



Graduate Studies Workshop October 8, 2008

Housekeeping: Cleaning Up Petitions,
Forms, Evaluations, and Graduation



A Couple Admission Updates

- GPA – Coming soon - Provisional Admits
- Form E – Jim Slaughter – Please have applicants email our international staff at INTL@BYU.EDU



Provisional admits are now optional down to a 2.5 GPA. Departments now have the option.

International applicants that need an endorsement

should contact our Intl staff at INTL@BYU.EDU so we can make arrangements with the University

Chaplain.

Petitions for Exception

- OGS Form 2
- Chairs and/or Coordinators should be completing the content of the petition
- All signatures are required
- Once decision has been made, department should notify student of decision
- Please allow GS one week to process petitions once all supporting documents have been received (e.g., faculty vitae, contracts to completion)



Graduation Application Process

- ADV01 – entering a C or D
- Entering diploma name on ADV01
- Entering diploma address
- Entering “no” on ADV01, if not attending graduation
- Using ADV17/ADV14 for students graduating



Enter "C" if dept items under "other" are cleared
 Otherwise enter a "D" to remind you there are dept items deficient. If diploma name is not entered, AIM picks up the name in the system listed on the "thumbprint". Enter diploma mailing address only if different than mailing address in AIM.

ADV17

Graduate Students Reporting has 6 tabs, including the Graduation Items tab which includes all the names for the current semester graduation. Current registration hours, T grades, oral status, and other requirements are some of the data included.

ADV 14

| 693260 -- Computer Science (MS) | BYU-ID | Name | Program | Degree | P of S | App | Oral Status | Dept | Clr | Univ | Clr |
|---------------------------------|--------|------|------------------|--------|--------|-----|-------------|------|-----|------|-----|
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | PASS | | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | C | | | |
| | | | Computer Science | MS | Yes | | DEFICIENT | | | | |

| 693261 -- Computer Science (PHD) | BYU-ID | Name | Program | Degree | P of S | App | Oral Status | Dept | Clr | Univ | Clr |
|----------------------------------|--------|------|------------------|--------|--------|-----|-------------|------|-----|------|-----|
| | | | Computer Science | PHD | Yes | | PASS | C | | R | |
| | | | Computer Science | PHD | Yes | | PASS | C | | | |
| | | | Computer Science | PHD | Yes | | PASS | C | | | |

This graduation summary page includes all the names who have applied for the current graduation along with program, degree, P of S status, oral status, and dept and university clearances.

Department Standards

- GS enforces the university minimums
- We encourage departments and colleges to go beyond the minimums in setting and evaluating their policies, procedures, and deadlines
- GPA requirements for graduation
- Time limit for graduation
- Dept deadline for scheduling oral defense
- College deadline for reviewing theses and dissertations
