

How to Get Approved & Schedule Your Final Defense

Updated 5/5/2021

Step 1- Apply for graduation

1. Log in to the new Grad Prog system <https://gradprogress.sim.byu.edu/>
2. On the far left there is a button that says "Apply for Graduation"

**In order to be approved for graduation, you must have a 3.0 GPA and completed your Program of Study (or be registered for the final classes needed to complete your Program of Study). If you are deficient in any courses or have a GPA lower than 3.0, we cannot approve you for graduation.*

Step 2- Get approved to hold your defense

1. Add your title and upload your thesis/dissertation in the "Ready for Defense" milestone in the Grad Prog system.
2. Click the blue button that says "send to members to certify." The system will send out an email to your entire committee asking them to certify that you are ready to hold your defense.

** You must have a green checkmark in the "Committee" and "Program of Study" milestones before you will be able to submit your document in the system to be certified.*

Step 3- Schedule your Defense.

1. It is the graduate student's responsibility to work with the advisor and committee to find the date and time of your defense. You will send that information to the Graduate Program Manager once you have it.
2. The Graduate Program Manager will enter your defense information in the system and officially schedule your defense for you. They can also help you reserve a room.
3. Send the Graduate Program Manager a photo of yourself for the flyer that we will use to invite people to your defense.

**Your entire committee will need to certify your thesis/dissertation in the system before the Graduate Program Manager can schedule your defense. A green checkmark will appear in the "Ready for Defense" milestone when your committee has certified your defense.*

Deadlines:

You can access the university deadlines in Grad Prog under the "Resources" section.

<https://gradprogress.sim.byu.edu/resources>

College Deadline

Please note that Lissa Matthews in the Dean's Office requires that you submit your final document for approval in the system no later than one week prior to the university deadline. That means you must have your final document submitted in the system no later than **June 10th for a June 2021 graduation.**

It is recommended that you hold your defense early on in the semester to give yourself enough time to account for any last-minute adjustments. Students who hold their defense late in the semester risk not making the deadline and having to defer their graduation to the next semester.

Formatting/Templates

1. Please visit the website below for more information

<https://ece.byu.edu/preparing-your-thesis-or-dissertation>

For more information and policy details visit the Resources for Graduate Students and the Graduate Handbook at <https://ece.byu.edu/graduate>.