	_____	_____
Scheduling of Final Defense and Submission of Dissertation to Department	At least 2 weeks before defense	U.ADV8c	_____	_____
Rough draft of Dissertation to Dean	At least 2 weeks before defense		_____	_____
Dissertation Defense	At least 2 weeks after dissertation submission	U.9doc & U.10	_____	_____
Turn in final copy of Dissertation to Dean for signature	See University Deadlines	U.ADV8d	_____	_____
Dissertation Submitted to Library	Within one week following dissertation defense	U.ADV8d	_____	_____
Doctoral Survey to Office of Graduate Studies	At least one week after final submission to library		_____	_____

\* U = University Form—forms located at <http://www.byu.edu/gradstudies/forms/forms.php>  
 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.