

December 2019 Graduation Deadlines for Humanities Graduate Students

This is a summary of ADV Form 8 with College-level deadlines added. See the original form for additional details.

What you must do:	When it must be done:		Each step must be completed <u>before</u> its associated deadline!
	Graduate Studies Deadlines	College of Humanities Deadlines	
1. Apply for graduation.	18-Oct-19		This is the last day for graduate students to apply for graduation online in AIM. Go to byu.edu → myBYU → School → Apply for Graduation.
2. Confirm approval.	1-Nov-19		This is the last day for departments to accept a student's graduation application in AIM (GRADQ and ADV01).
3. Schedule your thesis defense.	At least 2 weeks before defense No later than	4-Nov-19	Use the Department Scheduling of Final Oral Examination form (ADV Form 8c) and schedule the defense of your thesis at least two weeks before the exam is to take place. Scheduling the defense earlier leaves more time to make corrections.
4.a. Pass your oral defense. 4.b. Get signatures.	Ideally by No later than	8-Nov-19 18-Nov-19	If you pass your final oral examination, take advantage of the fact that your committee members are present to get their signatures on ADV Form 8d. (One or more committee members may be traveling or otherwise not available later in the semester.)
5.a. Revise. 5.b. Read, understand, and follow instructions.		25-Nov-19	a. Revise your thesis as requested at your thesis defense. b. Convert your thesis to a PDF file that meets <u>all</u> of Graduate Studies' requirements. (See especially ADV Forms 11, 11a, and 11b.) Then send both the thesis in PDF format and the signed ADV Form 8d <u>to your department</u> for review and approval.
6. Get approval to submit ETD.		25-Nov-19	<u>The department</u> reviews the PDF version of your thesis, and approves it for submission as an ETD.
7. Submit your ETD.		30-Nov-19	After triple checking that your ETD meets <u>all</u> of the Graduate Studies' requirements, submit your ETD at etd.byu.edu
8. Fix ETD and resubmit it, until it is correct.	Ideally by Not after*	2-Dec-19 6-Dec-19	This is the last day for the Department to approve your ETD. Prior to this date your correctly formatted ETD must be submitted, and you must have all of the faculty signatures on your ADV Form 8d.
9. College receives ETD & ADV Form 8d.	Ideally by Not after*	2-Dec-19 6-Dec-19	This is the last day for the department to send your ADV Form 8d to the College. (Your ETD moves automatically to the College review queue as soon as it is approved by the department.)
10. a. Make corrections. b. Resubmit. c. Repeat until approved.	Ideally by Not after*	11-Dec-19 13-Dec-19	This is the last day for the College to approve your ETD, sign your ADV Form 8d, and return your ADV Form 8d to your department. * Warning! Students rushing to meet these "Not after" dates make mistakes. Historically, more than 70% of the ETD submissions uploaded during the 2 days preceeding these "Not after" dates have been rejected, and some students have had to delay their graduation.
11. Take ADV Form 8d to FPH.	13-Dec-19		This is the last day for you to get the completed ADV Form 8d <u>from the Department</u> and take it to Graduate Studies (105 FPH).
12. Attend graduation.	23-Apr-20		Graduation: University Commencement
	23-Apr-20		Graduation: College Convocations