

# Department of Statistics

## Graduate Student Handbook

Brigham Young University  
2022 – 2024 Academic Program Years

## Department of Statistics

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## Introduction

Welcome to the Master's in Statistics program at Brigham Young University. We are glad to have you as a part of our program and anticipate that your time here will be stimulating, challenging, and rewarding.

The purpose of the Graduate Handbook is to help students complete the master's program as smoothly as possible. We have included brief descriptions of the major stepping-stones leading to completion of the degree and a few stumbling blocks encountered by previous students. Since we intend to revise this handbook periodically, please let the Graduate Program Manager know if there are any additional topics that should be included or if any of the material is outdated.

Not all of the material in this handbook will be immediately relevant. Nevertheless, students should read the entire handbook when they begin the program and refer to it later as needed. Familiarity with the contents of the handbook will also make it easier for department personnel to help when problems arise. Additional information may be obtained from the BYU Graduate Studies Catalog, your Committee Chair, the Graduate Coordinator, or the Graduate Program Manager.

## Department Mission Statement

The mission of the Department of Statistics is to help students develop their intellect and faith. As they expand their understanding of the role of science in a systematic pursuit of truth, the student will develop the ability to understand and communicate the results from empirical research in an ethical manner. They will also be able to implement sound statistical methodology to strengthen scientific conclusions.

To succeed in this mission, we will:

1. Offer the premier undergraduate educational experience to statistics and actuarial science majors that prepares them to pursue satisfying and productive careers and qualifies them to enter competitive graduate programs.
2. Offer an applied statistics graduate program that prepares outstanding students for successful and productive careers.
3. Provide superb teaching in general education and service courses to cultivate an understanding of the role of the scientific method in performing empirical research.
4. Contribute to the advancement of statistical science through peer-reviewed research and collaborate on the pursuit of knowledge across scientific disciplines.

## **Expectations**

### **What students can expect from the program**

This program will prepare students for statistics and data science careers or for entrance into top PhD programs in statistics or biostatistics. Graduates will understand the theoretical foundation of and be able to perform advanced statistical methods. Also, graduates will be able to identify applicable statistical methods to collaborate in research and in consulting problems.

The first year of the graduate program consists of a core curriculum that will prepare graduate students for the comprehensive exam. During the second year, classes in advanced statistical methods reflecting faculty expertise will be taken.

Students who complete the Statistics MS program will:

1. Be employable in jobs with MS Statistics requirements or prepared for top PhD statistics or biostatistics programs.
2. Demonstrate a mastery of the theoretical foundations of statistics at the first-year level of top PhD statistics or biostatistics programs.
3. Demonstrate the ability to apply sound scientific and advanced statistical methodology to research situations.
4. Demonstrate competence in relevant statistical software.
5. Demonstrate good statistical consulting skills (teaching, problem solving, and oral and written presentations).

### **What students can expect from the faculty**

Faculty members are experts in the department's traditionally strong areas of applied linear models and designed experiments. They are also experts in the following: recent developments in Bayesian methods, spatial and environmental statistics, reliability of industrial and computing processes, statistical genetics and bioinformatics, mixed models and longitudinal data, data mining, chemometrics, and issues in statistical computation.

### **What is expected of graduate students?**

We expect students to be committed to complete their degree and graduate in two years. A timeline, on page 6, details the tasks and deadlines that students need to follow. Students should take at least 9 credit hours each semester. Those who take advantage of as many of the 400- and 500-level courses, as possible, will be more prepared and more competitive when entering the job market.

# Timeline to Graduation

## 1st Semester – Fall 2022

- Stat 535, 641, 591R
- An approved or non-approved elective. Electives cannot double count for BS and MS. Students only have to take one approved elective for the MS program. They can take the elective in either the 1<sup>st</sup> or 4<sup>th</sup> semester, although we encourage students to take this the 1<sup>st</sup> semester.
- 1-3 credit hours of Stat 698R → Integrated students should register for 3 credits.
- Complete admission provisions if any
- Establish a Box account at <https://byu.account.box.com/login>
- Work with Committee Chair to choose your Program of Study and email elective choice to the Grad Program Manager

## 2nd Semester – Winter 2023

- Stat 536, 642, 624, 591R
- 1-3 credit hours of Stat 698R → Integrated students should register for 3 credits.
- Prepare and give a presentation on a class project, consulting experience, or a research project at the CPMS Student Research Conference. **\*This is mandatory for FIRST- and SECOND-year graduate students\***
- Comprehensive Exam – May 2<sup>nd</sup> and 3<sup>rd</sup>, 2023

## 3rd Semester – Fall 2023

- Integrated students - Apply for BS April 2024 graduation [https://enrollment.byu.edu/media/g\\_howtoapply](https://enrollment.byu.edu/media/g_howtoapply) by mid-November. Apply for your MS graduation at the same time - <https://gradstudies.byu.edu/page/graduation>.
- Stat 537, 666, 591R
- 1-3 credit hours of 698R
- Integrated students must have at least 9 credit hours
- Receive clearance from Committee Chair to move forward on project for prospectus
- Prospectus due no later than **December 8th, 2023**
  - For portfolio students – All projects from Stat 535, 536, 537, 624, 641, 642, and 651 need to be uploaded, in pdf form, to box.byu.edu and made available to Committee Chair and Committee Members.

## 4th Semester – Winter 2024

- Apply for MS graduation online **before January 26th** - <https://gradstudies.byu.edu/page/graduation>
- Stat 637, 666, 591R
- An approved or non-approved elective. Electives cannot double count for BS and MS. Students only have to take one approved elective. They can take the elective in either the 1<sup>st</sup> or 4<sup>th</sup> semester.
- 2 credit hour enrollment in 698R
- Integrated students must take at least 9 credit hours
- Prepare and give a presentation on a class project, consulting experience, or a research project at the Student Research Conference. **\*This is mandatory for FIRST- and SECOND-year graduate students\***
- Project:
  - Submit a copy of project/revised portfolio to Committee for approval no later than **March 1, 2024**.
  - Schedule Final Defense – must have defense scheduled by **March 15, 2024**. Please let the department secretary know a date and time for defense by this date.
- Defend the project - must be completed by **March 29, 2024**
- Submit pdf and print project. (See instructions at the top of the next page.)

Go to [print-mail.byu.edu](http://print-mail.byu.edu) and submit the PDF file of the project for printing (students are required to provide the department with one copy).

Printing instructions for a selected project or portfolio.

[print-mail.byu.edu](http://print-mail.byu.edu)

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PRINT & MAIL

DIGITAL PRINT SERVICES | PRESS SERVICES | MAIL SERVICES | BYU STATIONERY | Locations | Contact a Consultant

### Custom Laser Engraving

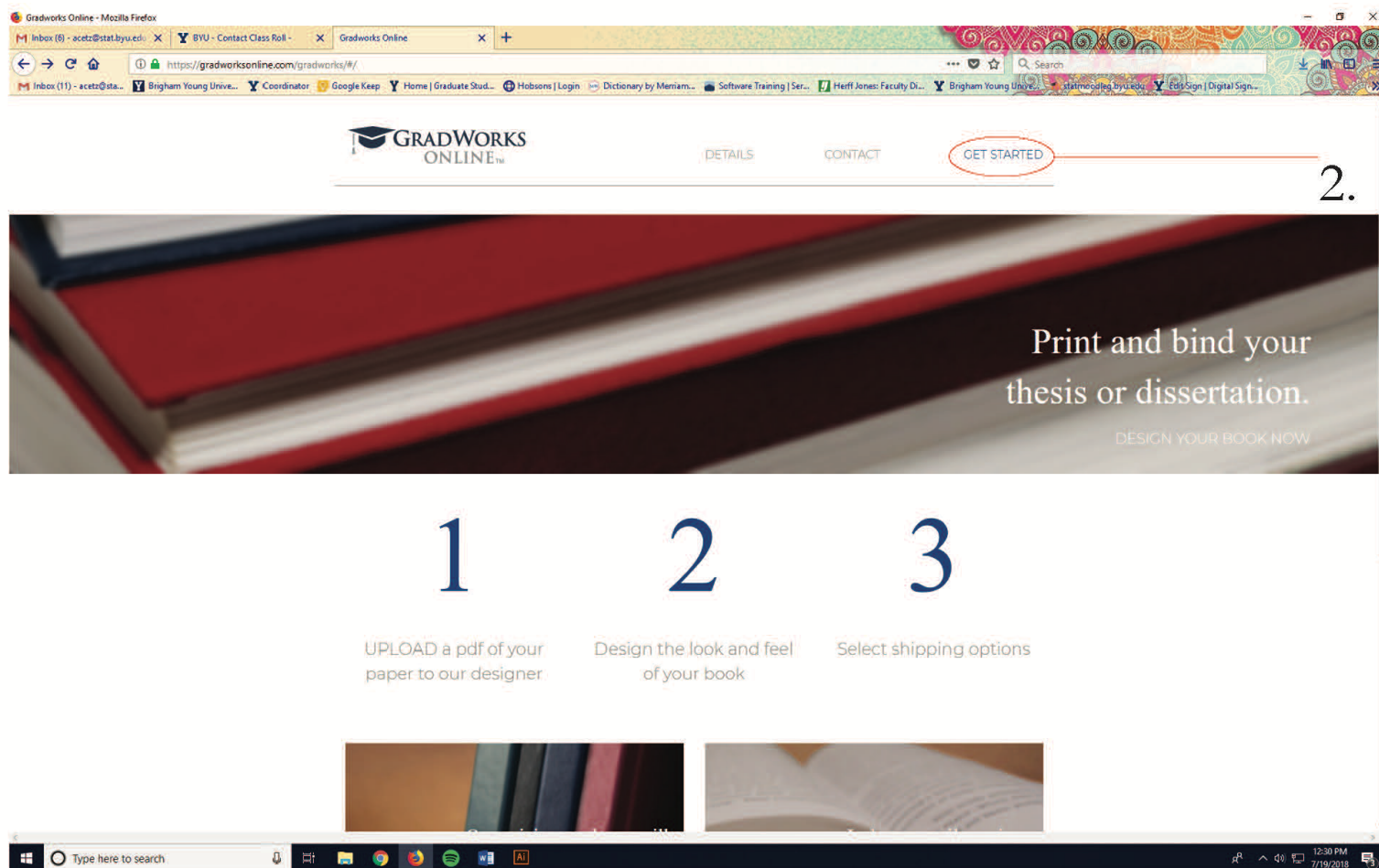
Celebrate or commemorate a special date with a beautifully engraved temple plaque. Personalize your plaque by adding names and dates. Available in 3 sizes.

POPULAR LINKS

- Order Paper Products
- BYU Stationery
- Photo Books
- Calendars & Cards
- CougarPrints
- Family History
- T-Shirts
- Custom Laser Engravings
- Order Phone Directory
- View All Services (A-Z)
- Reprints on Campus

- Posters, Banners & Signs
- Order Theses or Dissertations
- Seminary & Institute Materials
- Shipment Pickup Requests
- Youth Event Journals
- Family History Workshop
- Christmas Cards
- Book Repair

1. Click here to begin



2. Click here



The screenshot shows the Gradworks Online website interface. At the top, there's a navigation bar with links like "DETAILS", "CONTACT", and "GET STARTED". The main content area features a large preview of a thesis cover on the left and a form on the right for customizing the cover. The form includes fields for "Upload File", "Cover Color", "Text Color", "Document Type", "Title", "Author", and "Year". Red arrows point from numbered instructions to specific elements in the form:

- 3. Upload the pdf. There may be a screen that says there are errors with embedded fonts. If this is the case, contact the Department Secretary.
- 4. The cover is 'blue'
- 5. Choose either 'gold' or 'silver'
- 6. Make sure it says 'selected project'
- 7. Enter the year you will graduate

At the bottom of the page, there's a footer section with options for "Print Style", "Print Color", "Include a", "Quantity", and "Price". The "ADD TO CART" button is visible.

# Curriculum

## Prerequisites

Admission to the graduate program in the Department of Statistics presupposes that students will have completed all of the prerequisites or suitable equivalents stated below:

- All international students must obtain an IERF evaluation of their international transcripts. The IERF needs to be obtained before applying. The IERF will need to be attached to the application.
- A bachelor's degree from an accredited U.S. university or equivalent, with a minimum 3.3 overall undergraduate GPA.
- A B- or better in a methods course beyond introductory statistics, a calculus-based statistical theory course, multivariate calculus, and linear algebra. A math minor is recommended.
- Students must also have taken the general GRE (Graduate Record Exam) .
- Be proficient in written and spoken English:

### **E3PT**

Overall minimum score of 79 (with minimum speaking, reading, and listening scores of 21, and a minimum writing score of 16).

### **IELTS**

Overall minimum band score of 7.0 (consisting of minimum band scores of 6.0 in each module).

### **CAE**

185 (or grade of 'C')

### **TOEFL (paper based test)**

580

### **TOEFL iBT (internet based test)**

Minimum subscores of 22 (Speaking) and 21 (Listening, Reading, & Writing respectively) comprising an overall score at least 85.

If the applicant has not clearly satisfied these prerequisites, they may be admitted to the graduate program on a provisional basis. In such cases, the admitted student should discuss their situation with the Graduate Coordinator immediately. If necessary, appropriate remedial coursework will be added to the student's study list and should be completed as soon as possible. The department will generally not provide tuition assistance for coursework intended to remedy deficiencies in satisfying these prerequisites.

Prior to admission, and while enrolled in the program, a student must have a current ecclesiastical endorsement. Direct any questions about this requirement to the Grad Program Manager.

## Graduate Courses

The Department of Statistics offers a number of courses on various statistical concepts and specializations. Once a student has been admitted into the master's program, there will be opportunities to enroll in graduate-level courses. Stat 535, 536, 537, 624, 637, 641, 642, 651, and 666 are our **required** core classes. Students will still need to take one elective course. Please see the **Timeline to Graduation** on page 6 for the schedule. Direct any questions about coursework to the Graduate Coordinator.

## Graduate Required Courses

- Stat 535      Linear Models
- Stat 536      Statistical Learning & Data Mining
- Stat 537      Mixed Model Methods
- Stat 624      Statistical Computation
- Stat 637      Generalized Linear Models
- Stat 641      Probability Theory & Mathematical Statistics 1
- Stat 642      Probability Theory & Mathematical Statistics 2
- Stat 651      Bayesian Methods
- Stat 666      Multivariate Statistical Methods

## Graduate Electives – these classes are not offered every year

- Stat 531      Experimental Design
- Stat 538      Survival Analysis
- Stat 590R     Statistical Consulting
- Stat 631      Advanced Experimental Design

## Special Courses

- Stat 591R     Graduate Seminar in Statistics (0.0)  
Avoid any scheduling conflicts that would prevent attendance during the reception (3:30-4pm) and the seminar (4-4:50pm).
- Stat 595R     Special Topics in Statistics (1.0–3.0)
- Stat 599R     Academic Internship: Statistics (1.0–9.0)

## Project & Thesis Credit

- Stat 698R     Master's Project (3.0)
- Stat 699R     Master's Thesis (6.0) if the student is interested in completing a thesis, please see the Graduate Coordinator.

## Undergraduate Electives

Although they are not required, we recommend students consider taking some undergraduate courses to expand career opportunities. 100- or 200-level credits **cannot** count towards a graduate degree. The final course list must be approved by the student's Graduate Committee and the Graduate Coordinator. The elective chosen must be taken while participating in the integrated or master's program and **may not** count in any way to the undergraduate degree.

- Stat 482      Big Data Science 1
- Stat 483      Big Data Science 2
- Stat 486      Machine Learning
- Stat 435      Nonparametric Statistical Methods
- Stat 437      Applications in Biostatistics
- Stat 451      Applied Bayesian Statistics
- Stat 466      Introduction to Reliability
- Stat 469      Analysis of Correlated Data
- Math 341      Theory of Analysis 1
- Math 342      Theory of Analysis 2

## Transfer Credit, Senior Credit, and Non-degree Credit

**Transfer Credit** from another university may be used toward a master's degree in statistics. However, the following restrictions apply:

- Only graduate-level credit will be considered for transfer
- Only credit from an accredited or certified (domestic or foreign) university will be considered for transfer
- The department must approve all transfer credit
- If the credits are to be earned after the student is enrolled in the master's program at BYU, the courses must be pre-approved by the department
- A special examination by the Department of Statistics may be administered before transfer credit is approved
- Transfer credit can only be used for elective requirements, not for core requirements
- A letter grade of B or better is required for all transfer classes
- The maximum number of transfer credits is 7.0

**Senior Credit** refers to credit taken while a senior at BYU. **Non-degree Credit** refers to credit taken after receiving a bachelor's degree but before being admitted to the master's program in statistics. Senior and non-degree credit may be applied toward a master's degree in statistics under the following restrictions. (Note: The Integrated program handles senior credit in a different manner. If you have questions, please see the Grad Program Manager.)

- Only credit which has not been applied toward another degree can be considered (there can be no double application of credit)
- The department must approve all senior and post-baccalaureate credit
- The total of senior and post-baccalaureate credits cannot exceed 10.0

## Anticipated Course Availability

	Anticipated Courses							
	2022-2023				2023-2024 ( <i>tentative</i> )			
	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
Required Courses	535	536	698R	698R	536	535	698R	698R
	591R	591R	699R	699R	537	591R	699R	699R
	637	642			591R	637		
	641	666			624	642		
	537	651			641			
		624			651			
					666			
Graduate Electives			599R				599R	
	538				538			
Undergrad Electives	482	483			482	483		
	435	437			435	437		
		451				451		
		466				466		
		469				469		
		486				486		

## Registration

### Minimum Registration Requirement

U.S. graduate students are required to register for at least 2.0 credit hours during any semester or term in which they use any university facilities, consult with faculty, or take comprehensive or oral examinations. The numbers of graduate credit hours for which they register must, in the judgment of the faculty advisor, accurately reflect the student's involvement in graduate study and use of university resources such as libraries, laboratories, and computer facilities. In no case will the registration be for fewer than 2.0 credit hours per semester. Students are required to register for at least 2.0 credit hours in the semester or term of admittance. **Registering for 2.0 credits of 698R or 699R during spring term also allows for study during summer term. Graduate students must be registered for at least two 2.0 hours of Stat 698R or 699R in the semester or term they defend their final project/thesis.**

If students do not fulfill the minimum registration requirement within an academic year, they are dropped from their graduate program. Should a student lose their graduate status, they must apply to "resume" their graduate studies if they decide to complete your graduate degree later (see *Application to Resume Graduate Studies*). Note: Students must still be within the 5-year time limit for master's students when they graduate.

### U.S. Students, Academic Year

To retain active status and to qualify for subsequent registration, graduate students must register for at least 6.0 semester hours each school year and receive acceptable grades (no D, E, W, UW, NS, or I grades are allowed, nor are audits or correspondence courses). Students who do not fulfill this yearly requirement are dropped from their graduate programs; they lose their graduate status and must apply for readmission if they wish to continue.

### International Students

International students are required to be registered as full-time students. To be considered full-time for tuition and immigration purposes, international students must register for at least 9.0 credit hours in both Fall and Winter semesters or at least 4.5 credit hours in a term. Questions should be directed to International Services (1351 WSC, Provo, UT 84602-7917, (801) 422-2695).

### Full-Time Status

To be considered full-time for tuition purposes, students who are U.S. citizens or permanent residents must register for at least 8.5 credit hours in both Fall and Winter semesters or at least 4.5 credit hours in a term.

# Employment & Financial Assistance



## Financial Assistance

The department has limited funds to supplement students' financial resources. Admitted students receive teaching and research assistantships and many receive full or partial tuition awards.

### Tuition Awards

The acceptance letter to the MS Statistics program included information regarding tuition scholarships, if available, for the first year (Fall and Winter semesters) in the program. Tuition scholarships for the second academic year will be awarded on a competitive basis, based on performance in class and on the comprehensive exam, contribution to the department in terms of teaching or research assistantships and mentoring, and demonstration of leadership in the statistics field. Graduate students should apply for department scholarships each year.

### Employment Opportunities

As part of the terms of the stipend that the student accepted upon admission, students are expected to work for the department between 10- 20 hours per week. These work experiences are an integral part of the program's opportunities to learn and grow as a statistician and data scientist. Statistics students are not on contract and must clock in through Y-Time. When students clock in, they should ensure that they are putting time towards the right job whether it be their teaching or research assistantship. Everyone will be paid every other week. Students will have an hourly wage with an increase for the second year.

### Teaching Assistantships

Graduate student funding supports the department teaching effort. Students may be assigned to conduct labs, grade papers, teach Stat 121, or work in the Center for Statistical Consultation and Collaborative Research, among other things.

### Research Assistantships

Graduate students may also be hired to assist designated faculty members with specific research projects. If a student is interested in working with a faculty member, they should arrange to meet with that faculty member to discuss their interest. Funding for such projects is made available through grants and other funding obtained by the department faculty.

### Travel Funds

The department and college have limited funds to support some graduate students traveling to attend and present at conferences. The Department of Statistics expects to have an application form available through the department webpage in Winter 2023. If the form is not available, students may contact the Department of Statistics Business Manager (Brandon Smith, [bsmith@stat.byu.edu](mailto:bsmith@stat.byu.edu)) to apply for travel funding with: name of the conference, purpose for attending, and a proposed budget with a breakdown of expenses.

### Personal Decision to Leave the Program

Students may decide that they no longer wish to continue the MS program. In order to terminate graduate student status, form ADV 7 will need to be filled out. Please note that if the student decides to discontinue during the semester, they will be responsible for paying the tuition and any fees incurred for discontinuing. This applies even if the tuition was paid by scholarship. The scholarship money will be returned to the department and the student will be billed for the full tuition amount. The full amount applies if one terminates early in the semester, the middle, or

even the last few days. In addition, employment will be terminated the day the discontinuance is filed. The students will not be allowed to work after that date. This process may differ for integrated students in their first year. Contact the Graduate Program Manager for additional details.

## **Health Insurance**

### **Mandatory Health Insurance**

Health insurance is mandatory for all students. Students who do not provide proof of private insurance will be automatically enrolled in the BYU Student Health Plan each semester. Verification of private insurance must be provided at the beginning of each academic year. For more information about BYU's insurance requirements, visit [health.byu.edu](http://health.byu.edu) or contact the BYU Student Health Center at (801) 422–5156.

### **Student Health Plan**

For details about the BYU student health plan, students can access the BYU Student Health Plan Handbook at: <http://www.dmba.com/nsc/Student/Handbooks.aspx>.

### **Insurance Coverage After Graduation**

Students who graduate and wish to continue coverage under the BYU Student Health Plan may enroll in Extended Coverage if they were enrolled in the Student Health Plan their last semester or term. To learn more about Extended Coverage, consult page 8 in the BYU Student Health Plan Handbook or contact the BYU Student Health Center at (801) 422–5156.

Also, the Alumni Association offers insurance for BYU alumni. Students can reach them by visiting [www.AlumniInsuranceProgram.com/byu](http://www.AlumniInsuranceProgram.com/byu) or calling 1–800–922–1245.

# Department Resources

## MS Student Offices

The Department of Statistics maintains several offices for graduate students. Students can expect to share the office with other statistics graduate students. First year students will all share a large office and second year students will be assigned to smaller offices. If an office has not already been assigned, the student is unsure about their assignment, or would prefer a different office, feel free to contact the Graduate Coordinator or Program Manager.

Office assignments are generally for the academic year, although we reserve the right to change office assignments as necessary. At times, the department may need to store pieces of equipment, computer manuals, etc. in a graduate office. We will do as much as possible to minimize any inconvenience. In return, we expect students to be properly careful of any items that might be stored in their office. Once a graduate student has completed the program, we request that the student vacate his or her office by one week after graduation. When a student vacates an office, please remove all personal property. Occasionally office space may be needed to complete research the summer after graduation. If that is the case, please contact the Graduate Coordinator or Program Manager.

Please do not invite or allow unauthorized persons to take up residence in your office, even if a spare desk is available. Only statistics graduate students should use the offices. Please notify the Graduate Coordinator if unauthorized persons are using the assigned office.

We request that the students keep their office space and facilities clean and intact. **Appliances or large items of furniture are not permitted in student offices. Special permission from the Program Manager must be received to have a mini refrigerator (20 inches) and/or microwave in student offices**

If students need dry erase markers, please see the secretaries at the front desk. Students should not use the department paper products at any time.

Student offices may be closed at the department's discretion in cases of illnesses, pandemics, etc.

## Computers

We highly recommend that graduate students have their own wireless laptop (either a Mac or PC). Personal computers and printers are allowed in student offices but must be kept on individual desks. **Internet wiring may not be modified or augmented in any way.** Some department computers are available in office spaces and lab space. When a student is finished using a department computer, please remember to log off. Students are responsible for anything done on the computer while they are logged in.

Computers are not to be used for inappropriate purposes. Computer use in labs and offices will be monitored. Any use of department or university computers for inappropriate purposes will result in dismissal from the graduate program in statistics and will be reported to the Honor Code Office. Also, department equipment and software are not to be used for private income-producing projects.

## Library

As the student prepares their selected project, it may be helpful to look over past projects for formatting and writing style help. The more recent projects are in 2154 WVB. Books may not be removed from the library, except for quick trips to the copy machine. Older projects can be seen, with permission, in the conference room, 2174 WVB.

## Student Research Conference

The annual Student Research Conference, sponsored by the College of Physical and Mathematical Sciences, will be held in February or March 2023 and 2024 (<http://www.cpms.byu.edu/student-research-conference/>). The conference consists of several presentations sponsored by the departments in the college. Each session consists of fifteen-minute presentations by students describing their research projects and results. There is also a small cash award for the best presentation in each session. More details can be found on the website.

The Department of Statistics requires each first- and second-year graduate students to make a presentation at the Student Research Conference while in residency. Graduate students generally make a presentation on a class project, their consulting experience, or another research project. The student's Committee Chair or the Graduate Coordinator can give advice on how to prepare for and make this type of presentation.

## 3MT Competition

3MT (or Three Minute Thesis) is a research presentation competition that originated at the University of Queensland in 2008. Since then, the program has spread to several universities worldwide.

Students participating in 3MT have three minutes to give a presentation based on their research. Individual departments and colleges within BYU will hold their own competitions near the beginning of Winter semester to determine which two competitors (per college) will advance to the university-wide competition, which will be held in March 2023 and 2024. The competitor who wins first, second, third and People's choice will win cash prizes. We encourage all graduate students to participate in the college 3MT. More information is available here: <https://science.byu.edu/three-minute-thesis-competition>.

## Internships and Employment

After the first year of coursework, graduate students will be well prepared for a summer internship experience. An internship benefits both the organization offering the internship and the student. The student has the opportunity to work with practicing statisticians who are proficient in their fields and to learn what it is like to work in an industrial, laboratory, or office setting away from the academic environment. The organization obtains the benefit of the student's academic and other training, contributes to the further professional development of that student, and has a first-hand opportunity to evaluate the student's potential for future employment.

Students should investigate internships in the field in which they would like to work. We have many alumni willing to coordinate internships for highly motivated students. Each year a dozen organizations come to campus to recruit interns. The American Statistical Association publishes a list of internship opportunities in the December AmStat News. We also circulate, via email, internship announcements we receive. Be sure to have a well-prepared resume and begin looking in November for internship opportunities. Many internship plans finalize in March. For counseling and information, please contact the Graduate Coordinator or the Committee Chair.

If the student would like to receive credit for their internship, they must receive permission from the Graduate Coordinator and their Committee Chair before the internship. If approved, the student will then apply online at [experience.byu.edu](http://experience.byu.edu). Once the Internship Coordinator receives the student's application, a meeting will be set-up to finish the application. The student will register for 599R to receive academic credit for the internship.

We also circulate full-time employment opportunities. We encourage all our students to take advantage of employment resources available through the University. One resource can be found through BYU Career Services ([careers.byu.edu/handshake](https://careers.byu.edu/handshake)). Students will be able to create an account, upload a resume, set an appointment with a career counselor, have networking opportunities, apply for jobs, contact employers, etc. In addition, important events on campus will be listed on this website. Two events to take note of are the STEM Fair and the Career Fair. For more information, visit <https://careers.byu.edu/>.

Another resource can be found with our Internship Coordinator, Kimri Mansfield, and with our college career advisor Lane Muranaka ([lane\\_muranaka@byu.edu](mailto:lane_muranaka@byu.edu)). Find more information about career services at <https://careers.byu.edu/>.

## **Summer Institute of Applied Statistics**

Each summer, the BYU Department of Statistics hosts the Summer Institute of Applied Statistics. We invite a speaker to give lectures on certain statistical topics. The cost for graduate students is a minimal fee. This fee includes conference attendance, conference materials and “munch & mingle” breaks. The department also hosts a dinner and luncheon that students can attend for an extra charge. If graduate students wish to attend the Summer Institute, speak to the Graduate Program Manager about further details, or visit <https://statistics.byu.edu>.

# Awards & Scholarships

## Outstanding Student Award

Each year, we have a meeting for all students in the program just before the semester starts. At the meeting, we announce who is receiving the Outstanding Student Award. It is awarded to the standout student from the previous year and comes with a cash prize. Criteria include performance in classes and comprehensive exams, contribution to the department as a teaching or research assistant and mentoring, and demonstration of leadership in the statistics field.

## National Scholarships

The following are graduate scholarships available from the American Statistical Association and American Society for Quality. For more information, please contact the Graduate Coordinator or Grad Program Manager.

- Gertrude Cox Scholarship: for female full-time graduate students of U.S. or Canadian citizenship or permanent residents. Women in, or entering, the early stages of graduate training (MS or PhD) are especially encouraged to apply for a \$1,000 cash award. The application **deadline is February 23**. Statistics Department Alumni who have received this award include Stacey Evers, Kristen Piggott Shepherd, and Carly Pendleton.
- John J. Bartko Scholarship Award: The John J. Bartko Scholarship Award was established to help promising young statisticians who are in at least the second year of a master's degree program in statistics or biostatistics or who have completed such a program within the two years prior to the award date. The application **deadline is December 2**.
- Edward C. Bryant Scholarship: for outstanding graduate students in survey statistics. Criteria: potential to contribute to survey statistics, applied experience in survey statistics, performance in graduate school. \$2,500 cash award. The application **deadline is August 31**.
- ASQ – Richard A. Freund International Scholarship: for graduate study of the theory and application of quality control, quality assurance, quality improvement, and total quality management. The application **deadline is April 1** with a cash award of \$5,000. JD Williams received this award as a PhD student at VA Tech.
- ASA Quality and Productivity Section Mary G. and Joseph Natrella Scholarship: supports master's and PhD students with a demonstrated interest in quality applications. This scholarship provides a grant and travel stipend to attend the Quality and Productivity Research Conference, at which the students present their research. The application **deadline is April 1**.
- FTC Student Grant: the Statistics Division of the American Society for Quality offers up to 5 grants per year for students who wish to attend the Fall Technical Conference (FTC). Grants are available for currently enrolled undergraduate and graduate students of statistics and quality management. The application **deadline is August 1**.

## Department Scholarships

Go to <https://statistics.byu.edu/scholarship-applications/> to see different scholarships the department offers.



# Requirements & Procedures

## Degree Requirements

- Credit hours:
  - Thesis option (33): minimum 27 course work plus 6 thesis hours (Stat 699R).
  - Project option (33): minimum 30 course work plus 3 project hours (Stat 698R).
- Required courses: Stat 535, 536, 537, 624, 637, 641, 642, 651, and 666.
- Minor (optional): any approved minor.
- Thesis or Project.
- Examinations: (A) comprehensive written examination covering Stat 535, 536, 641, and 642, (B) oral defense of project or thesis.
- C+ or better in each class, with an overall cumulative 3.0 GPA in MS degree classes and 3.0 in comp classes.
- Integrated students:
  - Pay at least two semesters of full-time grad tuition (at least 9 credits for fall and winter).
  - Earn at least 150 credits (120 for BS and 30 for MS).

## Grad Progress

Graduate Studies, and the Department of Statistics, uses Graduate Progress (<https://gradprogress.sim.byu.edu/> or gradprog) to track students Graduate Committees, Program of Study, Prospectus, and Defense. Everything needs to be officially approved in gradprog in order to successfully complete the program. Integrated first year students won't have access to the site as they are still considered undergraduates to the University. They will gain access to the site in their second year.

## Seminar Attendance Policy

Students must sign up for 0.0 credits of Stat 591R each fall and winter semester they are enrolled in the program. All graduate students are expected to attend department seminars, which are viewed as an integral part of each student's education. Seminars provide students with an opportunity to see current scholarly research presented by leaders in academics, industry, and government. Furthermore, they provide students with an opportunity to engage their minds in the challenging process of learning to glean and assimilate information presented at a high level. The expectation is that student will be at all department seminars. We understand that there may be circumstances beyond the student's control that would preclude them from attending seminar. In these circumstances, please email the Grad Program Manager indicating the upcoming absence. If there is more than one absence, you will need to tell the Grad Program Manager, who will in turn talk with the Graduate Coordinator. The Graduate Coordinator may call in the student to have a discussion about missed seminars. Please avoid any scheduling conflicts that would prevent attendance during the reception and the seminar.

## Program of Study

A student's Program of Study is a carefully considered graduation plan, which includes all necessary elements for their degree completion. It identifies the student's major, required courses, and Graduate Committee. It may also include a minor. Students should keep their study list current; changes can be made when authorized by their current Committee Chair and the Graduate Coordinator.

Required courses to include on the program of study are Stat 535, 536, 537, 624, 637, 641, 642, 651, and 666. The Committee Chair and the Graduate Coordinator must approve all courses on the study list. Students will need to pick one elective from either graduate or undergraduate courses in statistics. If the elective is outside of the statistics

department, approval must be obtained from both the Committee Chair and the Graduate Coordinator. Please see the section below for more details on the approval process.

### **Study List Approval and Submission**

All incoming students will need to select an elective to be a part of their Program of Study. Each first-year student should have an assigned a Committee Chair by this time (please note that the Committee Chair is not set in stone and may change later in the program). In order to complete their Program of Study, an elective must be chosen, by the student, and be approved by their Committee Chair and the Graduate Coordinator if the elective is not on the approved list. Please note that the elective chosen must be taken during the graduate program and cannot be a course from your undergraduate degree.

Students can pick from the statistic graduate electives, listed on page 12 (Graduate Elective), from a 400 level statistics undergraduate course, listed on page 13 (Undergraduate Elective), or from a 300 or higher elective from another department on campus. Your Committee Chair must approve all options. If the class is outside of the Department of Statistics, the graduate student will also need to obtain approval from the Graduate Coordinator.

If the approval from the Graduate Coordinator is needed, each graduate student will need to email the following information to the department secretary:

- 1) one paragraph describing why elective class was chosen and how it is applicable to the Program of Study (i.e., research goals, better understanding of concept for research, PhD program, etc.)
- 2) class title and catalog number
- 3) syllabus from requested elective.

The Graduate Coordinator will notify you by email of his/her decision. By the end of the third week of the first Fall Semester, all students should have selected and received approval for their elective and email it to the Grad Program Manager. Once students have been assigned a full committee, the Program of Study can be approved in gradprog.

### **Program of Study Change**

As students continue in the master's program, they may want to modify their study list. Students must officially make the changes by emailing the Grad Program Manager to get it changed in gradprog to avoid future confusion and possible problems with graduation. The same steps apply as discussed in the previous section.

## Project and Thesis Requirement

To fulfill the requirements necessary to obtain a master's degree, the graduate student must complete a selected project or thesis. Students will spend a significant amount of time in the program researching, preparing, writing, and presenting on a topic of real consequence. Students must work with their Committee Chair in deciding which track to pursue and which topic to work on.

- I. **Selected Project:** The selected project may be either a research project or a project portfolio.
  - a. **Research Project:** Most students will complete a research project. A research project consists of work done in collaboration with a professor(s) outside of coursework either in the development of statistical methodology or a non-routine use of statistical methodology to a contribution in another field. A research project may or may not lead to a paper submission.
  - b. **Project Portfolio:** In close consultation with their Graduate Committee, a student may elect instead to do a project portfolio. A project portfolio is a compilation of projects from coursework, with one project expanded in collaboration with the student's Graduate Committee. The student's Graduate Committee will decide which project will need revision for the final defense. The student will be prepared to defend this project in the second semester of the second year. If the student is interested in doing a project portfolio, both the graduate student and Committee Chair must speak with the Graduate Coordinator before it can be approved.
- II. **Thesis:** In close consultation with their Graduate Committee, a student may elect instead to do a thesis. A typical thesis will be far enough along such that a paper will be submitted to a statistics journal by February 2024. If a student is interested in doing a thesis, both the graduate student and Committee Chair must speak with the Graduate Coordinator before it can be approved.

A **project** Program of Study requires a minimum of 33.0 credit hours, with 30.0 credit hours in coursework and 3.0 project hours (Stat 698R). Most students require more than one semester to complete the project and the 3.0 credits of Stat 698R can be divided over multiple semesters, except for the last semester in which they defend. Students must be enrolled in 2.0 credits of Stat 698R during the semester they defend to be compliant with graduate studies requirements.

## Project and Thesis Format

### Research Project and Thesis Format

All research projects will be printed and bound for a library copy. The format is as follows:

- 1) Title Page ([formatted as required by Graduate Studies](#))
- 2) Acknowledgements
- 3) Table of Contents
- 4) Project to be defended – This section will be a culmination of the research work and will either include chapters or be formatted as a submitted paper.

## Project Portfolio Format

Students will place each written class project from classes taken in the first year and the first semester of the second year in a single document. All students who plan on doing a portfolio will need to register for a box account on box.byu.edu. This will be the central location for document retrieval for the students and their committee. Each committee will look over their assigned student's projects and decided which project will need to be revised and extended for the final defense. If there are any question, please see the Grad Program Manager.

All project portfolios will be printed and bound for a library copy. The format is as follows:

- 1) Title Page ([formatted as required by Graduate Studies](#))
- 2) Acknowledgements
- 3) Table of Contents
- 4) Project to be defended (Section 1) – please make sure an abstract is included at the beginning of your project
- 5) The collection of remaining projects (Section 2)

Note: LaTeX templates for the projects will be available through the department website.

## Prospectus and Defense

The Prospectus provides a check point for both the student and their committee. While students should work with their Committee Chair for guidelines specific to their project, the prospectus is generally the first three chapters of their project in the same format that will be used for the final project. The prospectus needs to be submitted and approved by the Chair and Committee in gradprog. The Committee should have at least two weeks to read and approve the Prospectus document. The Prospectus is like a contract between the student and the Committee regarding what work will meet project requirements.

The Defense is the student's opportunity to demonstrate mastery of their research. Before the Defense, students should complete their project write-up and once approved by their Chair, submit it on gradprog for their Committee to review and approve for defense. Students should ensure that their Committee has **two weeks** to read and review their project before approving for defense. For the Defense, students should present their research and open time for questions. Student should work with their Chair to prepare for their specific Defense.

## Choosing a Committee Chair and Committee Members

Upon admission to the graduate program, students will be assigned a First-Year Committee Chair. This advisor will assist with registration questions and can head the committee for a project or portfolio defense. The Graduate Chair may change depending on student research opportunities and departmental constraints. If a student is concerned about their ability to successfully progress through the program with their Committee Chair, they should contact the Grad Program Manager or Graduate Coordinator. If a faculty member recruits a student to write a different project, that faculty member will become the Committee Chair. Other committee members will be chosen by the Graduate Coordinator. The student and the Committee Chair can give input on who the other committee members should be.

Occasionally, faculty members will take a professional or personal leave. Due to the need for frequent on-campus interaction with the Committee Chair, faculty on leave who are:

1. Chairing a 1<sup>st</sup> year MS student: By default, our department will assign the Graduate Coordinator as the chair through the university system. If an alternative chair that is on campus the entire semester has been worked out with all relevant parties (student, chair, and named chair), contact the Graduate Coordinator and Program Manager and they will adjust this in the university system. Once the original chair returns from leave, they will be renamed the Graduate Committee Chair through the university system.
2. Chairing a 2<sup>nd</sup> year MS student: While each case will need to be considered carefully, we expect that in many cases, this will warrant a co-chair to be named that will be on campus the entire year that can act as the official chair through the university system. While the university system only allows for one chair, the department can make sure graduate committee loads account for these co-chairing scenarios. Graduate Studies policy is that defenses happen in person (not through remote technology) and that committee members remain accessible and in frequent contact with the student. Thus, to make sure the student is well supported and meets deadlines at appropriate times, we would like each student to have either an alternative chair or two co-chairs. This can be worked out with the help of the Graduate Coordinator or among the student and committee themselves and then communicated to the Graduate Coordinator and Program Manager.

## Departmental Evaluations

The Department Chair, the Graduate Coordinator, and the Committee will periodically evaluate each student's progress as a graduate student. First-year students will be evaluated at the end of Fall semester, at the end of Winter semester and just after the comprehensive exam. Second-year students will be evaluated at the end of Fall and Winter semesters. The possible evaluations are satisfactory, marginal, and unsatisfactory. If one is rated as marginal or unsatisfactory, they will be contacted to come and meet with the Graduate Coordinator. This meeting will detail the reason(s) for the rating and the steps that must be taken to return to satisfactory status. If the student feels their rating is unfair or in error, they may appeal the evaluation, in writing, to the Graduate Coordinator. If a student is rated as unsatisfactory two semesters in a row, or a marginal followed by an unsatisfactory, they will automatically be dismissed from the graduate program. Readmission to the graduate program is subject to university policies and procedures.

All students **must maintain at least a 3.0 GPA overall GPA and at least a 3.0 GPA for comprehensive exam classes (see below)** during each semester. If their GPA drops below this level, their academic performance will result in a marginal rating. If the comprehensive exam is rated a fail, their academic performance will result in an unsatisfactory rating. Please note, if a student does not pass the comprehensive exam, the student must demonstrate a mastery of the material tested on the comprehensive exam before the beginning of the second year Fall semester or the student will be released from the program regardless of their Fall and/or Winter rating.

If a student was admitted provisionally and wishes to maintain a satisfactory rating, they must satisfy all provisions during their first semester in the program. Failure to comply with the standards of The Church of Jesus Christ of Latter-Day Saints or the Brigham Young University Honor Code may also result in an unsatisfactory rating.

Other reasons for getting a marginal or unsatisfactory rating include, but are not limited to: failure to provide an approved study list, failure to meet the requirements of a previous marginal or unsatisfactory rating, poor citizenship, poor performance as a TA or RA, receiving a failing grade in Stat courses including Stat 591R, etc.

## Comprehensive Exam

The comprehensive exam will assess each student's understanding of all important statistical concepts covered in Stat 535, 536, 641, and 642. Statistics graduate students **must have a 3.0 cumulative GPA or better in these courses as well as an overall 3.0 GPA for all classes** to take the exam. Grading is on a pass/fail basis, determined by the Graduate Faculty. Students will be informed as to whether they passed or failed the exam by a letter sent by email. Please note that the comprehensive exam can only be taken once during an academic year. If a student does not pass their first attempt, they are able to petition to stay in the program. This will likely result in the student repeating first year courses and taking the comprehensive exam the following academic year. (see *Failing to meet the criteria to move on to the second year courses*).

The comprehensive exam will be held **Thursday and Friday, May 4 -5, 2023**. All students eligible to take the exam will meet with the Graduate Coordinator on **Thursday, April 13, 2023**. The purpose of this meeting is to answer questions that students may have, and to discuss the format of the exam, the material that will be covered on the exam, and how to study for the exam.

If a student does not pass the exam, they will receive an unsatisfactory rating Winter Semester. In addition, students will be advised by the Graduate Coordinator on pursuing employment options, the courses required to finish the BS degree (Integrated students), courses that will assist the student in securing future employment (Integrated students), and/or the petition process to repeat the first year (see paragraph below). If an Integrated student chooses to petition and the petition is denied or chooses not to petition, the student will need to finish all remaining undergraduate courses the Fall after the comprehensive exam. In addition, the student will need to go to the College Advisement Center and let them know their plan of completion in Fall.

## Failing to meet the criteria to move on to the second-year courses

There are four reasons a student will not qualify to continue on to the second year of the program. These are: (1) a student receives two unsatisfactory ratings in a row, or a marginal rating followed by an unsatisfactory rating, (2) failing to maintain a 3.0 GPA in courses covered in the comprehensive exam, and thus not being allowed to sit for the exam, (3) failing to maintain a 3.0 GPA or better in overall course work and/or (4) failing the comprehensive exam. In cases (1) and (3), the student will have failed to meet the requirements set forth by the graduate school. Readmission to the graduate program is subject to all university policies and procedures. In cases (2) and (4), a student may petition the graduate faculty to continue in the program, but not as a second-year student. If the petition is approved, the following remedial actions will be required. For item 1, all courses covered in the comprehensive exam where the student earned less than a B must be retaken. The student may, at their discretion, take other first year graduate or advanced undergraduate courses that they feel might be of benefit. If, at the conclusion of the year, the GPA for the courses covered in the comprehensive exam is a 3.0 or better, the student may sit for the exam. For item 2, all courses where the comprehensive exam performance was not passing must be retaken. The student may, at their discretion, take other first year graduate or advanced undergraduate courses that they feel might be of benefit. If, at the conclusion of the year, the GPA for the courses covered in the comprehensive exam is a 3.0 or better, the student may sit for the exam. In both of these cases, if the comprehensive exam is failed after the year of remedial work, the student will be required to leave the program. For item 4, students must retake all comprehensive exam courses, regardless of the grade. The student will be responsible for all tuition costs associated with courses taken during the remedial second year. The department guarantees half tuition when the comprehensive exam is passed. Students should also be aware that they will not be allowed to graduate if the GPA for courses on the

Program of Study (Form AV3) falls below a 3.0. The GPA can be raised by retaking courses or by getting high enough grades in other classes to raise the GPA to or above the 3.0 level.

## Readmission

Upon department and graduate dean approval to resume graduate study, former graduate students who were dropped for failure to meet the minimum registration requirement or for any other reason, and who wish to resume their graduate studies, must submit an Application to Resume Graduate Study (GS Form 6 available online at <https://gradstudies.byu.edu/page/form-list>), and pay a \$600-nonrefundable processing fee. International students will also need to submit new bank statements or sponsor contract (GS I-2). Students should expect their previous course work to be reevaluated and their degree requirements to reflect current expectations of the program. Student applications for readmission will only be considered three times per year, in April, August, and December. The graduate faculty, in consultation with the applicant's former project or thesis Committee Chair and the Graduate Coordinator, will make the decision to accept or deny readmission.

## Time Limitations

The Statistics MS program is designed to be completed within two years. Graduate Studies stipulates that **all master's degrees must be completed within five years of the first semester of enrollment in the program or from the first course taken**, whichever comes first. Matriculation in the Statistics MS program may be terminated at any time for failure to make satisfactory progress toward the degree.

## Leave of Absence

Students may request a leave of absence for the following reasons:

1. **Medical** Students must present a letter from a doctor—up to one year at a time
2. **Military** Students must present military orders—up to one year at a time
3. **Mission** Students must present a mission call—up to three years

Students will not be evaluated during a leave of absence, but the original five-year time limit in which to complete their degree will still apply. If a student needs to take a leave of absence, form ADV 5 will need to be filled out (<http://graduatestudies.byu.edu/content/advisement-forms-adv>)

## Temporary Disability

Occasionally students will encounter circumstances that require additional temporary accommodations, for which a graduate program leave of absence may or may not adequately meet the student needs. For example, a new child, giving birth, debilitating illness, etc. As in most temporary health circumstances, professors are willing to work with students to provide accommodations, although each professor will have their own approach. Students are encouraged to work with the University Accessibility Center (see “Student Disability” on page 44) and/or the Graduate Coordinator so that accommodations are consistently applied across the program and meet individual needs. Regarding pregnancy, child birth, new child, adopted child, or termination of pregnancy, the Graduate Coordinator has a list of a variety of options for the student to consider as they navigate their experience in the graduate program.



## Personal Decision to Leave the Program

Students may decide that they no longer wish to continue the MS program. In order to terminate graduate student status, form ADV 7 (<http://graduatestudies.byu.edu/content/advisement-forms-adv>) will need to be filled out. **Please note** that if the student decides to discontinue during the semester, they will be responsible for paying the tuition and any fees incurred for discontinuing. This even applies if the tuition was paid by scholarship. The scholarship money will be returned to the department and the student will be billed for the full tuition amount. The full amount applies if one terminates early in the semester, the middle, or even the last few days. In addition, employment will be terminated the day the discontinuance is filed. The students will not be allowed to work after that date. This process may differ for integrated students in their first year. Contact the Graduate Coordinator or Manager for additional details.

## Before Applying for Graduation

Before applying for graduation, students will need to make sure that they have accomplished the following requirements:

- Course requirements complete or in process of completion
- Enrollment in at least 2.0 credit hours of Stat 698R or 699R final semester of defense
- Tuition paid for 2.0 credits in the final semester in which a student defense is held. If a student graduates in August, they are only required to pay tuition for 2.0 credits in spring term, 2.0 credits in summer term, or 2.0 credits total over both spring and summer terms
- Integrated students paid at least two semesters of full-time grad tuition
- The project prospectus complete on gradprog
- The portfolio must be submitted on box.byu.edu
- Comprehensive Exam passed
- Program of Study and Committee approved

## Graduation

To graduate in April, the following deadlines must be met:

- Portfolio project submitted and approved to defend by committee by **March 17, 2024**, and defended no later than **March 31, 2024**
- Alternative research project submitted and approved to defend by committee by **March 17, 2024**, and defended no later than **March 31, 2024**

## Graduate Checkout List

- Return all keys to Brandon Smith
- Return any textbooks or other materials used as a TA to the main office
- Leave department computer in office and delete all unnecessary files; back up any files onto a personal storage device
- Remove all belongings from the assigned graduate office (1 week after graduation)—anything left will be thrown out

# BS/MS Statistics Program

## BS/MS Statistics Students

The Department of Statistics has a five-year Integrated program. An Integrated master's student is one who chooses a course of study that will enable them to get their Bachelor's and Master's degrees in five years

For the first four years, Integrated students will be considered an undergraduate. When they enter their senior year, they may begin to take master's level classes that will apply to their MS degree.

During the fifth year of the program students are required to apply to the master's program as soon as they are notified of the results of the comprehensive exam. Once the student has obtained graduate status, they will need to pay graduate tuition. A BS/MS student is required to pay for two semesters of full graduate tuition. If the student received an undergraduate university scholarship, their entry into the graduate program cancels that scholarship.

When the student has become an official graduate student, they will need to fill out the "Notification of Integrated or Joint Program Status" (form GS 5) and give the completed form to the Grad Program Manager. This form will allow graduate studies to know of the student's status and to mark the system accordingly.

## BS/MS Graduation

If the student applies for graduation and fails to meet the necessary requirements by the established deadlines, it will be the student's responsibility to withdraw or defer their BS application for graduation. It is a requirement that if the student is a part of the Integrated program that they **do not** apply for graduation until their master's degree is almost complete. At that time the student will receive both their bachelor's and master's degree. Please note that if the bachelor's degree is obtained before fulfilling the requirements for the master's degree, many of the courses on the Program of Study list will no longer be counted for graduate credit.

Please be aware that students are responsible for ensuring that they complete all necessary coursework for their undergraduate degree. It will be up to the student to seek advisement for their GE and other undergraduate requirements; the Department of Statistics will primarily be concerned with their graduate coursework.

# Rules of Conduct

## Brigham Young University Honor Code

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times and...in all places" (Mosiah 18:9).

*We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men....If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.* (Thirteenth Article of Faith.)

As a matter of personal commitment, the faculty, administration, staff, and students of Brigham Young University, Brigham Young University-Hawaii, BYU-I, and LDS Business College seek to demonstrate in daily living on and off-campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

## Specific Policies Embodied in the Honor Code

Specific policies embodied in the Honor Code include (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, (3) the Residential Living Standards, and (4) the Continuing Student Ecclesiastical Endorsement Requirement. (Refer to institutional policies for more detailed information.)

## Academic Honesty Policy

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

## Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, which may not be a violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education where all members of the university are expected to acknowledge the original intellectual work of others that is included in their own work. In some cases, plagiarism may also involve violations of copyright law.

*Intentional Plagiarism* - Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

*Inadvertent Plagiarism* - Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply not being sufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Examples of plagiarism include:

*Direct Plagiarism* - The verbatim copying of an original source without acknowledging the source.

*Paraphrased Plagiarism* - the paraphrasing, without acknowledgement, of ideas from another that the reader might mistake for the author's own.

*Plagiarism Mosaic* - The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.

*Insufficient Acknowledgement* - The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

## Fabrication or Falsification

Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source for a proposition that it does not support.
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

## **Cheating**

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment.
- Allowing someone to copy during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment in place of the student.

## **Other Academic Misconduct**

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other official educational records.
- Obtaining or providing to another an unadministered test or answers to an unadministered test.
- Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. Responsible instructors will investigate alleged academic dishonesty, determine the facts, and take appropriate action. In a case where academic dishonesty is determined to have occurred, the instructor must notify the Honor Code Office of the incident as a means of encouraging behavior change and discouraging repeated violations. In addition, the instructor shall consult with the Department Chair concerning disciplinary actions to be taken. If the incident of academic dishonesty involves the violation of a public law, such as breaking and entering into an office or stealing an examination, the act should also be reported to appropriate law enforcement officials. If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, the student may have the matter reviewed through the university's Student Academic Grievance Procedure.

## **Applicable Actions**

A wide range of possible actions exists for cases of academic dishonesty. Instructors should take actions that are appropriate under the circumstances and should attempt to reach an understanding with the affected student on the imposition of an appropriate action. In some cases, the department, the college, or the university may also take actions independent of the instructor. Examples of possible actions include but are not limited to the following:

**For instructors** (in consultation with the department Chair):

- Reprimanding the student orally or in writing.
- Requiring work affected by the academic dishonesty to be redone.
- Administering a lower or failing grade on the affected assignment or test.
- Administering a lower or failing grade for the course (even if the student withdraws from the course).

- Removing the student from the course.

#### **For departments and colleges:**

- After consulting with the Honor Code Office, dismissing the student from the program, department, or college.
- Recommending probation, suspension, or dismissal from the university.

#### **For the university:**

The university may elect to discipline a student for academic dishonesty in addition to, or independently from, discipline imposed by a faculty member, a department, or a college. University discipline may be administered through the Honor Code Office or through the Dean of Student's Office. The Honor Code Office will maintain a record of all violations of this Academic Honesty Policy reported to it by the faculty. The university may elect to place an affected student on probation, or to suspend or dismiss the student, and to place a temporary or permanent notation on the student's permanent academic transcript indicating that he or she was suspended or dismissed due to academic misconduct.

The university may report an incident of academic misconduct to appropriate law enforcement officials and may pursue the prosecution of an affected student if the act in question involves the commission of a crime.

#### **Shared Responsibility Policy Statement**

Students are responsible not only to adhere to the Honor Code requirement to be honest but also to assist other students in fulfilling their commitment to be honest.

#### **Faculty Academic Integrity**

The substantive standards of academic honesty stated in this policy apply a fortiori to faculty. Indeed, all members of the BYU community are expected to act according to the highest principles of academic integrity.

### **Dress and Grooming Standards**

The dress and grooming of both men and women should always be modest, neat, and clean, consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty represent the principles and standards of the Church. Members of the BYU community commit themselves to observe the following standards, which reflect the direction of the Board of Trustees and the Church publication *For the Strength of Youth*. The Dress and Grooming Standards are as follows:

#### **Men**

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, revealing, or form fitting. Shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extreme styles or colors, and trimmed above the collar, leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, moustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean-shaven; beards are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

#### **Women**



A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless, or revealing; has slits above the knee; or is form fitting. Dresses, skirts, and shorts must be knee-length or longer. Hairstyles should be clean and neat, avoiding extremes in styles or colors. Excessive ear piercing (more than one per ear) and all other body piercing are not acceptable. Shoes should be worn in all public campus areas.

## **Residential Living Standards**

As stated in the Honor Code, Brigham Young University is committed to providing a learning atmosphere consistent with the principles of the Church. The university is likewise committed to creating such an atmosphere for students residing on and off campus and between semesters. To achieve this, BYU has established living standards to help students learn some of the high ideals and principles of behavior expected at Brigham Young University. Therefore, the university requires students to adhere to the following applicable standards:

### **Housing**

All single BYU undergraduate students who are not residing with their parents must live in university on-campus or university-contracted, sex-segregated housing unless specifically excused in writing by the Off-Campus Housing Office.

(NEW POLICY: As of Fall 2022, all single BYU students will no longer be required to live in BYU On-Campus or BYU Off-Campus Contracted Housing after completing their first two semesters at BYU)

### **Visiting Hours**

#### **Off-Campus Visiting Hours, Wyview Park, and Foreign Language Student Residence**

Visitors of the opposite sex are permitted in living rooms and kitchens but not in the bedrooms in off-campus living units, Wyview Park, and the Foreign Language Student Residence. Visitors may use the guest restrooms located in the lobbies and common areas. Visiting hours may begin after 9:00 a.m. and extend until 12:00 midnight. Friday night visiting hours may extend until 1:30 a.m. Landlords may establish a shorter visiting period if proper notice is given to students (here is the link to visiting hours:

[https://housing.byu.edu/secure/services/c\\_guidlines\\_single/SingleGuidelines.aspx](https://housing.byu.edu/secure/services/c_guidlines_single/SingleGuidelines.aspx)).

### **Guests**

All guests of students must comply with the Residential Living Standards while on the premises of university-contracted housing. Students are expected to help their guests and other residents understand and fulfill their responsibility under the Residential Living Standards and the Honor Code. Approval forms must be submitted for all guest requests, and are available from hall advisors and area offices. Approved guests may stay a maximum of three nights.

### **Maintaining the Standards**

Violations of these standards may be reported to the Honor Code Office, 4440 WSC, (801) 422-2847, or the Off-Campus Housing Office, (801) 422-1513.

## Continuing Student Ecclesiastical Endorsement

Students are required to be in good Honor Code standing to be admitted to, continue enrollment at, and graduate from BYU. In conjunction with this requirement, all enrolled continuing undergraduate, graduate, intern, and Study Abroad students are required to obtain a Continuing Student Ecclesiastical Endorsement for each new academic year. Students must have their endorsements completed, turned in, and processed by the Honor Code Office before they can register for Fall semester or any semester thereafter. To avoid registration delays, endorsement should be submitted to the Honor Code Office by March 15. Those applying to BYU should use the new-student Admissions Application Part 3 endorsement and submit to Admissions, D-155 ASB.

**LDS students** may be endorsed only by the bishop of the ward (1) in which they live and (2) that holds their current Church membership record.

**Non-LDS students** are to be endorsed by (1) the local ecclesiastical leader if the student is an active member of the congregation, (2) the bishop of the LDS ward in which they currently reside, or (3) the nondenominational BYU chaplain.

**Former LDS students** are not eligible to receive an ecclesiastical endorsement (See Withdrawn or Denied Ecclesiastical Endorsement below).

### Requirements

Whether on or off campus or between semesters, all students are expected to abide by the Honor Code, which includes (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, and (3) the applicable Residential Living Standards. Students are required to be in good Honor Code standing to graduate.

LDS students must fulfill their duty in The Church of Jesus Christ of Latter-day Saints, attend Church meetings, and abide by the rules and standards of the Church on and off campus.

Students who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct. They are encouraged to participate in services of their preferred religion. All students must be in good Honor Code standing to graduate, to receive a diploma, and to have the degree posted.

### Withdrawn or Denied Ecclesiastical Endorsement

An ecclesiastical leader may withdraw a student's endorsement at any time or may decline to endorse a continuing student if the leader determines that the student is no longer eligible for the endorsement. If an endorsement is withdrawn or if a Continuing Student Ecclesiastical Endorsement is denied, no confessional information is exchanged without authorization from the student. The withdrawal of a student's ecclesiastical endorsement automatically results in the loss of good Honor Code standing. Students who are not in good Honor Code standing must discontinue enrollment. Also, they are not eligible for graduation, even if they have otherwise completed all necessary coursework. Excommunication, disfellowshipment, or disaffiliation from The Church of Jesus Christ of Latter-day Saints automatically results in the withdrawal of the student's ecclesiastical endorsement and the loss of good Honor Code standing. Disaffiliation is defined for purposes of this policy as removal of an individual's name from the official records of the Church.

The decision to withdraw an ecclesiastical endorsement or to deny a Continuing Student Ecclesiastical Endorsement may be appealed through appropriate ecclesiastical leaders only. As a matter of practice, BYU does not intervene in ecclesiastical matters or endorsements. However, a student may petition the Dean of Students Office to allow an exception to the ecclesiastical endorsement requirement. As part of the petition, the student must (i) complete an Application for Exception to Policy (this form may be obtained from the Dean of Students Office); (ii) prepare a written statement outlining the reasons why the university should allow an exception; and (iii) within five business

days of receiving notice that the ecclesiastical endorsement has been withdrawn or that a Continuing Student Ecclesiastical Endorsement has been denied, submit the completed application and relevant statements to the Dean of Students Office for consideration.

When considering the petition, the dean of students will determine whether the student has observed and continues to observe the standards of the Honor Code or has demonstrated other sufficiently compelling grounds to warrant an exception to the university's ecclesiastical endorsement requirement. The dean of students will not review the ecclesiastical leader's decision to withdraw or deny endorsement or the process for reaching that decision. The dean of students and other university officials will not discuss confidential matters with the student's present or former ecclesiastical leaders unless the student voluntarily signs a release allowing that communication. The dean of students may also choose to personally interview the student, who may further explain the circumstances which might justify an exception to the ecclesiastical endorsement requirement. The student bears the burden of persuasion that he or she should be considered to be in good Honor Code standing, notwithstanding the lack of an ecclesiastical endorsement. The dean of students' decision regarding the petition will be reviewed by the vice president of student life if requested by the student. The decision by the vice president of student life is final.

The Admission Policy provides a separate Application for Exception process for applicants who cannot obtain an ecclesiastical endorsement in support of their application for admission to the university.

## **Conduct**

All students shall be required to conduct themselves in a manner consistent with the principles of The Church of Jesus Christ of Latter-day Saints and the BYU Honor Code. Furthermore, all students are required to abstain from possessing, serving, or consuming alcoholic beverages, tobacco, tea, coffee, or harmful drugs. Involvement with gambling; pornographic, erotic, or indecent material; disorderly, obscene, or indecent conduct or expressions; or with other offensive materials, expressions, or conduct or disruption of the peace that, in the sole discretion and judgment of the university, is inconsistent with the principles of the Church and the BYU Honor Code is not permitted in student housing. All guests of students must comply with the Residential Living Standards while on the premises of university-approved housing. All students are required to know the Dress and Grooming Standards and abide by them. (The standards expressed above apply to students at all times whether on or off campus.)

## **EEO Statement on discrimination and harassment**

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor or the Graduate Coordinator; contact the Equal Employment Office at 801-422-5895 or 1-888-238-1062 (24-hours) or <http://www.ethicspoint.com>; or contact the Honor Code Office at 801-422-2847.

## **Sexual Misconduct Policy**

Brigham Young University is committed to promoting and maintaining a safe and respectful environment for the campus community. The university will not tolerate sexual harassment, sexual violence, domestic violence, dating violence, or stalking (collectively "Sexual Misconduct") perpetrated by or against any university students, university employees, participants in university programs and activities, or visitors to its campus. This policy prohibits Sexual Misconduct by university employees (which include all faculty, staff, and administrative employees) and students,

whether the behavior occurs on or off campus. This policy also prohibits Sexual Misconduct by or against visitors to the university (such as independent contractors, vendors, visiting lecturers, and visiting student-athletes).

The university will take immediate and appropriate steps to stop Sexual Misconduct, prevent its recurrence, and address its effects. Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from campus, depending on the circumstances and the severity of the violation and the violator's status as an employee, student, or visitor.

The university will work to prevent Sexual Misconduct and address reports of Sexual Misconduct by

- educating members of the campus community about this policy and applicable laws;
- promptly addressing and resolving reports of Sexual Misconduct in accordance with this policy;
- protecting the rights of all parties involved in a complaint; and
- imposing appropriate discipline against those who have engaged in Sexual Misconduct.

Individuals should seek to resolve incidents of Sexual Misconduct by following the procedures set forth in Section IV of this policy.

The Department of Statistics has a copy of the entire policy on file in the front office. Students are welcome to stop by the office to read the document or to go to <https://policy.byu.edu/view/index.php?p=155>.

## **Ownership of Research**

Brigham Young University strives to maintain an environment of open inquiry for the pursuit of truth. In connection with your graduate studies and Brigham Young University, you will be given various assignments and opportunities to engage in scholarly work. Both the research for your project or thesis and any consulting you might do through the Center for Statistical Consultation and Collaborative Research are examples of this type of scholarly work. You may or may not receive direct financial assistance (research assistantships, scholarships, tuition waivers, etc.) in connection with this work. However, you do receive indirect support for your education; the university and its sponsor, The Church of Jesus Christ of Latter-day Saints, provide approximately two-thirds of the cost of your education. Therefore, Brigham Young University retains all rights (including rights to income from sales or licensing), ownership, and title to any scholarly work you perform in connection with your education here. This includes, but is not limited to, data, formulae, computer programs, projects, reports, research papers, copyrights, process patents and other technical information developed by you to satisfy course requirements or department assignments.

This retention of ownership allows the university to carry out its academic mission, fulfill external obligations, and ensure access to scholarship in the future. You have the right to copyright your project or thesis if you desire.

## **Student Disability**

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. A disability is a physical or mental impairment that substantially limits one or more major life activities. Whether an impairment is substantially limiting depends on its nature and severity, its duration or expected duration, and its permanent or expected permanent or long-term impact. Examples include vision or hearing impairments, physical disabilities, chronic illnesses, emotional disorders (e.g., depression, anxiety), learning disorders, and attention disorders (e.g., ADHD). If you have a disability which impairs your ability to complete this program successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 801-

422-2767 to request a reasonable accommodation. The UAC can also assess students for learning, attention, and emotional concerns. If you feel you have been unlawfully discriminated against on the basis of disability, please contact the Equal Opportunity Office at 801-422-5895, [eo\\_manager@byu.edu](mailto:eo_manager@byu.edu), or visit <https://hrs.byu.edu/equal-opportunity> for help.

## **Mental Health**

Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, [caps.byu.edu](https://caps.byu.edu)) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the university at no cost for full-time students. For general information, please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

## **Statement on Belonging**

We are united by our common primary identity as children of God (Acts 17:29; Psalm 82:6) and our commitment to the truths of the restored gospel of Jesus Christ (BYU Mission Statement). We strive to create a community of belonging composed of students, faculty, and staff whose hearts are knit together in love (Mosiah 18:21) where:

- All relationships reflect devout love of God and loving, genuine concern for the welfare of our neighbor (BYU Mission Statement);
- We value and embrace the variety of individual characteristics, life experiences and circumstances, perspectives, talents, and gifts of each member of the community and the richness and strength they bring to our community (Corinthians 12:12-27);
- Our interactions create and support an environment of belonging (Ephesians 2:19); and
- The full realization of each student's divine potential is our central focus (BYU Mission Statement).

To receive a comprehensive list of all Brigham Young University policy, please go to <https://policy.byu.edu/>.