

PhD Graduate Candidate Checklist

Name: _____

Committee Chair: _____

EVENT	DEADLINE	FORM*	COMPLETION DATE
Program of Study and Selection of Advisory Committee	End of 2nd semester	GS - ADV 3	
Prospectus and Oral Presentation to Committee	End of 3rd semester	D - 1	
Biannual Progress Evaluations	End of Fall and Winter Semesters	D - 2	
Comprehensive Examination	End of 2nd year	D - 3	
At least two manuscripts prepared for publication	Prior to Graduation approval		
Application for Graduation	During first month of final semester		
Scheduling of Defense	At least 2 weeks before defense	GS - ADV 8c	
Dissertation Defense	See Department Deadlines	GS – ADV 9 GS– ADV 10	
Submit final copy of Dissertation to Dean for signature	See College Deadlines	GS - ADV 8d Reference Form	
Submit ETD electronically for Department and College approval	See University deadlines	GS - ADV 8d	
Submit GS – ADV Form 8d to Graduate Studies Proquest Submission	See University deadlines	GS - ADV 8d ADV Form 13	
Doctoral Survey to Office of Graduate Studies	one week after final submission to library	ADV Form 14	

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

D= Department Forms-forms located at <https://pws.byu.edu/graduate-student-forms>

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.