



# 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](mailto: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<sup>th</sup> or 6<sup>th</sup> members vs 3<sup>rd</sup> or 5<sup>th</sup> members?
- A member beyond the minimum (3 or 5) is a different request than asking for an exception for the 3<sup>rd</sup> or 5<sup>th</sup> 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!