The ‘List’: What Every Graduate Department Needs to Know

Graduate Studies
February 4, 2009
ADMISSIONS
International Applicants

• International applicants are not eligible for PBS coursework
• It’s important for them to keep full course load but cannot take courses until formally admitted to graduate program
• Early admission decisions are needed for international applicants to prepare for visas
Recommendations for Admission

• Departments can make recommendations for admission and do not need to wait for university requirements to clear
• We enforce the university minimums but departments are always welcome to raise the standard for their programs
Application Fees

• Application Fee is for one semester only.

• Applications cannot be ‘deferred’ to a later semester. Applicant must apply for each semester he/she wishes to be considered.

• Departments should NOT change application year terms to a later semester.
Deadlines

• Department deadlines are determined by each program, based on your needs, and national competitors.

• All dept deadlines must be before the University deadline for applications.

• Graduate Studies marks applications ‘late’ if univ reqs are unmet by the Univ application deadline.
Deadlines, con’t

• Dept can mark apps late if they are incomplete by the time decisions are made
• Having a dept deadline on the same day as university deadline can be a bit problematic
• Contact Graduate Studies to change ‘late’ to in-process so you can enter a decision.
• Petition is required if application is received after univ deadlines, not just missing app parts
University Chaplain

• International applicants must have an endorsement, but may not have access to an ecclesiastical leader

• Campus chaplain can interview by phone

• Do Not give out contact info for the chaplain, but DO have the applicant contact intl@byu.edu so our office can create the correct paperwork for the chaplain
GPA Calculation

• GPA is calculated using last 60 hours of the bachelor degree
• Upper division courses used first, then we dip into the lower division classes to get 60 hours
• No classes taken Post Bacc are included in the GPA calc provided by Graduate Studies
• International applicant GPA is cumulative - includes all the hours in the bachelor degree
Annual Updates

• Yearly request (in April) to review deadlines, terms of admittance, contact info etc.
• Many applicants gather info early – so published info needs to be accurate as early as possible
• New application, printed document of deadlines go live in September
Updates, con’t

• Once published, (web or paper) information should remain consistent until next cycle
• Changes after the update period incur a $500 fee. Numerous places to edit:
  – Applyyourself
  – AIM
  – Paper PDF of deadlines pages
  – Graduate Studies website
  – Department website
ADVISEMENT
Application for Graduation

• Current Ecclesiastical Endorsement must be on file for current academic year
• Graduate Studies form has a box for the student to check that they do have a current endorsement
• University is still working out details for a pop up message at time of graduation application
Evaluations

• In order for the ‘termination due to unacceptable evaluations’ letter to be queued, evaluations must be entered by 30 Sept, 30 Jan, and 30 May.
Non traditional classes

• Explanation required by Graduate Studies regarding Study Abroad, Division of Continuing Ed, SL Center courses if included on program of study (any course not taught on the BYU campus)

• Home Study unacceptable
300 – 400 level

- 300 – 400 level BYU classes are not automatically ok on programs of study
- Should be used only with department approval
- Expectation is that the graduate student gets extra work from the instructor
Leaves of Absence

• Medical
• Mission
• Military
• These are for current students and must include documentation with the Leave of Absence form
• Minimum registration and Evaluations do not apply when a leave of Absence is in effect
Special Registration

- This allows us to help in problematic situations, but is not considered routine or standard procedure.
Exceptions for Committees

• 4\textsuperscript{th} or 6\textsuperscript{th} members vs 3\textsuperscript{rd} or 5\textsuperscript{th} members?
• A member beyond the minimum (3 or 5) is a different request than asking for an exception for the 3\textsuperscript{rd} or 5\textsuperscript{th} member
Petitions for Exception

• Time limit extension petitions must include a contract to completion and student and committee signatures.

• Any petition regarding exceptions for unsatisfactory evaluations must also include contract to completion and timeline, with signatures.
Thank you!
We appreciate all your great service!