Dear New Graduate Coordinators and Graduate Program Managers:

We welcome you and would like to thank you in advance for your willingness to serve in your new capacity as a graduate coordinator or graduate secretary. We invite you to help us ensure that the graduate experience in your department encompasses the mission and objectives of Graduate Studies outlined below.

The mission of Graduate Studies is to improve the quality of the graduate experience at BYU in accordance with the Aims of a BYU Education: (1) educate the minds and spirits of students, (2) advance truth and knowledge, (3) extend the blessings of learning, and (4) develop friends for the university and the church.

Graduate programs should be spiritually strengthening as well as intellectually enlarging. They should help students achieve excellence in the discipline by engaging its primary sources; mastering its literature, techniques, and methodologies; and undertaking advanced systematic study — all at depth that clearly exceeds the undergraduate level. In addition, graduate programs should prepare students to contribute to their disciplines through their own original insights and designs, applications, expressions, and discoveries. Graduate study should thereby enable a variety of contribution — such as teaching complex knowledge and skills, conducting original research, producing creative work that applies advanced learning in the everyday world, and extending professional service to the discipline and to society.

The staff in Graduate Studies is dedicated to providing you with the resources necessary to help your transition into your new responsibilities with respect to graduate students. We have compiled various pieces of information to assist you in becoming an effective graduate coordinator or program manager and one-on-one training is available upon request. If you need additional information or help, please contact us at extension 2-5091.

Thank you,

Logan Gillette
Interim Dean