

Steps for Graduation, Final Defense & ETD

1. Register for credits.

Final Defense

You should be registered for at least 1 credit during the semester you have your Final Defense. Spring and Summer terms count as 1 semester, so you can register for either term. For example, if you are defending during Summer term, you can register for 1 credit in either Spring or Summer term.

Graduation

For graduation, you should be registered for at least 2 thesis/dissertation credits (Bio 699R/Bio 799R) during your last semester, with the exception of just needing to register for 1 credit if graduating in June.

<u>Graduation Date</u>	<u>Registration Requirement</u>
April	2 credits in Winter semester
June	1 credit in Spring term
August	2 credits in Spring term, OR 2 credits in Summer term, OR 1 credit in Spring AND 1 credit in Summer*
December	2 credits in Fall semester

*If you are on an RA contract through Summer, then you'll need to register for either 2 credits in Summer OR 1 credit each in Spring and Summer, to meet Student Employment requirements.

If you miss the graduation deadlines for any given semester/term, then you must register for 2 credits for the following semester/term (or 1 credit for June).

Both

If you will be defending and graduating in the same semester, then just follow the graduation registration guidelines.

2. Apply for graduation.

Prerequisites

Ecclesiastical Endorsement

You must have an active ecclesiastical endorsement on file for the semester/term you want to graduate to be eligible to apply for graduation. Ecclesiastical endorsements typically last through the end of August. If you are planning to graduate in the Fall but defend in the

Summer, you first need to renew your endorsement before you can schedule and hold your defense.

Defense of Research

Before applying for graduation, ideally your Defense of Research should already be completed, or at least scheduled. The Defense of Research should happen when your research is 75% to 90% complete (and is separate from the Final Defense).

Program of Study Changes

You are the person most responsible for your degree and making sure that any issues with your Program of Study are resolved so that you will be able to graduate.

1. *Deficient Courses*: Any deficient courses on your Program of Study need to be taken care of before applying for graduation. Deficient courses will appear in black or orange text on your Program of Study (available on GradProg: gradprogress.sim.byu.edu, under the “Program Requirements” tab). Black text indicates that a course has not been taken. Orange text indicates a course that you are currently registered for or have partially completed (such as thesis/dissertation credits). You can also view a list of your deficient courses on your Graduate Progress Report. Click the “My Program Status” tab at the very top of the page. Scroll down to the “Deficient Courses” section. If no classes are listed, then your Program of Study is complete.
2. *Outdated Credit*: Also make sure that no credit has become outdated. View the “Credit that could become outdated” section directly below the Deficient Courses. This mainly applies to transfer or senior credit that may have been applied towards your Program of Study.
3. Contact the graduate program manager if you need to make changes to your Program of Study (replace a deficient course with a class you have already taken that’s not on your Program of Study, resolved outdated credit, etc.).

Instructions

Apply for graduation online. Go to byu.edu > myBYU > School (tab in the Campus Links box) > Apply for Graduation. Make sure to apply by the stated deadline (deadlines found under the Graduation section on the department [Graduate Forms](#) web page). If you miss the application deadline, contact the graduate program manager.

3. Obtain Ready for Defense approval.

Prerequisite

You must apply for graduation before you can obtain Ready for Defense approval.

Guidelines

Your draft should follow university, college, and department formatting requirements. The university requirements can be found on GradProg by clicking the “Resources” link at the top of the page. The college/department requirements can be found on the department [Graduate Forms](#) web page under the “ETD Submission” section.

Instructions

1. Go to the “Ready for Defense” milestone on GradProg.
2. Either
 - a. Upload your thesis/dissertation draft here, or
 - b. Select the “Using External Tool” option. If using an external tool, send your thesis/dissertation draft to your committee via email, Box, Google Drive, etc. If you opt to use an external tool, also send a copy to the graduate program manager for a format review and originality check.
3. Under the “Ready For Defense Approvals” tab, either
 - a. Press the “Send request to members who have not certified” button below the committee members’ names, or
 - b. Press the “Send request to certify Ready For Defense” button to the right of each committee member’s name.
4. You can send reminder notifications to your committee members by pressing the “Resend request to certify Ready For Defense” button, which will appear after the initial request has been sent. You are responsible for reminding your committee and making sure you obtain approvals from them by the stated deadline. When a committee member has input their approval, the box background will turn green.

Deadlines

Plan on giving your committee at least 1 week to review your thesis/dissertation draft; the deadline to send your committee your draft is **at least 2 weeks before** you plan to hold your defense. You must receive Ready for Defense approval from your committee **at least 1 week before** you plan to hold your Final Defense.

4. Schedule Final Defense.

Prerequisite

You can only schedule your Final Defense after receiving Ready for Defense approval.

Instructions

1. Coordinate with your committee what date and time will work best for everyone.
 - a. Final defenses can’t be held during the interim period between semesters or terms. If there are scheduling conflicts and a time during the interim period works best for everyone, then contact the graduate program manager to submit a petition to Graduate Studies to request an exception to this policy.
2. Send the graduate program manager the following:
 - a. Date, time, and location (remote or physical location – contact the graduate program manager to schedule a conference room).
 - b. Photo (to be included on a flyer that will be advertised to the department).
 - c. Committee Absence Approval form, if applicable (see below).
3. Once the defense is officially scheduled (by the graduate program manager), you and all committee members will be automatically notified via email, and the defense details will be displayed on the Ready for Defense page on GradProg.

Deadlines

The defense details and Committee Absence Approval form must be submitted to the graduate program manager **at least 1 week before** you plan to hold the defense. Note that this is the same deadline for Ready for Defense approvals.

Committee Absence

All committee members must be physically present for the defense. However, Graduate Studies will allow 1 committee member to participate via high quality video conference (Zoom is highly preferred over Skype). If one of your committee members will be attending remotely, submit the “Committee Absence Approval” form to the graduate program manager at least 1 week before the defense.

COVID Update

All Final Defenses can be held remotely. However, all committee members must participate (be present remotely). The Committee Absence Approval form is not currently required.

5. Hold Final Defense.

The committee chair will indicate the committee’s decision (Pass, Qualifications, Recess, or Fail) under the “Thesis Defense”/“Dissertation Defense” milestone on GradProg. If your committee selects Qualifications, then you’ll work with your committee to make satisfactory revisions to your thesis/dissertation, etc. Once the qualifications have been completed, then the committee chair will change the defense status to Pass. Then the rest of the committee members will need to submit their approvals.

6. Submit ETD and receive approvals.

Prerequisite

You must first receive a Pass for your Final Defense before you can upload your thesis/dissertation on GradProg for ETD approval.

Instructions

1. Go to the “ETD” milestone on GradProg.
2. Enter the required information on the “Publication Details.”
3. Click on the “Document” tab (to the right of the Publication Details tab), and upload your thesis/dissertation in PDF format.
4. Make any revisions requested by Graduate Studies, the department, or college. Any revisions will be submitted as comments on GradProg (next to your uploaded ETD). Plan on a few rounds of revisions.

Approval Process

You can track the approval progress of your ETD by clicking the “Publishing Approvals” tab near the top of the ETD milestone page. Here is the approval process:

1. Graduate Studies: They will just first review the formatting of the preliminary pages (Title Page through List of Figures).

2. Biology Department (the graduate program manager)
3. Life Sciences College
4. Graduate Studies: Final approval for ETD to be published to the Library.

7. Complete Survey of Earned Doctorates (*PhD requirement only*).

Instructions

You don't need to wait until your ETD is approved; you can complete the survey after your ETD is initially uploaded. Click [here](#) for instructions. You won't need to forward any confirmation email or print the certificate of completion – Graduate Studies is automatically notified when this has been completed.

Deadline

This needs to be completed by the final graduation deadline of the semester.

8. Final Steps

1. **Print bound copy of thesis/dissertation** if requested by advisor (they would have selected this option under the Thesis/Dissertation Defense milestone on GradProg, right below the Defense Status). Click [here](#) for instructions.
2. **Send CV** (updated with publications, presentations, and awards) to graduate program manager (our department has to report these statistics for graduated students).
3. **Check out of office**: Remove belongings from office, clean and wipe down space, and return key(s).
4. **Update address on BYU account**: Go to byu.edu > myBYU > Communications (tab in Campus Links box) > Personal Information > Contact (tab at top) > Mailing Address. Whatever address is listed here is where your diploma will be mailed. Diplomas are mailed out approximately 3 to 8 weeks after graduation.