

MS Graduate Candidate Checklist

Name: _____

Committee Chair: _____

EVENT	DEADLINE	FORM*	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	
Thesis Defense	See Department deadlines	Thesis Defense	
Submit ETD and final copy of thesis 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	See University deadlines	GS - ADV 8d	

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.