Online Procedures for Selecting a Committee, Creating a Program of Study, Uploading a Prospectus, Thesis or Dissertation, and the ETD

Welcome to the new online graduation tracking website! This new page will allow you to request committee members, create programs of study, and manage additional graduation requirements without having to get physical signatures. All approvals and notifications are done online and by email. Additionally, you will have access to Resources you will need as you complete your program.

Step 1: From My BYU, go to [https://gradprogress.sim.byu.edu/](https://gradprogress.sim.byu.edu/) The shortcut url is [gradprog](https://gradprog) if you are already logged in to MyBYU.

Step 2: Click the “Sign In” link at the top right of the screen and enter your BYU Net ID and password.

Step 3: Select the members of your graduate committee by clicking on the “Edit Committee Members” button.
Step 4: Use the small dropdown arrow on the right of each field to select the names of your committee chair and members. A master’s degree requires a minimum of a chair and two members, a doctoral committee requires a minimum of a chair and three members. The default dropdown options list faculty in your department only. If you would like a committee member from another department on campus, click the “search all graduate faculty” box. The dropdown arrow displays all graduate faculty alphabetically by last name. When you are finished, click the “Submit” button.

Step 5: Once your committee has been selected and submitted, the next step is to invite them to serve on your committee. This is done by clicking the “Send Invite” button beside each name (or you can send to all who have not accepted). Once the invitation has been sent, the date will appear to the right of the name. If you don’t see confirmation, you may click the “Resend Invite” button beside the names. You will use this page to edit the committee members as well. Faculty receive an email and they can accept by clicking a link in the email.
Once everyone has accepted the request to be on your committee, and the committee has been approved by the program manager or coordinator, the “Committee” block will indicate the approval and display the checkmark.

You may proceed to create a Program of Study while you are waiting for committee acceptance and approval.

**Step 6:** Click on the Program of Study (POS) box to open a new subsection of the page. Some required courses may already be populated if your program has specific courses that everyone must take. Select the second line to add more courses:

<table>
<thead>
<tr>
<th>Program of Study Plan Committee Member Approvals</th>
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<tbody>
<tr>
<td>Program Requirements</td>
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<tr>
<td>Student Academic History</td>
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</table>

Uses these buttons to add and remove courses while you are in the Planning stage.

![ADD NEW COURSE](#) ![REMOVE COURSE](#)

Once you are satisfied with your POS, submit it to your committee for approvals using this button near the top of this progress milestone:

![Committee](#) ![Program Of Study](#)

![Course Work In Design](#) ![Submit for Committee Member Approval](#)

Please note that all added courses are automatically listed as “electives”, if that designation needs to change, please contact your graduate program manager to make the change.

**Step 7.** Once your committee has approved your POS, the graduate program manager will be notified to do a final check and give final approval. Some adjustments may be needed and can be entered by the program manager. You will be notified by email when your POS is approved.

**Prospectus:**
Once you have a prospectus ready for review (thesis, dissertation or project programs), you upload it on the Graduate Progress page. You must convert it to PDF before upload and may enter a title. Your faculty will be notified by email that they can view your Prospectus. They may make comments and ask for edits.
You will be notified by email of necessary changes and be required to upload a new version. All versions are kept, but only the last one will appear in the viewing box. Previous versions can be accessed on the left side date links. Once all committee members are satisfied, you will be notified of their approvals by email.

**Thesis Title**

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**Ready for Defense:**
After you have completed your research or project, you upload your written work into the progress milestone called “Ready for Defense.” It looks just like the Prospectus progress milestone. This is where you will share your written work with your committee to read and make comments for edits needed. Read the Resource page for requirements and samples and FAQs about your written work formatting.

This is what the graduate progress page looks like after requesting faculty certify that you are ready to defend:

As you can see, you can resend the request to certify if one (or more) of your faculty have not yet certified you as being ready to defend.

**Defense:**
Once all committee members have approved, you will work with your graduate program manager to schedule a time for your defense. This will be displayed on the page, and all committee members will be notified. They work with the program manager (independent of this page) to find a time agreeable to all.
After your defense you may be asked to make further edits in your work and your defense status will be listed as Qualifications.

All edits or revised versions should be uploaded in the ‘Ready for Defense’ progress milestone. Your committee chair will submit the “Pass” status once he/she is satisfied.

**ETD:**
If you are in a Thesis or Dissertation program, you will continue to upload your ETD in this progress milestone.

You are entering publication details that will be searchable and used to catalog your work in the digital library. You will enter your name again in the correct fields (first, middle, last) which are used for the library catalog search functions. Please list your name exactly the same way in the publication details page as well as your title page and abstract.

You have to enter some items like Key words, Abstract, Availability, and check some agreements.
In the **Document subsection**, you will upload a PDF document. It must have all fonts embedded as well as bookmarks for each heading in the table of contents.

This document must be approved by Graduate Studies (preliminary pages), department, college and then final approval by Graduate Studies for publishing to the digital library. You can receive comments at any stage requiring you to make edits so pay attention to your emails.

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**Publishing Approvals**

<table>
<thead>
<tr>
<th>Graduate Studies</th>
<th>APPROVE ETD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:christine_worthington@byu.edu">christine_worthington@byu.edu</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:roberta_barnes@byu.edu">roberta_barnes@byu.edu</a></td>
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<tr>
<td>College</td>
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samuel_ottstrom@byu.edu |
joyce_adams@byu.edu |

**Dissertation Title**

Once you receive the final approval from Graduate Studies, the ETD requirement is met.

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**Publishing Approvals**

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<tr>
<th>Graduate Studies</th>
<th>Approved: Mon, 18 May 2020</th>
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<tbody>
<tr>
<td>Department</td>
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<tr>
<td><a href="mailto:jen@cs.byu.edu">jen@cs.byu.edu</a></td>
<td>Approved: Mon, 18 May 2020</td>
</tr>
</tbody>
</table>
m@byu.edu         |                             |
|College           |                             |
cpms-secretary@byu.edu |
michelle_prosko@byu.edu |

**ETD approval recorded: Mon, 18 May 2020 by Denise G Stanton**
Other Requirements:

In most programs, you will have other requirements to meet before graduating. You can check these on the tab that says Progress report,

or under the POS progress milestone you can click the link for Other Requirements.

Make sure to check your program status often. You are on your way!