



ISSUE NO. 5, FEB 2023



# GRADUATE STUDIES NEWSLETTER

## Dean's Message

I am excited about this new year and the promising prospects it brings for graduate education. Here at Graduate Studies, we're now into our second year of using Slate for graduate applications and admissions. I hope that your increased familiarity with this platform is now allowing you to access some of its powerful functionality, including capabilities that we've reviewed in our recent Wednesday workshops.

Graduate Studies has been working to expand resources available to help our graduate students in their professional development. The Research and Writing Center here on campus is continuing our partnership for another Thesis/Dissertation Day Camp this Winter, with plans to offer it again in Spring/Summer and Fall. Additionally, starting this semester the Research and Writing Center now has several Graduate Writing Consultants, who are specifically trained and have expertise to assist with longer and more complex graduate writing projects, including theses and dissertations. Please encourage your students to avail themselves of these new resources.

I recognize that Winter Semester is a busy time for you as you clear students for April graduation and are making admissions decisions for the coming academic year, along with many other responsibilities. Among everything going on at Graduate Studies this semester, two things I'm looking forward to are hosting lunches with small groups of graduate students from different colleges and reviewing this year's applications for Graduate Studies Belonging Fellowships.

I am fortunate to be able to work with so many excellent colleagues in the education of our graduate students. Thanks for all that you do in support of graduate students here at BYU!

Best regards,

Adam T. Woolley  
Dean of Graduate Studies



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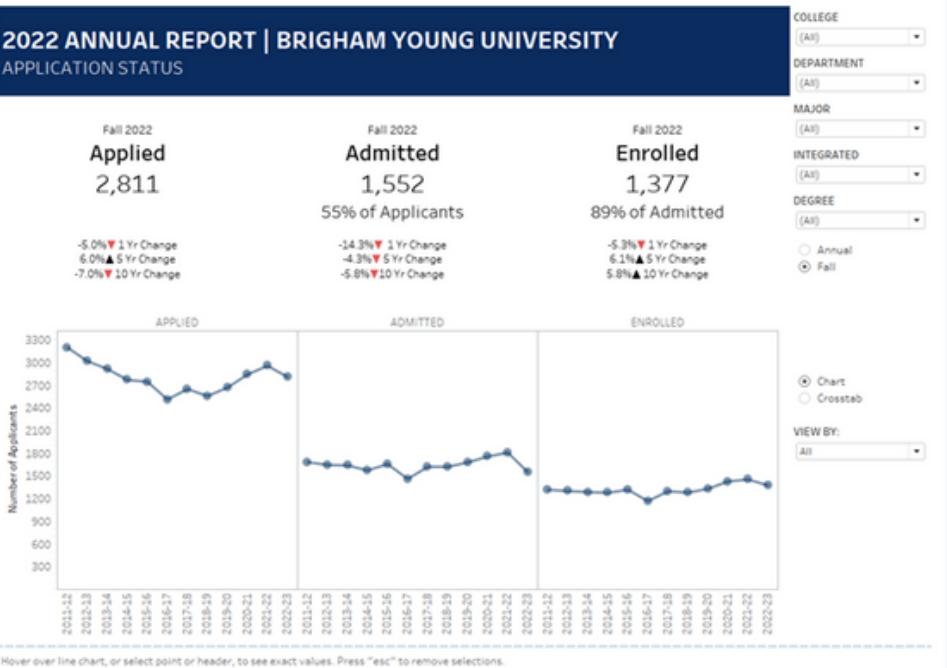
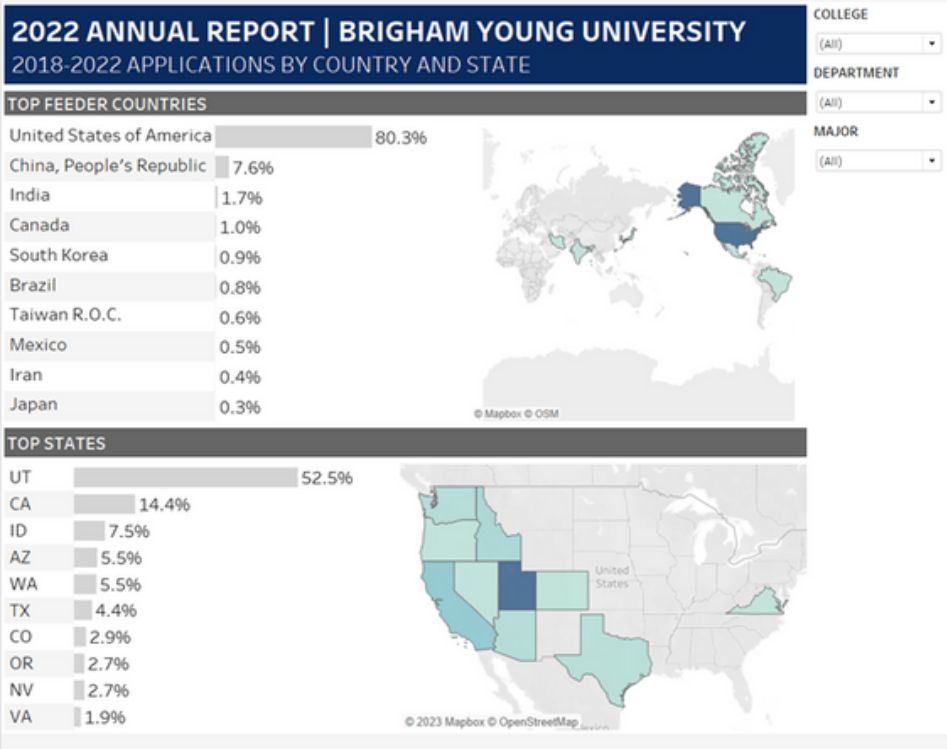


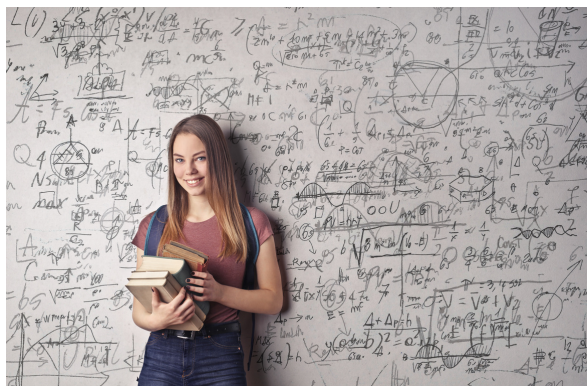


# Updates

## New Data Dashboards

Graduate Studies is excited to introduce their new data dashboards. We will soon roll out new dynamic Tableau dashboards that will allow users to easily view and filter department and program specific statistical information over the last 10 years. Using these dashboards, you can quickly build and chart application and program statistics including diversity, test scores, and feeder information such as schools, majors, and locations.





# Resources



## Research & Writing Center Graduate Student Thesis/Dissertation Boot Camp

The Research & Writing Center has partnered with Graduate Studies to create writing boot camps to help students with their theses and dissertations. After a successful first session in October, there will be a winter session offered on February 11. As one student put it, "I got more done with my thesis in those 8 hours than I did all summer. It had everything I needed: a space to write, food to nourish my brain, and morale to keep going."

## New Graduate Writing Consultants

New Graduate Writing Consultants have been hired by the Research & Writing Center to specifically support graduate students in their professional development as writers on their longer and more complex writing projects including prospectuses, theses, dissertations, and journal articles.



## GRADUATION APPLICATION APPROVALS DEADLINE

Friday, February 10





# New Features

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## Gradprogress Custom Milestones Released

Since Gradprogress was released, requests for inserting department/program specific requirements or customizing the progress workflow has been a popular request. In response to these requests, new functionality was developed that would allow some modification to the strict workflow. The introduction of Custom Milestones is the answer to that need.

The Custom Milestone feature has now been fully implemented into Gradprogress and can be used to insert requirement components into the workflow.

Custom Milestones allow departments to add an action or requirement module and insert that into the step-by-step progress-to-degree construct. For example, the program may have a requirement for a document, comprehensive exam, recital, portfolio, or a number of other requirements or conditions. Custom Milestones can now ensure that the component is complete before the student can progress.

### Creating a New Milestone

As Custom Milestones are difficult to delete in the production environment, we recommend using the development environment first to practice setting up your Custom Milestones.

**Use this URL to setup a Custom Milestone in the practice environment:**

<https://gradprogress.sim-dev.byu.edu>

The Custom Milestone that you set up in the practice environment cannot be moved to production, but we highly encourage you to use the practice sandbox first because it is difficult to delete in the production environment.

**After designing your Custom Milestone in the sandbox, use this production URL to implement the final version of the Custom Milestone**

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

### Milestone Tip

Make a practice milestone before setting up a real milestone as they are difficult to delete once created in the live version of Gradprogress.

Practice:

<https://gradprogress.sim-dev.byu.edu>

Final/live Milestone:

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

# Gradprogress Milestones Step-by-Step

## Create

Open GradProgress using the links below for the Practice or Production version (consider using the practice version if this is the first time).

### PRACTICE / SANDBOX

<https://gradprogress.sim-dev.byu.edu>

### PRODUCTION / LIVE

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

- Select DEPARTMENT MILESTONES from the upper menu.
- Select your program from PROGRAMS dropdown on the Department Milestone Setup page.
- Start by selecting the ADD NEW MILESTONE button.

## Settings

### Title

- Enter a title that represents the milestone. Best practice is to keep the title short; longer titles will cause display problems in the dashboard.

### Exclude Specializations

- Excluded Specializations only appears if you have selected a program with specializations.
- All specializations for the program are displayed with a checkbox next to each one.
- If you check the checkbox on any of the specializations, they will be excluded from using the custom milestone.

### Document

- The Document option is available if you want the requirement to include an uploaded document. When this option is selected, a document (PDF) must be uploaded before the milestone can be approved.

### Reviewers

- The selection of individuals represented by the groups that will be required to review the required document if selected, or the milestones' objective.

### Other Committee Members

- Represents all committee members other than the chair.

### Notify of Approval

- This setting indicates the individual(s) that will be notified by email once the milestone has been approved.



### When Active

- The starting and ending dates in which the milestone is active. Excluding the Ending Year Term sets the milestone active indefinitely.

### Position

- This option sets the “Before” position for the milestone. The new milestone will appear before the selected standard milestone.

### Priority

- This feature positions the new milestone before or after a custom milestone in the same realm.
- Example: Selecting “2” from the dropdown will position this milestone after a custom milestone that resides in the same space between Program of Study and Prospectus if another milestone resides in that space.

### Require Previous Milestone

- This option requires the previous milestone to be completed before this milestone can be marked complete.

### Milestone Set Inactive

- This function inactivates this milestone if the following conditions are set. This function uses the INCLUDES or EXCLUDES option.
- Example: This program has two other requirements, thesis and written exam. If milestone Includes WRITTEN EXAM then INACTIVATE this milestone.

### Number Of Other Reviewers

- This function sets the number of other reviews that are needed for this milestone that may reside outside the option set above in REVIEWERS.
- Example: Faculty members that need to approve the milestone but are unknown at the time it is created can be later assigned to approve the milestone by the Program Manager.



## Graduate Student Society

### BYU Graduate Student Society (GSS) Faith in Scholarship

The Graduate Student Society Faith in Scholarship lecture was held on January 25, 2023. Dr. Larry Nelson, professor in the School of Family Life, shared ideas with over 500 graduate students on how they can continue to incorporate their faith in their scholarship after they leave BYU.

### GSS Delegate Highlights

GSS Delegates represent graduate students from each college, as well as representing international students and diversity and belonging.



Mishelle Kehoe is the GSS Delegate for Belonging & Inclusion.

Mishelle is from Henderson, Nevada and is a TESOL master's student. As a delegate she wants to help all students, regardless of race, gender, sexual orientation, religion, or marital status, feel like they belong on campus.



Dayna Kirby represents graduate students in the College of Family, Home, and Social Sciences (FHSS). Dayna is from southern Utah and a 2nd year Social Work master's student. Her goal is to create more unity between the various graduate programs in FHSS, and be able to find more ways to support all students.



# Admissions

## APPLICATION DEADLINES

### Published Program Deadlines

Applicants must submit before midnight MST the day of the published deadline.

### System Hard Deadlines

Applicants are no longer able to submit applications 24 hours after the published deadline ends.

### Late Applicants

Late applicants may be considered with a petition for exception submitted by the department.

## APPLICATION FEES

### Fee Waivers

Waivers are only offered for current or past military service. All others must pay or have someone pay for them.

### Departments

Departments may choose to pay the application fee; it is recommended that the applicant complete the ecclesiastical endorsement and required application checklist first.

## ENDORSEMENT

**Fully completed ecclesiastical endorsements are required** BEFORE students may be considered for admission.

### Current BYU undergraduate students

Must initiate a new "Applicant" endorsement, not "Continuing Student" endorsement.

## TEST SCORES

### Official Scores

Applicants must request official GRE, GMAT, TOEFL, IELTS, E3PT scores to be sent directly from test provider to BYU.

### Unofficial Scores

If applicants are experiencing delays and not able to view the official scores on their application, they may send unofficial scores to [gsadmissionintern@byu.edu](mailto:gsadmissionintern@byu.edu) who can help search for their official test scores from the vendor.



## CONDITIONAL VS. PROVISIONAL ADMITS

### Conditional Admits

Applicant must meet a specific condition before formally admitted.

### Provisional Admits

Requires a fully admitted student to complete a specific condition during their graduate program.

## TECHNICAL SUPPORT TICKETING SYSTEM

Please submit technical questions or concerns regarding AIM, Slate, Gradprogress, etc. using our **Grad Studies Technical Support form** available on the Graduate Studies website at: <https://gradstudies.byu.edu/> >Faculty and Staff>Graduate Studies Technical Support or via this **Direct link**

## ADMISSIONS UPDATES

- Virtual training on email features with Slate will be taught in March. Date forthcoming.
- The Slate application system will be closed from late July to early August for maintenance.



# Upcoming Events



## Winter Professional Development Seminar

Thursday, February 23  
11:00 a.m.  
Varsity Theatre

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## Graduate Student Appreciation Week

Monday, April 10  
Department/College Day

Tuesday, April 11  
GSS Virtual Grad Expo

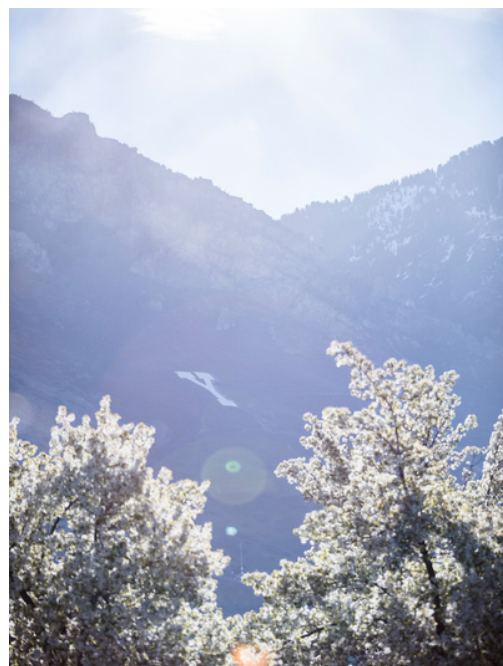
Wednesday, April 12  
Treats at Graduate Studies (FPH)

Thursday, April 13  
Department/College Day

Friday, April 14  
Grad Student Headshots

## University 3MT Competition

Wednesday, March 15  
11:00 a.m.  
Varsity Theatre





# Graduate Studies New Student Staff

*This semester, Graduate Studies welcomed four new student employees. You can find contact information for both permanent and student staff on our website under the About tab>Staff Directory. <https://gradstudies.byu.edu/staff-directory>*



**Lindsey Marchant** is one of our new front desk specialists. Lindsey lived in several places growing up including Ohio, South Korea, and most recently DuPont, Washington. Lindsey attended a year of college at BYU Idaho before serving a mission in the Salt Lake City South mission. This is her first semester at BYU-Provo.



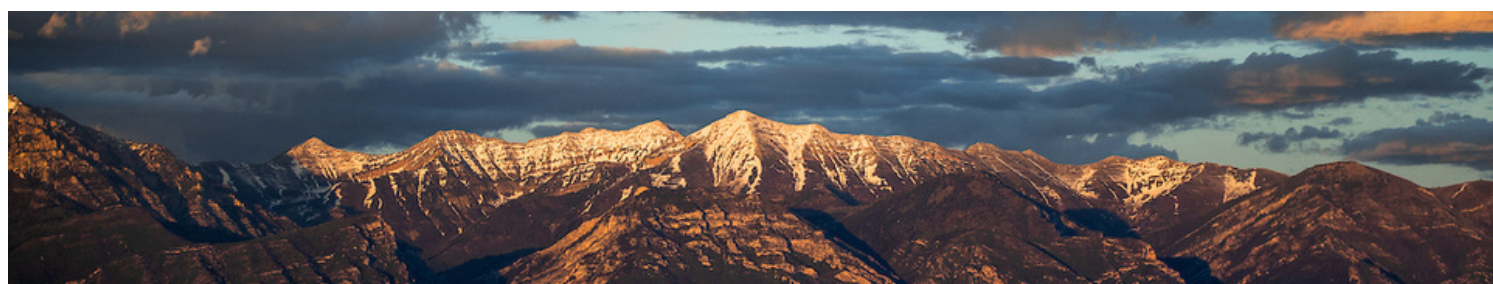
**Kirsten Rotz** is one of our new front desk specialists. Kirsten is currently a sophomore at BYU and is studying Elementary Education. Kirsten is from Frisco, Texas. Kirsten worked as a FSY counselor last summer and is now excited to be joining the BYU Graduate Studies team.



**Ainsley Peterson** is one of our new front desk specialists. Ainsley is from El Paso Texas and loves all things Texan. She is currently a sophomore at BYU and is studying special education.



**Sakiusa (Saki) Tukana** is one of our new international specialists in Graduate Studies Admissions. Saki is from Fiji. He is a first-year graduate student working on his Master's of Public Administration. He graduated from BYU-Hawaii in June with a Bachelor's degree in Political Science and Government.





## Graduate Studies Diversity, Inclusion, and Belonging Statement



BYU  
Graduate  
Studies

Former Presidents' Home  
Provo, UT, 84602

801-422-5091

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

Graduate Studies seeks to nurture a community grounded in unity, mutual respect, and charity toward all. We strive to support graduate programs at Brigham Young University in the following ways:

1. We will develop policies and procedures that promote the recruitment, admission, retention, and support of all current and eligible prospective graduate students including students of color, women, and other underrepresented groups.
2. We strive to support an environment where multiple perspectives are shared, challenged, and valued for optimal learning so graduate students may become sensitive citizens and ambassadors, informed and aware of both diversity and culture, helping to make our BYU community and the broader communities in which they live more just, unified, and inclusive.
3. We will partner with BYU faculty, staff, and administration to foster an environment of inclusivity in all graduate programs where individuals of diverse backgrounds can succeed together in fulfilling BYU's aims and mission.
4. We will support graduate programs in mentoring and advancing graduate faculty of color, women graduate faculty, and graduate faculty from other underrepresented groups, encouraging diverse perspectives and contributions to enhance the graduate education experience.
5. Graduate Studies will annually assess for accountability by measuring outcomes from year to year regarding our stated aspirations and/or university guidelines.