



# Graduate Studies Newsletter

## Dean's Message

Hello! The coming of fall semester always invokes feelings of change as new students arrive, preparations for a new academic year occur, and the leaves change color. With this season of change, however, I am not immediately planning to make major changes to the great things already ongoing at Graduate Studies.

In my few months at the helm, I have been deeply impressed by the commitment and knowledge of the administrative staff and student employees here in Graduate Studies. I have been pleased with the professional way in which our new online graduate application solution through Slate has been developed and implemented. We celebrated the successful opening of Slate for student applications in early September, and additional improvements and features are being

added. We look forward to working with you to provide training on this powerful platform.

We also launched an online orientation for new graduate students <https://gradstudentguide.byu.edu/> which offers a comprehensive, high-level introduction to key information and resources about which graduate students will need to be aware. You are also welcome to view this orientation by following the link and registering as a guest.

I think all of us had high hopes for the COVID pandemic to be in the rearview mirror this fall. While this is not yet the case, I am grateful for the wise guidance of church and university leaders, and I am happy to watch the campus community come together to make it possible for students to learn safely.

I look forward to working with all of you over the coming years in our mission to offer graduate programs of real consequence.

All the best,

*Adam Woolley*

Adam Woolley  
Dean of Graduate Studies



02

Updates & Reminders

03

Pro-Tips Corner

07

Feature Highlights

08

Calendar

# Admissions Updates/Reminders

Winter 2022 University Application Deadline has been extended to November 15th

## Deferment Reminder

- A deferment typically constitutes moving an offer of admission to a future semester.
- The time to completion however starts to toll from the original date/semester of admission.
- The deferment option is only available to students deploying on a [Church mission](#) or [military orders](#), [medical reason](#), or because of [visa issues](#).

## Second Requests to Change Admit Term (\$500 penalty fee)

- Graduate departments may request to move an admitted student to an earlier semester (one time) using the online [Petition for Exception](#). Any subsequent request will incur a \$500 penalty fee payable using the [OGS Form 1 Fee Payment](#).
- Requests to move from their original semester of admittance to a future start date constitutes a deferment (see Deferment reminder).
- Please note that any applicants admitted for Fall are eligible to work on campus for Summer and/or Spring provided they have been formally admitted and are registered for courses. They DO NOT need to be admitted to Spring or Summer if the only intent is to work on campus and not be enrolled in classes.
- Students who request their department to petition to move their admittance to an earlier semester MUST register for at least 2 graduate credit hours in their first semester or they will be terminated from their program after the add/drop deadline for failure to meet minimum registration.
- Students who have been moved to an earlier semester and are subsequently terminated from their program for failure to register must either pay the \$600 fee to resume using the [Application to Resume Graduate Studies](#) or the department must pay the \$500 penalty fee to move their admittance back to the original semester of admission using the [OGS Form 1 Fee Payment](#).

## International Student visa processing is facilitated through the ISSS Office

- Reminder that all student visa questions regarding newly admitted international graduate students should be directed to the International Student and Scholars office (ISSS).
- Supporting documentation regarding department funding will need to be uploaded through the ISSS office eForm system.

## Foreign Credential Evaluations

- Foreign credential evaluations are typically facilitated through our two preferred service providers IERF and Spantran. For more information, click [here](#).
- Currently, only three graduate programs require their applicants to complete the foreign credential evaluation before they are considered for admission.
- All other programs only require their applicants to complete the evaluation after they are recommended for admission.
- This change was implemented in 2016 in order to remove a significant financial barrier to entry.

## Petitions for Exception

- Petitions for Exception are now submitted online and all approvals are done online. The system allows PDF uploads for your explanations, and approvals follow the same flow as the paper form - committee chair, graduate coordinator, department chair, college associate dean. Notifications come by email, similar to committee requests in GradProg. Submissions are initiated by the Graduate Program Manager as instructed by faculty or the coordinator.
- Online petition viewing: If the student or applicant has a petition in progress or completed, there is a "petition" link on ADV08, ADV01, and GS02 that will take you to the Petitions page. Also, the petition link appears in the Tools section/list on GradProg.

## Advisement

- Students automatically receive a "T" grade when they take 699R/799R courses. Faculty should not be giving "P" grades for 699R/799R as GradProg will automatically switch "T" to a "P" when the Pass is entered for the defense. For any 699R/799R courses registered AFTER the defense, these "T" grades will need to be switched to "P" grades prior to graduation.
- One more improvement in GradProg: the list view available for program managers and coordinators shows the term and status if a student has started or been accepted for graduation. The list view available for program managers and coordinators shows the term and status if a student has started a graduation application.
- In GradProg, there is an improved view for coordinators if they click on the second tab, "Active Committee Members." It shows the number of committee assignments for each faculty member serving your students.



# GRADUATE FACULTY STATUS REQUESTS

To request Graduate Faculty Status: The originating department should collect all the requested materials listed below and forward to the college associate dean over graduate programs. The college associate dean will then review the submitted materials, and if approved, will forward to MariLee Allred, Assistant to the Dean of Graduate Studies ([marilee.allred@byu.edu](mailto:marilee.allred@byu.edu)).

- Completed [GFS request form](#) certifying that the candidate has met the minimum requirements.
- CC the College Dean and Department Chair on the email. The text of the email should articulate approval and recommendation for graduate faculty status by the chair and dean of the college.
- A brief justification should be included to support the request. For professional faculty only, clearly state which GFS role/s are requested, such as teaching graduate classes, serving as a graduate committee member, etc.
- Attach the faculty member's most recent CV that has been updated to reflect their current position and title at BYU. BYU Graduate Studies will evaluate these requests and communicate the decisions ("approve", "request more information", "suggest a petition for one time status", or "reject") as quickly as possible.
- Include a brief bio of the GFS candidate that includes their name, recent photo, department, degrees earned & institutions and research specialties.

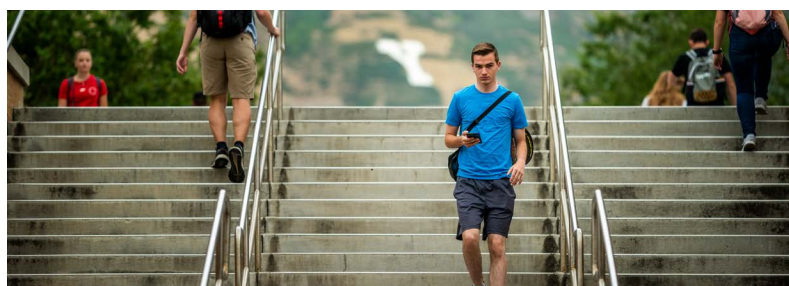


## GRADUATE ALLOCATION USAGE

Dean Woolley has approved using some of the Graduate Studies allocation for student recruiting, provided the funds go into the hands of prospective students.

Ex: A department may use the funds to cover travel expenses for a prospective student to visit BYU. It would also be fine to use these funds for a recruiting lunch, for example at SUU, UVU, BYU-I, etc., where a faculty member would meet with prospective students about graduate work at BYU.

It would NOT be appropriate to use Graduate Studies funds to pay for faculty travel to another institution, even if the purpose is for recruiting.



## PRO-TIPS CORNER: SLATE OVERVIEW

Graduate Studies has worked since November 2020 to build a new online graduate application on a platform called Slate. It is more user-friendly and mobile-responsive than our last solution and has some great features. We rolled this out September 7 and have over 800 applicants already who have started an application. Going forward, you need to know

that all applicant data will exist in Slate, all applicant reviews by faculty admissions committees will take place in Slate, and decisions will be entered in Slate. The applicant will view their status and any updates, including decisions, in their applicant portal. Once an applicant is admitted, we will export their information into AIM to build their student record.

Graduate faculty who will be reviewing applications will need to complete our [Slate Reader Request](#) form in order to access the SLATE system. Approved users must use their BYU NetID to log into Slate. We are still developing training materials and will notify departments including graduate program managers and coordinators when those are ready.



## THESIS AND DISSERTATION DEFENSE DECISIONS

Service as a graduate committee member requires a commitment to conscientiously advising and directing each student concerning coursework, degree requirements, and scholarly/creative work as part of a project, thesis, or dissertation. All committee members evaluate the student's performance and participate in such events as prospectus meetings, comprehensive exams, annual progress reviews, and thesis or dissertation defenses.

The individual contributions of committee members may vary in effort and intensity, but all members must be available for frequent scholarly interaction with the students they advise. Effective committee members comment on thesis/dissertation drafts and other materials in a timely manner, to avoid unnecessary delays in a student completing his or her program.

In the "GradProg" site all committee members have responsibility to certify that a student is ready to defend his or her thesis or dissertation. Committee members should only certify that the student is ready to defend after having read the thesis/dissertation and found it to be sufficient, without a need for major additions, deletions or rewrites.

**The following are the different decisions that can result from a thesis or dissertation defense:**

### **Pass**

Immediately after the examination, the committee decides whether or not the student passed the defense, if they did, they should click on "Approve" in GradProg, "Thesis" or "Dissertation" Defense milestone. The chair of the committee should select "Pass" in GradProg then hit submit.

### **Pass with Qualification**

The decision to pass with qualification is made when the committee requires minor revisions of the written work, strengthening of the candidate's preparation in subject matter areas, or both. When "Qualification" is chosen, the chair of the student's committee gives specific information as to what needs to be completed prior to giving final approval in the comment box provided in GradProg. The student will be sent a message stating a comment has been made, they can view the comment in GradProg. When the student has completed all qualifications, the chair will click "Pass", essentially stating the student has completed all qualifications.

### **Recess**

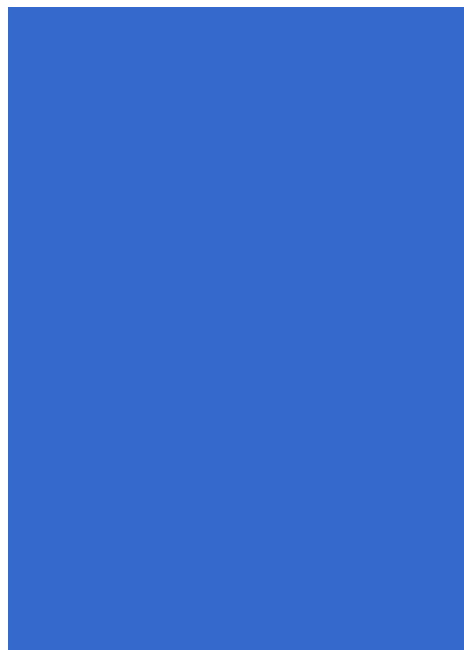
A majority vote is not necessary to recess an examination. If two or more committee members vote to recess, the examination is recessed. A recess permits the candidate to reschedule a second and final examination.

The committee chair selects "Recess" in GradProg and must state specific items needing to be addressed prior to rescheduling the defense in the comment box. Click "Update" and the student will be sent an email message stating a comment has been made in GradProg. The student should also be clearly advised of the seriousness of this decision, and of the necessity of fully addressing all concerns prior to proceeding with a request to schedule a new defense.

### **Fail**

A majority vote is not necessary to fail an examination. If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated immediately. Please note, this decision is final and cannot be reversed.

If the student fails the defense, the chair will select "Fail" in GradProg as well as list the reasons for the failure in the comments section of GradProg.





## GRADUATE STUDENT HIGHLIGHTS



Here are some examples of how BYU graduate students are making a positive impact.

- McKay School: <https://education.byu.edu/news/mckay-school-grad-student-shows-how-school-psychologists-can-fight-for-vaccines>
- College of Fine Arts and Communications: <https://cfac.byu.edu/exhibitions/mfa-art-student-uses-homemade-dresses-and-campus-flowers-in-her-art/>



### GRADUATE STUDENT SOCIETY CORNER

The GSS kicked off the year with our Opening BBQ! It was a success with almost 1,000 in attendance. Everyone loved the J-dawgs, face painting, and photo op with Cosmo! We're excited for our future events, such as our Professional Development Seminars, GSS Hikes the Y, Real Talk with the Dean, and Christmas Party that will be happening later this semester.

Our delegate program is in its second year, and we're excited for those we have on our team and their ideas and enthusiasm for helping their fellow graduate students. Many of our delegates came into their positions with ideas of what they wanted to do and what they felt would make a difference for those in their college. We are excited to be able to tackle some of the topics that were discussed in the survey taken in April of this year.

This year we have added a new position, VP of Student Engagement. Spring Cullen is pioneering this role and executing it wonderfully. She has been working to

enhance our social media presence and engagement, but she has also played a critical role in seeking out and advertising about events that would be beneficial for graduate students outside of what Graduate Studies and the GSS is offering. We're excited to see what she will continue to accomplish throughout the year.

Please encourage graduate students to consider applying for the Professional Presentation Award (PPA). Awards are available in both the Fall and Winter semester. November 1, 2021, is the deadline for Fall consideration.

Graduate students presenting original research at conferences or performing or displaying creative work are eligible to receive a Professional Presentation Award (PPA) of \$500. PPAs are intended to enable graduate students to travel to important conferences or events within their discipline to present their scholarly and creative work. For more info, visit: <https://gradstudies.byu.edu/page/professional-presentation-award>





# Resources



## Mental Health Resources

### Students:

Students can see Counseling & Psychological Services (CAPS) counselors if they are enrolled in at least 2 credits per semester; counselors seen by appointment (phone or website); if a student is in crisis and needs to be seen right away, they can go to the CAPS office in person and see someone then.

Counseling & Psychological Services (CAPS)  
1500 WSC  
801-422-3035  
<https://caps.byu.edu/>

### For students in crisis:

<https://csdiversity.byu.edu/help-for-students-in-crisis/>

### Additional resources & apps:

<https://byucougars.com/page/self-help-resources>

### Employees:

Faculty, TAs and staff will often be the first to encounter a student who is in distress. Encouraging and helping the student to seek assistance with the appropriate campus and community resources is important. Counseling and Psychological Services (CAPS), a unit within the Counseling and Career Center, is a readily accessible point of contact for faculty, staff and students who are concerned about a distressed student.

Helping students in distress: <https://caps.byu.edu/helping-students>

CAPS also offers consultations on how to help a distressed student

During office hours: 801-422-3035

After hours: 801-422-2222; ask to speak with the on-call counselor

### Employee resources

<https://caps.byu.edu/self-help>

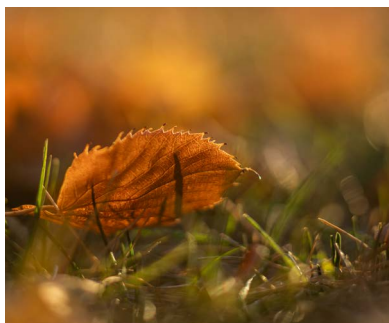
<https://hrd.byu.edu/emotionalwell-being>

### Additional resources & apps:

<https://byucougars.com/page/self-help-resources>

### Helping students in crisis:

<https://csdiversity.byu.edu/help-for-students-in-crisis/>



# Feature Highlights

## UNIVERSITY ACCESSIBILITY CENTER

The Accessibility Center strives to help undergraduate and graduate students from all walks of life in ways that are personal and meaningful. Coordinators at the UAC meet with students with mental, emotional or physical disabilities to provide personalized help, tips and information as well as accommodations. The UAC works with students with both long term and short-term disabilities.

To meet with a coordinator click on one of the links below.

Initial Intake Form: [https://xuac.byu.edu/apps/intake\\_form/html/index.php](https://xuac.byu.edu/apps/intake_form/html/index.php)

Temporary Conditions: <https://xuac.byu.edu/content/temporary-condition-initial-meeting-form>

### Faculty resources:

- Annual meetings with Deans, New faculty webpage, <https://uac.byu.edu/faculty>

- Accessibility Faculty Advisory Committee
- One on one meetings with UAC coordinators
- Center for Teaching and Learning, BYU Online

### Student Services and Programs:

**ADHD Assessment:** The University Accessibility Center offers ADHD assessments for BYU day-continuing students who believe that they may have attention problems. This testing is done for a very nominal fee (\$50). <https://uac.byu.edu/attention-disorder-evaluation>

**REACH:** Reaching Educational and Career Hopes for Students with Disabilities: The REACH Program is housed within the University Accessibility Center to assist students with disabilities in making the transition from university life to the world of employment. This transition is an exciting process of career exploration and devel-



opment, which should begin early in the educational process. <https://uac.byu.edu/reach-program>

**Mentoring Program:** This free program is designed to help students with executive functioning difficulties develop strategies to be organized and stay on top of class assignments, tests, and other academic responsibilities. Graduate student mentors will meet with students on a weekly basis (for approximately half an hour) through the first half of the semester, and alternative weeks during the second half of the semester. <https://uac.byu.edu/university-accessibility-center-mentoring-program>

**ADHD Club:** The ADHD club is a place for both students with ADHD and allies can meet and hang out together. The official club meetings will take place on Wednesdays at 7:00-9:00 and activities on Fridays at 6:00. Become a member of the club ([clubs.byu.edu](https://clubs.byu.edu)) ADHD Club Leadership Survey

**NAMI:** NAMI on Campus BYU, is a student-led campus club that helps to address the mental health needs of students and raise mental health awareness among campus communities by providing peer support, education and advocacy on campus. <https://clubs.byu.edu/clubs#/nami-byu>



# Calendar



## UPCOMING EVENTS

October 15	Last day students can apply for December graduation
October 23	Graduate Student Society hikes the Y
October 29	Last day departments can approve graduation applications
November 3	Graduate Studies Workshop for all Graduate Program Managers/Department Coordinators
November 8	GS Problem Report emailed to departments
November 15	Last day departments can enter decisions on GS02 for Winter
December 3	Graduate Student Society Christmas party
December 3	GS Problem Report emailed to departments
December 3	Graduate Student Society Christmas dance
December 10	Last day for oral exams and to complete all requirements
January 3	GS One Credit report emailed to departments
January 7	GS Problem Report emailed to departments

## GRADUATION/ APPLICATION DEADLINES

Last day to apply for graduation: October 15, 2021

Last day departments can enter graduation deadlines: October 29, 2021

Last day to schedule oral exam: December 9, 2021

Last day to convene final oral examinations: December 10, 2021

Last day to submit dissertation/thesis to college Dean: December 17, 2021

College convocations: April 21–22, 2022

University Commencement: April 21, 2022







## BYU Graduate Studies

---

Former Presidents' Home  
Provo, UT, 84602

---

Phone: 801-422-4091

Email: [gradstudies@byu.edu](mailto:gradstudies@byu.edu)

Website: [gradstudies.byu.edu](http://gradstudies.byu.edu)

## Feedback for Graduate Studies

Feel free to email any questions, concerns, updates, or suggestions to MariLee Allred, Assistant to the Dean, at [marilee.allred@byu.edu](mailto:marilee.allred@byu.edu).

