DEPARTMENT GRADUATING CHECKLIST

☐ See the webpage on the department website—Graduates -> Student Resources -> Preparing to Graduate. There you will find the links to the deadline schedule, order your cap and gown, thesis/dissertation requirements, etc. (Note: you do NOT need to pay a graduation fee.)

☐ Apply for graduation via AIM before the deadline – approximately three months before your anticipated graduation. Be sure to inform Janet you have done so she can review and approve your graduation application. Indicate if you plan to attend graduation. If you change your mind about attending, please be sure to let Janet know as we need to know who will be participating in convocation. [You must be enrolled for two credits in the semester in which you defend. (Spring and summer terms equal one semester.])

☐ International students only: Apply for OPT, if desired, at least four months before your graduation date. It is vital that you work closely with International Services to remain in status. Do NOT accept your OPT until you have graduated.

☐ Everything, including credits, ETD and hard copy submission, and doctoral survey (PhDs only), must all be completed by the stated deadline. If not, your graduation will be delayed and you will be required to register and personally pay for two credits in the subsequent semester.

☐ On the title page only the first letter of each word of the title should be capitalized, the date is for the college approval date, not the date of the defense. Carefully follow the templates for your initial pages.

☐ Schedule a date, time and room for your oral examination. (Analytical students: schedule your presentation and your defense on two different days.) Assure your entire committee will be in attendance. Reserve the room through the department secretary.

☐ Submit the completed “Departmental Scheduling of Final Oral Examination” (form 8c) to Janet at least two weeks before the defense. http://www.byu.edu/gradstudies/images/forms/ADV_Form_8c.pdf

☐ Give your committee members a copy of your thesis/dissertation at least two weeks before the defense. (The drafts can be printed for free in the department. See the CSR Office if you need assistance with that.)

☐ Email to Janet an announcement of your oral presentation at least four days before the exam. It should have the title, date, time and place of your defense. Your abstract should also be attached. Janet will send the announcement out to the faculty and graduate students, inviting them to attend. If you’d like to submit a photo of yourself to Janet, she will see that it is used on the posted notices.


☐ Schedule an exit interview with the department chair’s office (Peggy).

☐ After your defense put the finishing touches on your dissertation/thesis if/as required by your committee.

☐ Get the form 8D, given to you as part of your defense packet, signed by your committee, etc.

☐ Prepare your thesis or dissertation and submit it as an ETD. Be sure to embed all fonts on the pdf. For training on how to embed fonts go to the first minute of: https://www.youtube.com/watch?v=Gfk1metmYo (the rest of the video is helpful too). For ETD technical support, go to the multi-media lab in the media center on the fourth level of the HBLL (library), or call 801-422-5627. They offer a one hour class or they can give you individual help. The ETD website is also a valuable resource: http://ed.byu.edu/. After you submit your ETD it will be reviewed separately by the department and the dean’s office, and approved or disapproved. If disapproved, complete whatever is required and resubmit it until it is approved. The ETD is a requirement for graduation and must be submitted and approved before submitting the thesis/dissertation online for printing.

☐ Go to the BYU Print and Mail Website and order at least 3 copies of your dissertation/thesis (one each for the department, your advisor, and you). (Choose the blue cover and gold foil for the text on the cover. The font doesn’t need to be italicized or bolded.) You are required to pay for the copies yourself.

☐ Ph. D. students only: Complete the online doctoral survey (SED) and the UMI form. The notices will be given to you as part of your defense packet. Your graduation will be delayed if they are not submitted promptly.

☐ Take the signed ADV Form 8d to Graduate Studies (FPH 105) by the stated deadline for the semester of your graduation.

☐ A few days before leaving campus, ask Janet for the “Checkout Form” or find it on the department website for current grad students under forms. Complete and return it to her. It requires getting several signatures so be sure to allot some time for it.

☐ Please set up a lifetime e-mail forwarding service by visiting byu.edu -> MyBYU -> Campus Links -> Communication -> Email Alias Manager. By keeping it updated, you will allow us to remain in contact with you in the future.

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