### **Checklist: Graduation & Thesis/Dissertation Defense**

(Date) ***Note: Allow time for possible absences of those who must approve or sign***

1. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** applies online for Graduation by deadline (ADV Form 8).
2. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** reviews student’s progress report and ask student’s committee chair to confirm he/she can meet the deadlines and approves application.
3. \_\_\_\_\_\_\_\_\_\_\_\_ If approved, ***graduate secretary*** enters the decision on AIM.
4. \_\_\_\_\_\_\_\_\_\_\_\_ Committee approves thesis/dissertation for delivery to the Graduate Coordinator by signing Departmental Scheduling of Final Oral Examination (ADV Form 8c).
5. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** brings signed ADV Form 8c and copy of the manuscript to the Graduate Coordinator **at least 3 weeks prior to the defense**.
6. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** schedules T/D defense by submitting ADV Form 8c **at least 2 weeks before defense** date to the ***graduate secretary***.
7. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** schedules the conference room, invites faculty and students, and tells the **department secretary** to add the defense to the department chair’s calendar.
8. \_\_\_\_\_\_\_\_\_\_\_\_ Committee and **STUDENT** conduct the defense.
9. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** sends an e-copy of the T/D, including a copy of the style guide for the journal of choice for publication, to the ***graduate secretary***.The T/D should be formatted accordingly.
10. \_\_\_\_\_\_\_\_\_\_\_\_ (If necessary) Committee chair signs and dates ADV Form 10 indicating qualifications are satisfied and submits it to the ***graduate secretary***.
11. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair and committee sign ADV Form 8d *Approval for Final Dissertation, Thesis, or Selected Project* and give it to the student, if approved, or to the Committee chair if waiting for final approval.
12. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair and committee return signed and dated appropriate *Committee Member Evaluation of Final Oral Examination* forms to the ***graduate secretary*** for the student file (ADV Forms 9 or 9doc).
13. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair and committee return signed and dated *Report of Committee* *Action* *for Final Oral Examination* to the ***graduate secretary*** for the student file (ADV Form 10).
14. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** enters outcome on AIM.
15. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** modifies T/D according to committee direction.
16. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** takes final **paper copy** version of T/D (***with*** signed ADV Form 8d) AND *College of Life Sciences Thesis/Dissertation Submission Form* to the Dean for approval and signature and then gives a copy of the signed Form 8d to the **graduate secretary.**
17. \_\_\_\_\_\_\_\_\_\_\_\_ Prior to formatting ETD, **STUDENT** refers to three informative links on the Grad Studies website: Checklist for Preparing ETD for Submission and Sample Preliminary Pages. Etd.byu.edu is also very helpful.
18. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair submits online grade change for all previous EXSC 699R/799R registrations.
19. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** submits ETD online before deadline to allow time for the department and college to review the ETD by the deadline.
20. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** approves ETD format or disapproves and suggests changes. The college also must approve formatting.
21. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** takes ADV Form 8d and Word and PDF copies of T/D to Graduate Studies by the deadline. **PhD STUDENTs ONLY** upload final PDF (ETD that has been approved) to the UMI website (instructions: ADV Form 13).