Program of Study

- Due 3rd week of second semester (masters) [Regis. hold can be placed]
- Due 3rd week of second year (doctoral) [Regis. hold can be placed]
- ADV08:
  - Courses tab
  - Other requirements tab (template)
  - Committee tab—faculty serving on student’s committee
- ADV06 Program of Study Log (all advisement actions logged here)
- ADV17 Graduate Student Reporting
- APD07 Lists students for whom a faculty member is advisor or member

Evaluations

- Enter at least 2 evaluations on ADV12 every academic year
  - Students admitted in Winter 2012 will need 1 eval. in 2011-12.
  - Students admitted in Spring or Summer 2012 will not need an eval. for 2011-12, but will need 2 the next academic year (2012-13).
- By the end of Sept 2012, two evaluations for the previous academic year (2011-12) must be entered.
  - GS receives a report which will be reviewed with departments if there are students without 2 evaluations.
  - Departments will have 1 week to follow through after which students will be marked UNSATISFACTORY and sent a termination letter if this is a 2nd unacceptable evaluation.
  - Academic standing is displayed on REG01, REC01, ADV06, and PROGRPT.
- Depts need to list the criteria in dept. graduate handbooks for students to remain satisfactory along with the deficiencies for marginal and unsatis.

Tabs on ADV17: Program of study, student information, graduation items, graduates (alumni), faculty stats, faculty committee

Reg01 or Rec01 = term academic standing

Current academic standing

adv06 = evaluated as _____ for _____

PROGRPT = _____ as of _____ (most recent evaluation)
Notifying Students Regarding Evaluations

- Department must notify student in writing by certified letter with return receipt (marginal/unsatisfactory) informing them of the following:
  - What requirement(s) need to be completed
  - When each task needs to be completed (specific date/semester)
  - Which faculty member(s) to contact for more information
  - What consequences will occur if tasks are not completed

Notifying Students Regarding Evaluations

- What some departments are doing in place of a certified letter:
  - Hand deliver letter and require a signature
  - Send an email to the student that needs to be returned with a signature

Leaves of Absence

- Leaves of Absence
  - Medical (letter from a doctor—not a family member)
  - Military (official orders from the military)
  - Mission (copy of letter from the Church)

NOTE: Students on leave do not need evaluations.
This slide refers to student status:

**Petition for F/T Status**

- **Full-time campus privileges**—No form required!
  - Criteria:
    - 2 hours of any registration during any time in program for:
      - Insurance
      - Housing
      - Work on campus
      - Use of PE facilities
      - Bookstore privileges

- **F/T equivalent for grad. students to off-campus entity**
  - Criteria:
    - An approved program of study (course work must be completed including formation of graduate committee)
    - Registered for 2 hours of DISS, THS, or PROJ (spending at least 40 hours a week working on the DISS, THS, or Proj) OR
    - Full-time internship (registered for 2 hours of internship credit)

**Petition for Graduate F/T Status**

- Students must meet the university criteria for F/T status to be eligible.
- If working F/T on completing the requirements for a degree but don’t meet criteria, a Petition for Exception is possible (OGS Form 2)
- Students working F/T are not eligible.
- Students are eligible when working 40 hours a week on dissertation, thesis, internship, research if registered for 2 hours of that credit

**Petition for F/T Status**

Students who are not eligible for F/T Status:

- Employed full-time
- Newly admitted
- Requesting certification for future semester for which registration is not yet possible
- International student on an F-1 or J-1 visa without ISO approval
Minimum Registration

• 2 hours the semester admitted
• 6 hours each academic year
  — If admitted winter, 4 hours required
  — If admitted spring or summer, 2 hours required
• 2 hours any time student is using university facilities including faculty time
• 2 hours semester of oral defense and graduation

NOTE:
Minimum Registration report sent to dept. in January is for your information.
Report sent in July deletes students.

Graduation

• Student goes to GRADAPP in AIM and fills out the application for graduation
  — Students must have a current ecclesiastical endorsement
  — (1) to apply for graduation and
  — (2) to receive diploma
  — Enter diploma name and whether attending commencement
  — Students or depts may change graduation year/term to defer graduation
  — Diploma address is the "mailing" address in AIM
• Oral defenses
  — Schedule at least 2 weeks in advance.
  — Student and all committee members must be physically present at the examination.
  — GC sent to Records Office for T grade(s) after thesis/dissertation corrections have been finalized.

Dept Processing of Graduation

• Create a process within your department
• Go to GRADQ in AIM; select a year/term; click on SELECT A DEPARTMENT
• Click on the student name in GRADQ and AIM will direct you to student's GRADAPP
• Click on View Progress Report link (evaluate)
• Click on Accept Application (or withdraw)
• Click on Graduation Clearance (ADV01)
• ADV01 – Type C (Cleared) or D (deficient)

**Remember: GRADQ is like an electronic stack of graduation applications

Problems may be resolved with "special registration" in Summer term or grade change(s) by end of Sum Term after which Graduate Studies reinstates students.

To schedule an oral defense, student must have applied for graduation.
Missed Graduation Deadlines

- Anyone who misses scheduling an oral defense should be returned to ‘open’ status on ADV01
- Outstanding deficiencies must be reconciled by the final graduation deadline; otherwise they are returned to ‘open’ status
- May be deferred to the next graduation if defense has been held

ETD Changes

- The fee for bound copies is $25
- No paper copies are needed – bindery now uses the electronic PDF file
- No optional signature pages are allowed in the PDF
- Color pages must be identified for the bindery

Watch for changes in the not-so-distant future.

ETD, continued

- Abstract spacing has been adjusted to allow more text, and the title lines are tightened up
- Margins must be 1 inch, and new bindery cuts off 1/16\textsuperscript{th} inch
SAMPLE ABSTRACT PAGE

ABSTRACT

Oniones and Therapeutic Alliances in Senior Citizens Served in a Community Mental Health Setting

David A. Hill
Department of Psychology, BYU
Doctor of Philosophy

The abstract is a summary of the work with emphasis on the findings of the study. It must be single spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgement page and the body of the work.

Keywords: mental health, senior citizens, therapeutic alliances