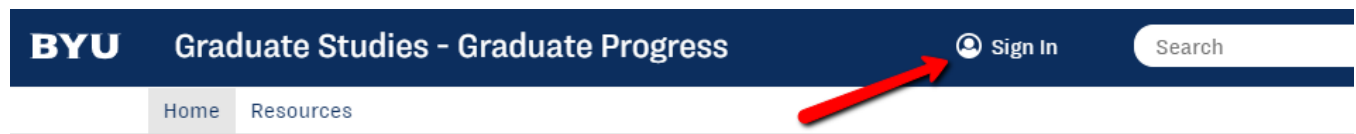


## Online Procedures for Selecting a Committee, Creating a Program of Study, Uploading a Prospectus, Thesis or Dissertation, and the ETD

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.

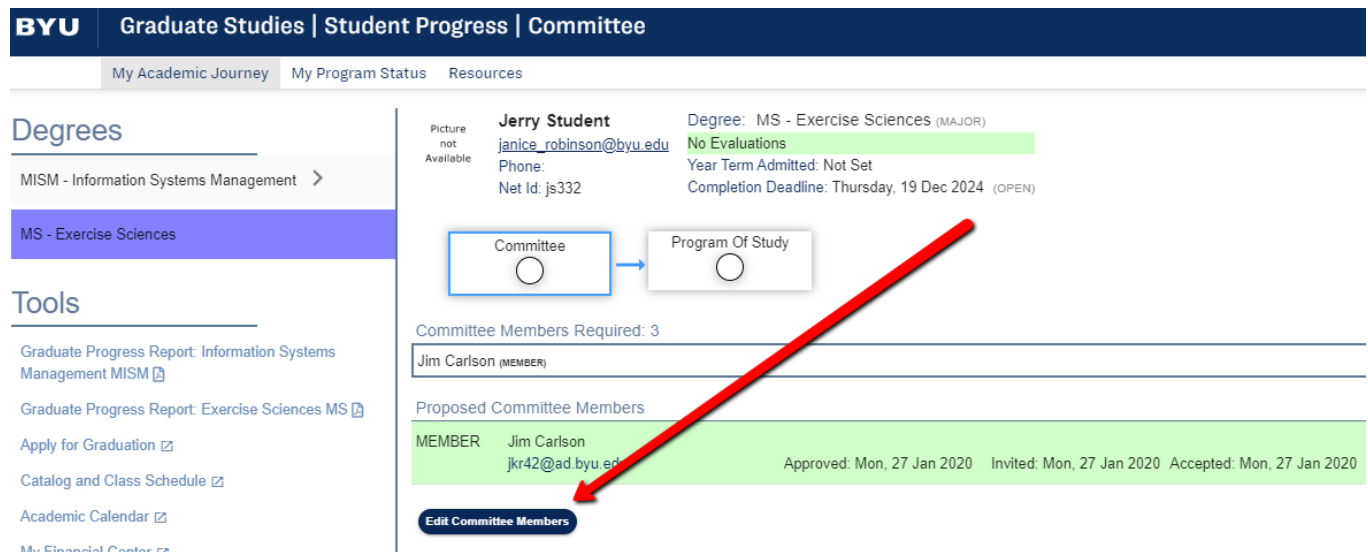
**Step 1:** From My BYU, go to <https://gradprogress.sim.byu.edu/> The shortcut url is [gradprog](#) if you are already logged in to MyBYU.

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



These services are designed to assist University, College and Department administrators, Faculty, and Students track a students progress in his/her graduate degree.

**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.

Edit Committee Assignment

Some of the Committee may be uneditable because they are already approved or declined

|          |   |  |
|----------|---|--|
| CHAIR    | Name <span style="float: right;">▼</span> |  |
| ⇅ MEMBER | Name <span style="float: right;">▼</span> | <input type="checkbox"/> search all graduate faculty |
| ⇅ MEMBER | Name <span style="float: right;">▼</span> | <input type="checkbox"/> search all graduate faculty |

ADD MEMBER
SUBMIT
CLOSE

**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.

Committee

→

Program Of Study

**Committee Members Required: 3**

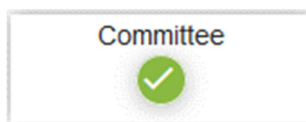
No Committee Members have been approved and have accepted position.

| Proposed Committee Members |  |                |
|----------------------------|--|----------------|
| CHAIR                      | <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #004d40; color: white; padding: 5px 10px; border-radius: 10px;">Send Invite</div> <div>Captain Nemo</div> </div>   |                |
| MEMBER                     | <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #004d40; color: white; padding: 5px 10px; border-radius: 10px;">Send Invite</div> <div>Pierre Aronnax</div> </div> |                |
| MEMBER                     | <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #004d40; color: white; padding: 5px 10px; border-radius: 10px;">Resend Invite</div> <div>Ned Land</div> </div>     | Invited: Today |

Send Invite to those who have not accepted

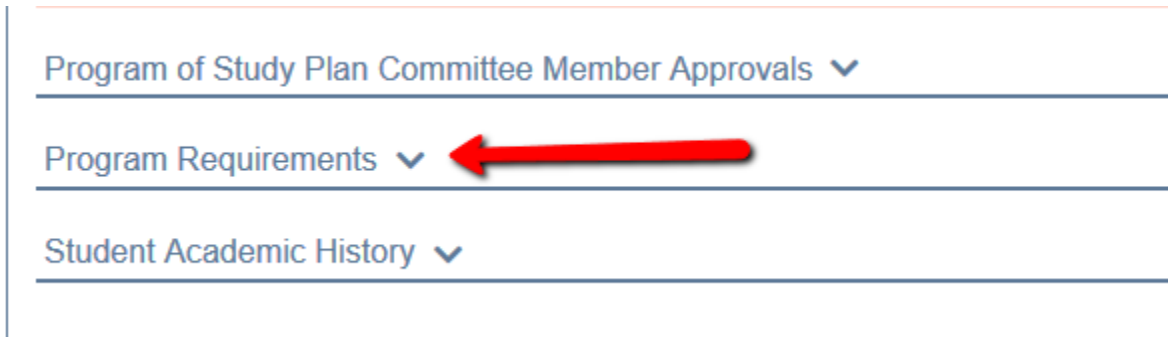
Edit Committee Members

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:



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



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



**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

|   |
|---|
| <b>B</b> <i>I</i> <u>u</u> $\times_2$ $\times^2$ $\Omega$ |
|   |
|   |



1 of 9

### 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.

### 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.

You have to enter some items like Key words, Abstract, Availability, and check some agreements.

## Required Fields \*

Author Name\* 

This is how your name should appear on the title page and after the copyright and on the abstract page. Punctuation may be added where needed.

First Name

Middle Name

Last name

Please verify names are in the correct field.

## Availability\*

☐ Release the scholarly work **immediately** for worldwide access. Please select immediate release unless there is a patent, copyright or publication issue.

☐ Delay the release of the entire work for one year, for **publication** purposes. After the one year delay, automatically release the work for worldwide access. [The student author or the student's committee chair may request the work be released sooner than one year by submitting a request to Graduate Studies.]

☐ Secure the entire work for export control or patent purposes; please select the appropriate box below. During the secured period, the copyright owner agrees to not exercise his/her ownership rights, including public use in works, without prior authorization from BYU. This secure option requires approval from Graduate Studies. The secured work will be released to the digital library after Graduate Studies has been given permission to do so.

☐ **Export Control** - My work has export control restrictions

☐ **Patent** - My work involves a patent

☐ Creative Work to be held under Embargo until I notify Graduate Studies that it should be released to the digital library.

Language Orcid ID 

Key Words\*

Each key word should be separated by a comma. Example: chemical, computer, music, Joseph Smith, DNA, values

Abstract\*

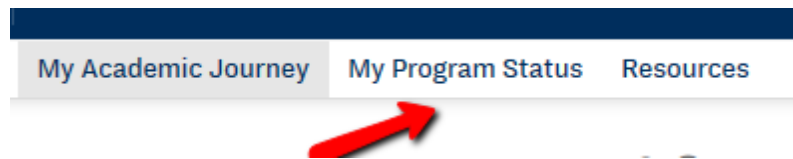
In the **Document subsection**, you will upload a PDF document. It must have all fonts embedded as well as bookmarks for each heading in the table of contents.

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.

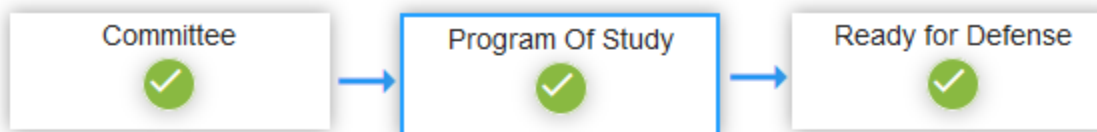
Once you receive the final approval from Graduate Studies, the ETD requirement is met.

## 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.



Course Work **Approved:** Thursday, 7 Nov 2019

Program of Study Plan Committee Member Approvals ▾

Program Requirements ▲

COURSE PLAN   TIME LIMITS & HOURS   OTHER REQUIREMENTS

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