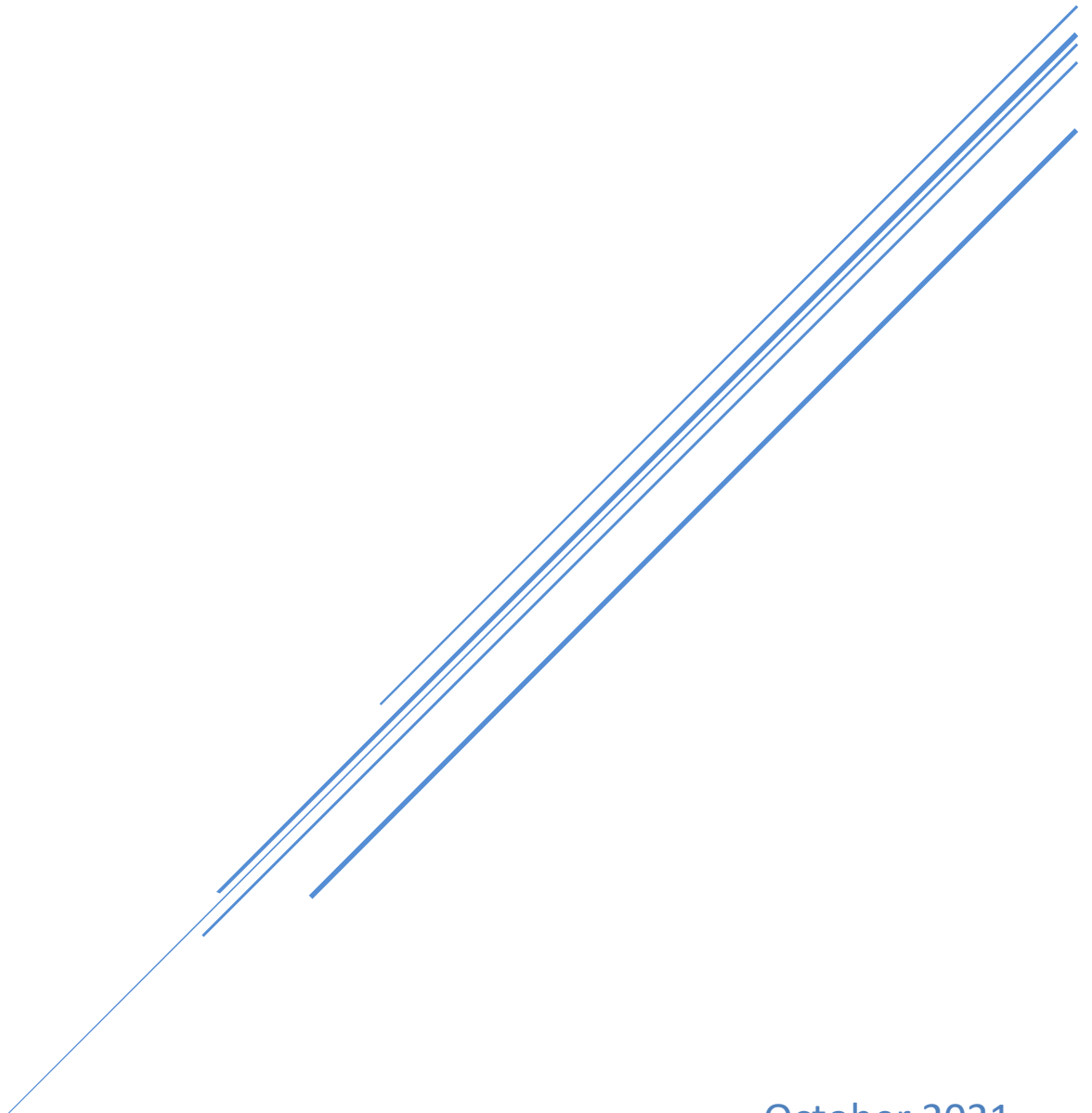


# GRADUATE STUDIES POLICY HANDBOOK



October 2021

# Graduate Studies Policy Handbook

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## Chapter 1 Introduction

### The Mission of Graduate Studies

Graduate Studies supports BYU's mission "to assist students in their quest for perfection and eternal life" by providing the leadership and services that enable graduate students to pursue high-quality advanced study, independent research, creative works, and professional training. The role of Graduate Studies is to:

- A. Establish and maintain policies and procedures that ensure the quality and integrity of BYU's graduate programs;
- B. Provide funding resources to graduate departments to support graduate students as they pursue their scholarly aspirations;
- C. Monitor the progress of graduate students from admission to graduation;
- D. Provide training and support for all graduate programs.

### Principles of Graduate Education at BYU

Graduate education is distinguished by advanced systematic study and experience in depth—depth in knowledge, understanding, scholarly competence, inquiry, and discovery. Graduates are equipped to teach and transmit knowledge within their disciplines, to conduct research and produce creative works, to apply their learning in the everyday world, and ultimately to extend service to their disciplines and to humanity.

Although diversity in focus, methodology, and implementation is expected across the spectrum of graduate programs at BYU, strong programs are characterized by selective admission of highly qualified students, a graduate faculty committed to excellence, and rigorous programs of study conducted in a context of faith.

A few fundamental principles characterize all strong graduate programs and emerge from and complement [The Mission of Brigham Young University](#) and [The Aims of a BYU Education](#). These principles are listed below.

1. Mastery of the subject matter. Graduate education facilitates mastery over the content and skills of the discipline at a level appropriate to the degree sought.
2. Critical thinking. Graduate education develops and refines critical thinking skills, including a thorough knowledge of the assumptions of the discipline and an understanding of viable alternative assumptions.
3. Theoretical understanding. Graduate education provides an understanding of the theoretical bases of the field of study. It grounds application and performance in theory.
4. Proficiency in research and/or creative activities. Graduate education develops proficiencies that advance the knowledge and activities of the discipline. These proficiencies include good writing skills, as well as the ability to present original insights and creative expressions.
5. Spiritual discernment and moral integrity. Graduate education facilitates the growth of integrity and wisdom and the integration of faith into the pursuit of knowledge within the discipline.

6. Service orientation. Graduate education instills responsibility to return the special benefits of graduate training to the larger community.

7. Wide representation of perspectives. Graduate education presents an intellectually and culturally rich encounter with the discipline. Study and inquiry are conducted in a context sensitive to ethnic and cultural diversity.

Although the implementation of these principles is primarily the responsibility of departments and colleges, the university Graduate Council and the Dean of Graduate Studies provide guidance and support.

## Chapter 2 Administrative Roles

### The Graduate Council

Chaired by the Dean of Graduate Studies, the Graduate Council establishes and maintains standards of quality in graduate education at BYU. The Council evaluates proposals for new programs and current program changes. Additionally, the Council formulates policy governing graduate study. Decisions of this body are presented as recommendations to the Associate Academic Vice President for Graduate Studies and Research and the Academic Vice President (as needed). Membership in the Council originates with the Dean of Graduate Studies and includes one associate dean from each college. All Council members also serve on the Graduate Curriculum Council reviewing course and program requests. The Council meets regularly during fall and winter semesters.

### Graduate Studies

Graduate Studies, located at 105 FPH, oversees all procedures for BYU graduate programs, including graduate admissions, advising on policy and procedure, clearing students for graduation, facilitating graduate student evaluations, and monitoring graduate student progress.

Graduate Studies represents and advocates for the interests of programs and students to other support offices at BYU. Additionally, Graduate Studies serves as a clearinghouse for questions, problems, exceptions to policy, and requests for policy changes.

Graduate Studies receives all applications for admission to graduate study. Graduate Studies records the credentials pertaining to each application, assesses the English competency of all non-native English-speaking applicants, notifies all applicants of admission decisions, and maintains records on all admitted students. The administrative procedures (as well as tracking of student progress after admission and graduation) are performed in AIM, BYU's student information system. The AIM system enforces University and Graduate Studies policies while allowing departments to customize according to their individual requirements. Graduate Studies is responsible for the design, upgrade, and maintenance of the AIM system for Graduate Studies administration.

Graduate Studies sends various reports to departments throughout the year, including correspondence summaries, lists of admitted students by semester, directory reports of address information, graduate faculty committee assignments, GPA lists, lists of students who are reaching their time limit, degree posting lists, lists of applicant files that may be purged, and other reports.

Graduate Studies program administrators oversee admissions and advisement respectively. They are familiar with all policies and procedures related to graduate study, as well as the use of the student information system. They provide assistance to departments and students relating to admissions,



student progress through graduate programs, and the requirements necessary for graduation. These administrators are also available to train new department graduate coordinators and staff.

### Graduate Administration at the Department Level

#### Graduate Coordinator

Each department appoints a graduate faculty member to the position of graduate coordinator to oversee the graduate programs of the department. Graduate Coordinators must have graduate faculty status. In the absence of the coordinator, the department chair may act as the coordinator. Graduate coordinators work closely with Graduate Studies personnel to keep abreast of Graduate Studies policy and procedures regarding graduate study. They must work directly with faculty and students to ensure that graduate programs comply with university guidelines, departmental requirements, and recognized graduate standards.

#### Graduate Program Manager

Graduate Program Managers work under the direction of a graduate coordinator to handle many of the procedures concerning graduate programs. Graduate Program Managers and coordinators actively track progress of prospective applicants and students from the time that an application is submitted until an admitted student graduates. Graduate Program Managers are responsible for maintaining records on graduate applicants and students and for using or dispersing reports sent to their department by Graduate Studies. They are often required to respond to questions about the application process, as well as the department graduate program policies and procedures.

## Chapter 3 Admission Policies

### Non-Discrimination Statement

As an educational institution sponsored by and affiliated with The Church of Jesus Christ of Latter-day Saints ("Church"), Brigham Young University gives preference to applicants for admission who are members of the Church in good standing. However, the university does not unlawfully discriminate against applicants for admission based on race, color, national origin, religion, sex, age, disability, genetic information, or veteran status, who (1) meet the admission requirements, (2) agree to abide by the [Church Educational System Honor Code](#), including the Dress and Grooming Standards, and (3) are otherwise qualified based upon available space.

In compliance with applicable disability laws, the application for admission does not inquire about applicants' disabilities. In the admission process, applicants do not receive additional consideration, nor are they penalized for having a disability. Contact the University Accessibility Center (UAC), located in 1520 WSC (801 422-2767), for questions or concerns relating to disabilities.

Inquiries regarding this statement and/or its application may be directed to the Equal Opportunity Office at (801) 422-5895 during office hours (8 a.m. – 5 p.m. weekdays). Inquiries regarding sex discrimination and sexual misconduct may be directed to the Title IX Coordinator at (801) 422-2130 during office hours (8 a.m. – 5 p.m. weekdays). Individuals may also contact the university's 24-hour hotline at 1-888-238-1062 or visit [www.ethicspoint.com](http://www.ethicspoint.com).

### Diversity Statement

*"The Mission of Brigham Young University – founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints – is to assist individuals in their quest for perfection and eternal life. That*

*assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.*

To this end, the University seeks qualified students of various talents and backgrounds, including geographic, educational, cultural, ethnic, and racial, who relate together in such a manner that they are “no more strangers and foreigners, but fellow citizens with the saints, and of the household of God.” It is the University’s judgment that providing educational opportunities for a mix of students who share values based on the gospel of Jesus Christ and come from a variety of backgrounds and experiences is an important educational asset to BYU.” <https://multicultural.byu.edu/what-we-do>

Graduate Departments should employ recruitment strategies which create a diverse pool of applicants who meet departmental and university academic qualifications. Admission decisions should be based on academic merit only.

### Honor Code Requirement:

Applicants should have a current ecclesiastical endorsement to be admitted to BYU, and they must continue to abide by the [Honor Code](#), including the [Dress and Grooming Standards](#), whether on or off campus after admission. Unless granted an exception, an applicant who currently has membership restrictions, or a withdrawal of membership from the Church is not admissible until the issue is resolved with the applicant’s authorized ecclesiastical leader. The University ultimately reserves the right to make the admission decision. See the University’s [Admission Policy](#).

### Recruitment

Departments are responsible for graduate student recruitment. Each department is expected to have an active recruitment program to attract excellent students from undergraduate and graduate programs at other universities. Departments should not rely solely on an applicant pool of their own undergraduates, but should aim to have a student cohort in which half of the master’s students or two-thirds of the doctoral students have earned undergraduate degrees from a university other than BYU.

Graduate Studies hosts the Graduate Studies Recruiting Council and invites all interested parties to attend. These meetings are typically held each month throughout the fall and early winter semesters. Graduate Studies attends several recruiting fairs throughout the year and helps departments to host virtual fairs. Departments can contact Institutes and organize recruitment events themselves but all events should be coordinated with Graduate Studies with local authority approval to hold the event. Departments must contact Graduate Studies to inform them of the recruiting activity.

### Inquiries

Online inquiries regarding graduate studies are handled jointly by Graduate Studies and individual departments. Prospective applicants may navigate to the [Graduate Studies website](#) and under the Admissions Tab click the *Register Your Interest* link to complete an online form. Each inquiry is acknowledged through email. All departments should configure a series of automatic emails that will be sent by Campus Management’s Connect to prospective students who request information about the department’s programs from Graduate Studies. Departments may also contact Graduate Studies for assistance in setting up automatic emails or with other Connect training. There is a short inquiry form that prospects can complete from any of the program pages found on the Graduate Studies website. This form also populates Connect and emails are then sent accordingly.

## Applications

All applicants should apply online through the [Graduate Studies website](#). The J. Reuben Clark Law School uses a separate application.

Graduate Studies uses Campus Management, a third party vendor, for online applications. Applicants click Apply Now on the Graduate Studies website, and set up an account by providing his or her name, email address, birth date, postal code, gender, intended program, entry term, and a password. Applicants may fill out the application at their leisure and edit it as many times as necessary until submitted.

## Admissions Targets and Ceilings

Each program has identified a target number of graduate students for whom the department has the resources to offer a graduate experience of rigor and quality. BYU has assigned each program an admission ceiling related to this target number.

If the target number of graduate students for a particular program needs to be increased significantly, department and college representatives should send a memo to the Admissions Administrator to demonstrate that resources are adequate to support additional graduate students and that a larger graduate program in the area would enhance the mission of the department and the university. This will be reviewed with the Graduate Dean. Small increases in the target for one admission cycle can be requested by contacting the Admissions Administrator in Graduate Studies.

## Application Deadlines

There are three different types of application deadlines in the admissions process: (1) department application deadlines, (2) university application deadlines, and (3) university decision deadlines.

### Department Application Deadlines

Each department is encouraged to establish its own application deadlines for each semester and term of entry, but the selected deadlines should conform to national best practices in graduate admissions for their discipline. The following deadlines are suggested: February 1, Fall Semester; September 15, Winter Semester; January 15, Spring Term; and February 15, Summer Term.

Department application deadlines may not extend beyond university application deadlines (see chart below). In addition, departments are urged to restrict entry semesters to one, or at most two, to increase the likelihood of selecting a strong class of graduate students. Deadlines should be early enough to allow time for application details to be reviewed and processed, for the department to give full and fair consideration, for response to be timely, and for the student to accept (or decline) an offer of admission. Departments who admit international applicants should have deadlines early enough to allow those in international countries sufficient time to obtain a visa.

Departments should submit application deadline changes to Graduate Studies early enough for deadlines to be listed accurately in the Graduate Application and Catalog. The Graduate Admission Administrator sends out requests for annual admission updates each March. Departments requesting changes to deadlines and program names after the admission update deadline will incur a \$500 processing fee.

### University Application Deadlines

The university application deadlines represent the date beyond which departments may not set department application deadlines. All applications received after university application deadlines are marked *late*.

Fall	May 15
Winter	September 15
Spring	February 15
Summer	March 15

### University Decision Deadlines

Departments may enter admissions decisions until the university decision deadline has passed. To enter a decision on an application marked late, departments will need to contact Graduate Studies. A petition is required to consider an application received after the university application deadline.

Fall	June 15
Winter	October 15
Spring	March 15
Summer	April 15

### Application Requirements

An applicant seeking admission to a program leading to a doctoral or master's degree must meet university and departmental requirements as outlined in the Checklist found at the Graduate Studies website and in the Graduate Catalog program pages. Prospective students can find individual department requirements on program websites. Admission to graduate study is highly selective and is granted to a specific program for a specific semester or term. At a minimum, applicants who wish to be considered for admission must complete the following steps:

1. Submit a complete online application before the application deadline. An application is considered complete upon receipt of the online application with fee paid, uploaded PDFs of unofficial transcripts from each school attended, and a completed ecclesiastical endorsement. Students applying concurrently to more than one program must complete a separate online application for each program and pay a separate fee for each application, but they need submit only one Ecclesiastical Endorsement. Applicants should use [endorse.byu.edu](https://endorse.byu.edu) to request an endorsement.
2. Receive a four-year baccalaureate degree or equivalent from a regionally accredited U.S. university or international university accredited by the International Association of Universities before the expected semester of entry.
4. Applicants must report their final GPA. This should include transfer coursework applied towards the undergraduate degree. Applicants must have a minimum 3.0 GPA on a 4.0 scale (a scholastic average of "B" for international degrees). The minimum GPA for an international undergraduate degree will be derived from the overall scholastic average of all of the courses

counted towards the bachelor's degree. All international credentials will be evaluated using the credential evaluation agency approved by Graduate Studies. The agency will verify the authenticity of the documents and provide a U.S. degree equivalency, a course-by-course report, and official GPA for each degree earned.

5. All transcripts uploaded to the online application are considered unofficial. If applicants are recommended for admission, they will then be asked to submit OFFICIAL transcripts. U.S. transcripts must be sent directly from the educational institution in a sealed envelope, with a certification stamp across the seal to Graduate Studies. Graduate Studies also accepts e-transcripts sent officially by other universities. Admitted students may not register until an official transcript is received. For U.S. applicants, Graduate Studies must receive an official transcript showing that the degree has been conferred. Applicants who have earned or are earning their bachelor's degree from BYU (Provo) do not need to send official transcripts, if BYU was the last school they attended.
6. Satisfy specified departmental requirements before the application deadline, including national examinations (such as the GRE), letters of recommendation, and essay responses including the statement of intent or writing samples. Separate statements of intent and letters of recommendation are required for each program to which an applicant applies.
7. Each application requires a non-refundable application fee. Occasionally departments may wish to pay the fee for an exceptional applicant whose application is otherwise complete. To do so, the department sends OGS Form 1 to the Graduate Admissions Administrator in Graduate Studies. Once the payment has cleared, then the applicant can submit the online application.

### International Applicants

8. Credential Evaluation Report. With the exception of a few graduate programs, the credential evaluation is not required until the department recommends the applicant for admission by placing an admit decision in AIM. An applicant whose degree is awarded outside of the United States should send all transcripts, mark sheets, and degree certificates, as well as accompanying English translations, to the approved credential evaluation agencies which will be listed in their recommendation for admission letter: Successful completion and receipt of the credential evaluation report will clear the GPA and bachelor's degree admission requirements. Reports are sent electronically. Applicants should request that an electronic report be sent directly to Graduate Studies.  
Applicants in these programs are required to send the evaluations as part of the application: Computer Science, MBA, Statistics.
9. Satisfy the minimum score requirements for English proficiency as outlined:

Minimum Scores on English Proficiency Tests	
IELTS	Total band score of 7.0 (minimum band score of 6.0 in each module)
TOEFL (Paper-Based)	580
TOEFL iBT	Total 85 (minimum score of 22 in Speaking; minimum score of 21 in Listening, Reading and Writing)
CAE	180 or C minimum
E3PT	Total 79 (minimum speaking, reading, and listening scores of 21, and minimum writing score of 16)

Please note: Some departments require higher minimum scores. Score reports must be sent directly to BYU from the testing agency. Student copies are unacceptable. The English proficiency examination is required of all applicants whose first language is not English and who have not earned at least a bachelor's degree from an accredited university in the United States.

To clear the English proficiency requirement, U.S. bachelor's degrees must be less than two years old at the time of enrollment. English Proficiency exam scores (TOEFL, IELTS, E3PT, CAE) are only valid for two years and must be current at the time of enrollment.

Note: Graduate departments may still require an English exam even if an applicant meets the criteria for an exemption.

Upon official notification of admission to the university, all international applicants will receive further instructions from the International Student and Scholars Office (ISSS) regarding the process to obtain their respective visa documentation to enter the US or change visa status.

### Post-Baccalaureate Studies Applicants

Prospective applicants for BYU graduate programs should not register for classes on a post-baccalaureate studies basis in hopes of subsequent admission to a graduate program. Students who have earned a baccalaureate degree and wish to take classes at BYU without being admitted to a graduate program must apply through the undergraduate admission application. Questions about post-baccalaureate studies applications should be directed to the BYU Undergraduate Admissions Office.

### Joint Programs

Students applying for a joint graduate degree program are subject to the following requirements:

- Students can apply and participate only in formally approved joint programs.
- When both degree programs require a culminating graduate experience, the student must complete a separate experience for each degree.
- Standard restrictions on time spent in the program will apply. Admitted students are not required to finish both degrees at the same time, although it may be required by the departments as part of the joint graduate degree program agreement.
- International students should carefully examine federal immigration requirements and obtain any special permissions that may be needed to participate in joint programs.

## Chapter 4 Decision Process

### Admissions Standards and Practices

Departments should have clearly stated and effectively communicated admissions standards that are reviewed regularly and revised as needed. High expectations should include several criteria, such as the undergraduate GPA, entrance examination scores, and professional experience. Applicants should only be admitted when all or virtually all prerequisite requirements have been met; provisional admittance may be granted if an applicant shows exceptional promise.

Departments should be consistent in applying their admission standards, as well as timely in making admission decisions. The decisions are made by a faculty admissions committee including input from all authorized members invited to participate in the admission process. Only as many students as can be effectively guided through a rigorous and carefully advised program should be admitted.

Departments should consider their admission target number (AIM screen GSC04) and the student-faculty ratio in the emphasis area applicants wish to pursue.

## Role of Graduate Studies

### Recommending Admission

Graduate Studies receives and checks the university requirements for each application. Each applicant selects a term of entry in the application. On some AIM screens, a five-digit, year/term code displays indicating the year and semester (or term) of a student's entry into a program. The first four digits refer to the year, and the last digit represents the semester or term. Semesters and terms are coded as follows:

1 = Winter; 3 = Spring; 4 = Summer; 5 = Fall

In this system, a code of 20205 indicates Fall 2020 Semester.

Applicants self-report a final GPA. Upon receipt of the foreign credential evaluation, the GPA is updated for applicants with foreign degrees.

The Ecclesiastical Endorsement is required of all applicants and completed endorsements are matched to an applicant's file each night. Once all university requirements have been met (such as GPA, receipt of unofficial transcripts, bachelor's degree, and Ecclesiastical Endorsement), an official admission letter may be produced for non-international applicants when the department enters an Admit decision. International applicants must submit a test of English proficiency and, if recommended for admission, a credential evaluation. An official letter of admission will not be processed until all university requirements have been cleared.

Note: Departments may recommend an applicant for admission but ONLY Graduate Studies can issue an official offer of admission letter.

### Recommending Denial of Admission

In most cases, Graduate Studies does not intervene in the decision to admit or deny an applicant. Nevertheless, the University may deny an applicant without departmental review for the following reasons including but not limited to:

- The applicant has previously been dismissed from BYU.
- The applicant lacks a prerequisite undergraduate degree.
- An international applicant fails to meet the minimum score required on a test of English.
- An applicant is or has been involved in criminal activity.
- An applicant is unable to complete all requirements of admission.

In such cases Graduate Studies collects more information if necessary and, if sufficient cause for denial exists, sends an appropriate letter to the applicant along with a copy to the department.

## Role of the Department

The online application data is uploaded to AIM after submission. Once all recommendations are received, a PDF of the application, recommendations, and unofficial transcripts are viewable on GS02 and GS12. Departments determine procedures and criteria for evaluating applications and decide whom to admit.

Applicants may be judged on criteria such as academic record, performance on the GRE or other required exams, preparation for advanced study in the field of interest, letters of recommendation,

written intentions for graduate study, and scholarly interests matching the department's offerings. Additional materials may be required, such as writing samples, interviews, portfolios of previous work, or other test scores.

Although it is inadvisable to act on an application before it is complete, departments may waive, in unusual cases, any or all department requirements of the application for a particular applicant or recommend an applicant for admission even if university portions are missing. Departments cannot recommend an applicant for admission if the ecclesiastical endorsement is still needed. An official letter of acceptance will not be sent until all the university requirements have been met. It is recommended that a decision to deny not be made on a partial application. Applications not completed by the department deadline should be marked *Late* and do not need to be considered.

In corresponding with applicants, departments can continue to express interest or communicate that they intend to recommend the applicant for admission, but departments should refrain from communicating anything that could imply that the applicant has been formally "admitted" until the official admit letter has been issued by Graduate Studies. Departments should be very careful to not promise admission if the endorsement is not received.

### Online Application Review

The goal of the Online Review pages is for faculty to review graduate applications entirely online, without having to circulate paper files of applicants. The PDF of application data and uploads are presented for review on GS12, and faculty can add comments and ratings for each applicant.

Each department graduate program manager has access rights to build a review template on GS13 that will display all items of interest for the faculty for each program. A template consists of sections and components within the sections. The templates can be customized in any order and specific rating and comments boxes can be added to any section of the template. Once the template is built, you never need to go back to change it for your programs. Go to the Operations and Procedures Manual to learn how to add templates and make assignments to faculty who will be reviewing applications. [\(hyperlink here when manual is completed.\)](#)

### Recommending Provisional Admission

An applicant who lacks certain prerequisite courses or academic preparation may be provisionally admitted, wherein the respective graduate department may require that the applicant complete certain requirements (typically during their graduate program) as a condition of admission and/or continued enrollment.

Prerequisite undergraduate classes may be incorporated as a condition of admission provided the applicant is also enrolled in at least 2 credit hours of graduate level classes each semester of enrollment (totaling 6 credit hours of graduate level classes per academic year). Failure to enroll in at least 2 credit hours of graduate level classes will result in them not satisfying the minimum registration requirement and they will be subject to termination from their program.

Conversely, graduate departments are discouraged from requiring newly admitted graduate students (who have already completed at least their undergraduate degree) from having to complete any prerequisite classes at BYU, PRIOR to officially starting their graduate program.

Departments may require newly admitted graduate students to complete entrance exams like the GRE etc, during their program of study as a condition of their provisional admission, provided the condition is clearly articulated. Departments cannot however, require newly admitted graduate students to RETAKE entrance exams as a condition of their provisional admission. Graduate programs



are solely responsible for enforcing the conditions of the provisional admit. Applicants with a GPA below 3.0 *may* also be provisionally admitted.

If the applicant's GPA is below 2.5, the department must submit a petition for exception, providing substantive evidence that the student can succeed in a graduate program as determined by the admissions committee. Graduate Studies must grant approval of said petition before the student can be officially admitted.

### Application Statuses Defined

**In Process:** An application is considered *In Process* until a departmental recommendation has been made and all university requirements have been cleared.

**Withdrawn:** Applications are *Withdrawn* when the applicant formally notifies the university that he or she does not wish to pursue the application process further or that he or she is unable to accept an offer of admission. Departments should immediately mark *withdrawn* for admitted applicants who have indicated they will not attend. (Select "withdrawn" from the dropdown menu on GS02 in the "dept rec" box.) This will effectively create another vacancy to admit another student and will queue an auto generated email letter to the student, informing them that they have officially been withdrawn.

**Late:** Departments may mark applications *Late* at any time after their published deadlines to inform applicants that portions of their application were not received on time. Applicants receive letters and emails informing them of the status of their application. Graduate Studies marks all incomplete applications as *Late* after the university deadline has passed.

**Admit:** Admitted applicants receive a hard copy letter and an email notice to login to their application to view the decision letter.

**Deny:** Denied applicants only receive the email notice to view the decision letter. These electronic notifications are sent out from AY twice a week on Monday and Thursday mornings.

**Department Admit, but missing items:** Applicants who are recommended for admission but still have items needing clearance will receive a "recommended for admission, but missing items letter" from Graduate Studies. The letter will inform the applicant of the department's recommendation and will advise him or her that no official university acceptance can be offered until certain items are cleared. For international applicants, the IERF foreign credential evaluation must be cleared. The I-20 is sent by International Student and Scholar Services when additional immigration documents are submitted.

If an admit decision is entered in error, you must contact Graduate Studies immediately and speak to the appropriate full-time staff member to ensure that the correct decision is entered in AIM and communicated to the applicant. Failure to correct an erroneous admissions decision may result in the applicant receiving and subsequently relying on incorrect information.

### Special Situations for Applications

#### Change Application Term

Admission generally cannot be deferred, but applicants may be reconsidered with a new applicant pool for a subsequent semester or term. Please be aware that application materials have limited validity. To be considered for another semester or term of admission, applicants must submit a new application. The only exceptions are for (1) missionary service, (2) military deployment, (3) medical, or (4) because of international student visa issuance delays which are no fault of the student.

Granting a deferral is for enrollment only, and does not imply the deferral of scholarships, fellowships, or assistantships. Any commitments that have been made to affiliate with a specific faculty adviser, lab, or research project will no longer apply.

All graduate degree programs are subject to a time limit (eight years for a doctoral degree and five years for a master's degree). Time to degree begins with the semester of the student's original acceptance into the program or the first course of the program of study.

\*COVID-19 Deferment – admitted students may now elect to defer their admission because of COVID-19 related complications caused during the pandemic on a case by case basis, pending support and approval from their respective graduate programs.

### Graduate Student Missionary Deferral

Missionary deferments will be granted to graduate students who want to defer their initial enrollment for an LDS Mission. The student must complete a Graduate Missionary Deferment Form 13A: <https://gradstudies.byu.edu/file/gs-form-13>.

The deferment form should be submitted to the Graduate Studies office after a mission call, but before entering the MTC, and before the start of the first semester for which the student would have enrolled (otherwise the student will be dropped as a “no-show”). The following conditions must be met:

- Do not attend any college or university between leaving and returning from the mission.
- Receive an honorable release and an ecclesiastical endorsement from the Mission President.
- Return for the semester or term indicated on the Graduate Student Missionary Deferment form, which must comply with the following schedule:

Return from Mission	Enroll No Later Than
October – April	Fall Semester
May – September	Winter Semester

### Graduate Studies Military Deferment

Military deferments will be granted to graduate students who need to defer their initial enrollment because of military deployments that do not extend more than 12 months. The student must complete the GS Form 13B, Graduate Student Military Deferment form: <https://gradstudies.byu.edu/file/gs-form-13b>.

The deferment form should be submitted to Graduate Studies as soon as the deferring student receives orders and before the start of the first semester of expected enrollment (otherwise the student will be dropped as a “no-show”). The following conditions must be met:

- Do not attend any college or university between leaving for and returning from the military assignment.
- Submit a copy of proof of Military Deployment orders.
- Return for the semester or term indicated on the Graduate Student Military Deferment form, which must comply with the following schedule:

Return from Deployment	Enroll no Later Than
October – April	Fall Semester
May – September	Winter Semester

### Graduate Studies Medical Deferment

Medical deferments will be granted to graduate students who need to defer their initial enrollment because of a medical condition. A deferment will be granted for a condition that substantially prevents the student from physically attending classes before the add/drop deadline of the first semester for which he or she is recommended for admission. A deferment cannot exceed more than 4 semesters (spring & summer terms combined count as 1 semester). The student must complete the GS Form 13C, Graduate Student Medical Deferment form:

The deferment form should be submitted to Graduate Studies before the start of the first semester of expected enrollment (otherwise the student will be dropped as a “no-show”). The following conditions must be met:

- Do not attend any college or university between leaving for medical reasons and returning.
- Submit an official note from a certified physician indicating the medical condition(s) preventing the student from physically attending classes.
- Return for the semester or term indicated on the Graduate Student Medical Deferment form, which must comply with the following schedule:

End of Medical Deferment	Enroll No Later Than
October – April	Fall Semester
May – September	Winter Semester

### Applicants Previously Suspended from BYU

Individuals who were previously suspended from BYU for academic reasons but have subsequently received a baccalaureate degree from another university may apply for graduate studies at BYU. The application requirements and the admission process are the same for all applicants. Graduate Studies can help contact the appropriate office to have the suspension hold removed.

### Application to Resume Graduate Study

To apply to resume graduate study, students must have completed at least one (two-hour) course with an acceptable grade within the first semester of their graduate study. Students who were dropped from programs for failure to meet the minimum registration requirement and wish to resume their graduate studies may do so with departmental and Graduate Studies approval.

Students should expect that their previous coursework will be re-evaluated and degree requirements may be adjusted to reflect current expectations of the program. Departments make recommendations for resuming a program. The committee may choose to readmit the student with specific provisions or with a change in the Program of Study which addresses any expired coursework that will need to be repeated or revised to ensure currency. This will require the submission of the OGS Form 2, Petition for

Exception <https://gradstudies.byu.edu/file/ogs-form-2>, with appropriate signatures and a timeline to completion.

*Note: Resuming a student's program of study DOES NOT extend the time limit for completion of the degree (five years from the semester of entry or the first course that applies to the master's program of study, OR eight years from the semester of entry or the first course that applies to the doctoral program of study).*

### Full Disclosure and Confidentiality

Submission of incomplete information or falsification of information constitutes grounds for immediate dismissal and loss of all credit earned at BYU. Once the university receives application materials, those materials become university property and are kept in strictest confidence, as required by university policy.

### Waive or Do Not Waive Right of Access: Recommendations

In the online letter of recommendation request, applicants indicate either that they waive or do not waive their right of access to the form and letter of recommendation. When an applicant waives right of access, the recommender expects that his or her comments will remain confidential and frequently makes more candid observations than would be likely if no such pledge of confidentiality had been made. For this reason, if the applicant has waived the right of access, he or she should never, under any circumstances, be shown, given information contained in, or have released to him or her or a third party a copy of the recommendation.

Under the *Family Educational Rights and Privacy Act of 1974* (FERPA), applicants who have not waived their right of access have the right to see comments written about them only after they have been admitted and have enrolled. This act does not apply to applicants who are not admitted or to admitted applicants who do not enroll. **Admitted** students who did not waive their right of access and wish to view their letters of recommendation may be shown them after submitting a written request to Graduate Studies after the admit semester has begun. Students are not permitted to make copies for their personal use and may only view their documents at Graduate Studies in a controlled environment.

If applicants (in person or by telephone) ask about the status of their application, they must first verify their identity via picture ID and/or their BYU ID Number and birth date. Questions may then be answered with the following restrictions:

- Applicants will not be given information about letters of recommendation (content or ratings).
- Employees should NOT say to an applicant, "You've been admitted."
- Occasionally a friend or relative will telephone or visit Graduate Studies to check on an applicant's status or to look at the application. Giving information to a third party may be a violation of BYU's confidentiality policy (depending on the information given and what guest access they have been granted by the applicant), so university policy requires applicants to email or telephone directly rather than having friends check for them.

## Chapter 5 Advisement Policies

### Matriculation Defined

**Matriculated:** Once a student is admitted to a graduate program, he/she is considered matriculated as of the semester of acceptance. A newly admitted graduate student must complete at least a 2

hour course during their semester or term of acceptance; if they do not complete a 2 hour course their first semester, they are deleted as a graduate student in that program. However, after the first semester, an admitted graduate student is a matriculated student even when they are not enrolled in any coursework as long as they meet the minimum registration requirements. After the first semester, a matriculated student is considered eligible to enroll in classes but does not necessarily need to be enrolled in every semester until he graduates.

**Enrolled:** A graduate student is enrolled effective on the first day of classes for the semester/term of registration if he/she is registered for at least 2 hours of coursework in a semester or 1 hour of coursework in a term.

### Degree Requirements

Minimum standards for graduate degrees have been established by the university; department requirements may exceed those standards. Current information about specific program requirements should be published in department graduate student handbooks.

### Master's Degree

The following requirements must be met:

1. At least 30 credit hours (excluding prerequisite courses) must be completed in the master's program after completion of a baccalaureate degree. (See the Credit Policies section for information about credits that may not apply toward a graduate degree.) The Program of Study may not include more than the minimum required thesis hours (6) or project hours (0-6). Only students actively involved in thesis or project research should register for thesis or project credit. A graduate committee or appointed program advisor helps each student prepare a Program of Study.
2. Most master's degree programs are designed to be completed within two years. 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 a program may be terminated at any time for failure to make satisfactory progress toward the degree.
3. To receive a minor, a master's student must:
  - a. Obtain the approval of the department chair or graduate coordinator of the major and minor departments.
  - b. Have the major department add the minor in AIM (*ADV07*).
  - c. Select a graduate faculty member from the minor department in Grad Progress (approved by the department chair or graduate coordinator of the minor department) to serve as a graduate committee member.
  - d. Register for and complete nine semester hours of approved graduate credit in the minor. Graduate Studies trusts the minor committee member to ensure that the student's exposure is sufficient.

### Doctoral Degree

The following requirements must be met:

1. The student must complete the minimum number of credit hours required by the graduate program. The Program of Study may not include more than the minimum required dissertation credits (18). Registration for dissertation credit and work on the dissertation must be concurrent. Doctoral students may not take all dissertation credit in one term or semester. With graduate

committee approval, students may apply up to 36 credit hours of an earned master's degree towards a doctoral degree. The following are the minimum required hours for doctoral degrees:

- a. For students with no master's degree, the minimum requirement is 54 hours beyond a bachelor's degree; but the 54 hours may not include undergraduate courses (100 to 400 level), other courses needed to fulfill prerequisite and skill requirements, or more than 18 hours of dissertation credit.
  - b. 36 hours earned at BYU for a doctor of philosophy degree, 18 of which are doctoral dissertation credits, if a master's degree has been earned. Note: Transfer credits from other universities may be considered for BYU doctoral programs as long as they exceed the university minimums and they meet the rules for transfer credit.
2. Most doctoral degree programs are designed to be completed within four to five years. All doctoral degrees must be completed within eight years of the first semester of enrollment in the program or from the first course taken, whichever comes first. Matriculation in a program may be terminated at any time for failure to make satisfactory progress toward the degree.
  3. The student must register for at least two consecutive six-hour semesters on the BYU campus to fulfill the doctoral residency requirement.
  4. To receive a minor, a doctoral student must:
    - a. Obtain the approval of the department chair or graduate coordinator of the major and minor departments.
    - b. Have the major department add the minor in AIM (*ADV07*).
    - c. Select a graduate faculty member from the minor department in Grad Progress (approved by the department chair or graduate coordinator of the minor department) to serve as a graduate committee member.
  1. Register for and complete 12 semester hours of approved graduate credit in the minor. Graduate Studies trusts the minor committee member to ensure that the student's exposure is sufficient.

### Handbook Requirement

Departments are required to provide all entering graduate students with access to a graduate student handbook describing current policies, requirements, expectations, and procedures that graduate students need to know to successfully complete a degree in the department. The handbook must be accurate, updated annually, made available to students online or given as a hard copy, and ensured reception by sign-off.

This handbook should give details on degree requirements, including coursework, committees, examinations, dissertations, theses, projects, internships, practice, etc., and explain department-specific policies and procedures for obtaining advisement, forming a committee, establishing a Program of Study, etc. In addition to the details of the department's graduate offering (i.e., courses, program/track options, etc.), the handbook should contain information on university procedures that students need to be aware of, such as applying for graduation, scheduling final exams, and submitting dissertations or theses.

Departments will specify what constitutes satisfactory, marginal, and unsatisfactory progress in their handbooks and will inform students of the rating process and the consequences of the ratings. The handbook should also specify department and university policies and procedures regarding dismissal and grievances. Another important element of the handbook is a discussion of financial aid opportunities available through the department and the university.

Departments should have formal orientation procedures or seminars to acquaint new students with the expectations and requirements of graduate study in the department and the university. At the time of admission, departments may assign an initial advisor who makes sure new students are well informed and assists in selecting a permanent advisor. The permanent advisor should be selected by the end of the student's first semester.

## Student Progress

### Committee Requirements

The following university requirements apply to graduate committees:

- The chair must be from the student's major department. (Students who desire an interdisciplinary experience should see the section on Interdisciplinary Graduate Study.)
- Master's degree committees must consist of at least three members (two members must have graduate faculty status at BYU and one may be petitioned).
- Doctoral committees must consist of at least four members (two members must have graduate faculty status at BYU and two members may be petitioned).
- The committee member can be requested by the student on Grad Progress and faculty members receive an email notification to accept or decline. The Program Manager approves the committee on Grad Progress or ADV08 in AIM. Departments may have additional members; nevertheless, they are intended to be permanent members of the student's committee.
- If a student declares a minor, one member of the committee must be from the minor department.
- When a student/department petitions for a BYU employee without graduate faculty status to serve as a committee member, that person will be added as a 'special member' if approved. Special members do not count towards the number of required committee members (three for masters and four for doctoral), but are always in addition to the required number of committee members.

### Program of Study

The Program of Study is a carefully considered plan approved by the graduate committee which identifies the student's major and lists all program and course requirements. It may also include a minor. Prerequisite and skill courses are neither determined nor required by the university, but they are tracked in AIM if entered on the Program of Study. Each Program of Study must meet the minimum university degree requirements (see page 20-21). Necessary changes in a student's program or committee can be made if authorized by the student's committee and department graduate coordinator.

After making a change, the department program manager must resubmit the Program of Study or graduate committee for approval. This is done on ADV08 and often occurs when the student submits new courses to be considered on Grad Progress.

Master's degree students should plan their Program of Study under the direction of their graduate committee during their first semester, submitting it no later than the third week of the second semester.

Doctoral students should submit and receive approval of their Program of Study during the first year, with completion no later than the third week of the beginning of the second year of study.

For students who have not submitted a Program of Study, departments may contact Graduate Studies to place a hold that prevents a student from registering for subsequent semesters.

Departments should publish and distribute a multi-year schedule of course offerings so graduate students may plan their course of study. Graduate course offerings must be sequenced appropriately and offered with sufficient frequency to prevent delays in degree completion.

### Graduate Progress webpage

Graduate Progress is an online progress to degree tracking page. This new page will allow students to request committee members, create programs of study, and manage additional graduation requirements without having to get physical signatures. All approvals and notifications are done online and by email. Additionally, students have access to Resources they will need as they complete their program.

1. The "Active Students/ Committee Member" tab shows the lists of names and their workflow state.
2. After log in, faculty members view a list of all the students on which the faculty member serves as a committee member or chair.
3. The "Active Committee Members" list shows any given faculty and the student committees on which they serve. Some faculty listed here will NOT be in the home department.

### Progress Report

A progress report lists all course requirements from a student's program of study and summarizes the student's progress including completed classes, current registration, deficient classes, amount of credit hours taken and grade point average. In addition, the report indicates possible problems with academic status, GPA, current registration, prerequisite degrees, courses, minimum registration requirements, and time limit. Students are responsible to work with their departments regarding any needed changes to their program of study. Departments and students may view and print the student's progress report located in Grad Progress for their own records or for distribution

### Grade-Point Average (GPA) Requirements

Graduate students whose Program of Study GPA falls below 3.0 (prerequisite and skill courses exempt) will not be allowed to graduate and may be dismissed from their graduate programs. Graduate faculty should consult with students whose grades frequently fall in the C range or below about the advisability of continuing graduate study. No D credit may apply toward a graduate degree.

### Evaluations of Student Progress

Departments should encourage students to complete their degree programs in a timely manner. Graduate students matriculated in programs should continually be enrolled in coursework, be completing internships, and/or be actively involved in scholarly or creative work. Departments must



recognize that a student's first responsibility is to his or her own academic program. Other duties, such as teaching assignments, should enhance the graduate education experience, not impede progress toward a degree. The number of courses a graduate student teaches should be strictly limited by departments. Departments are required to formally monitor each graduate student's progress twice during the academic year, at clearly designated times, and inform the student in writing of his or her status.

Number of evaluations required each year according to the semester the student was admitted

Fall	2 evaluations
Winter	1 evaluation
Spring or Summer	0 evaluations

If marginal or unsatisfactory progress is noted, the student should be advised in writing what they need to do, when it needs to be accomplished, and whom to contact for help in order to demonstrate satisfactory progress.

Because the Department of Education requires students to maintain satisfactory progress toward completing their degree in order to receive financial aid, students who receive an unsatisfactory rating or do not receive an evaluation will not be eligible to obtain financial aid. Evaluations must be recorded on AIM screen ADV12. Failure to enter evaluations may result in the student being denied federal financial aid.

#### Evaluation Procedures

Departments must evaluate graduate student progress at least twice each academic year.

- a. The graduate faculty or a committee consisting of graduate faculty (at least the student's thesis/dissertation advisory committee or program advisor [for non thesis programs] and the graduate coordinator) discusses the progress of each student.
- b. Each student is rated as making satisfactory, marginal, or unsatisfactory progress.
- c. Students are notified in writing of their progress.
- d. Students making marginal or unsatisfactory progress are informed:
  - What they need to do to make satisfactory progress.
  - When each task needs to be accomplished.
  - What faculty member(s) they should contact for more information or support.
  - What will happen if these tasks are not accomplished (e.g., an unsatisfactory rating for the next semester, termination from the program, etc.).

Two unacceptable ratings will have the following consequences:

If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession the university will:

- Terminate the student's program at the conclusion of the semester (NOTE: A report that includes the names of students with two unacceptable evaluations will run September 30th, January 30th, and May 30th. A termination letter will be sent to these students unless Graduate Studies receives a Petition for Exception from the student's department.)
- OR Graduate Studies should receive a Petition for Exception, OGS Form 2 (<https://gradstudies.byu.edu/file/ogs-form-2>), from the student's department making a convincing case that the student be given another semester to demonstrate satisfactory progress. A copy of a contract to completion listing student and faculty responsibilities and a timeline must be attached. This document will include the signatures of the student and the student's graduate committee. Note: The completion deadline in AIM will be shortened based on the contract to completion.

If a student receives a marginal rating in one semester and is not making satisfactory progress in the next semester, the student must be rated as making unsatisfactory progress. In other words, a student may not be rated as making marginal progress in two sequential semesters. Failing to correct marginal progress is unsatisfactory.

- Departments will specify what constitutes satisfactory, marginal, and unsatisfactory progress in their handbooks and will inform students of the rating process and the consequences of the ratings.
- In the case of marginal or unsatisfactory progress, communication by certified letter with return receipt is required. The letter should list requirements that the student must fulfill, time deadlines for those requirements, and the faculty whom the student should contact for information or help.

**Marginal** progress may include the following:

- Failure to submit Program of Study.
- Failure to establish a graduate committee
- Registering for thesis hours when little or no work has been done.
- Failure to submit an approved thesis/dissertation prospectus.
- Minimal contact with chair or advisory committee members.
- Prospectus or thesis/dissertation draft not approved.
- Limited progress toward courses and requirements on Program of Study.
- Poor performance in clinical/externship/applied experience.
- Poor performance in research.

**Unsatisfactory** progress may include the following:

- Grade in a course falling below B-.
- Failure to complete Program of Study.

- Failure to establish a graduate committee.
- Failing a course.
- Registering for thesis hours when little or no work has been done.
- Failure to submit an approved thesis/dissertation prospectus.
- Failure of comprehensive exams.
- Minimal or no contact with chair or advisory committee members.
- Prospectus or thesis/dissertation draft not approved.
- Lacking progress toward courses and requirements on Program of Study.
- Poor performance in clinical/externship/applied experience.
- Rated as marginal in previous review and has not remediated weak areas.
- Concerns about ethical or professional behavior.
- Poor performance in research.
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.

### Time Limit Extensions

Departments and colleges may petition for an extension of up to one year by providing reasonable evidence that extenuating circumstances caused an unavoidable delay in the student's progress toward a degree. To petition for an extension of more than one year but no more than five years, the department and student must write up a contract with a detailed timeline to degree completion. This contract must include impressive documentation that any outdated credits have been updated by courses retaken, by special readings courses in the subjects outdated, or by examinations in each of the courses, and it must be signed by the student and all the members of the graduate committee. No credit outdated by more than five years may apply to a current degree, regardless of circumstances.

### Leave of Absence

Students must have completed at least two credit hours the semester of admission with acceptable grades to be eligible for a leave of absence. Students may request a leave of absence for the following reasons: medical, military, or mission. While on leave, the student will be excused from minimum registration requirements (which would normally require 6 credit hours per academic year). Also, students on leave will not be required to demonstrate satisfactory progress in the program (which is normally assessed by two evaluations per academic year). However, the 5 year time limit for the master's degree and the 8 year time limit for the doctoral degree will still apply.

Students requesting leave must submit the Leave of Absence: ADV Form 5, (<https://gradstudies.byu.edu/file/adv-form-5>). Additionally, students requesting leave will be required to provide the following documentation, depending on the reason for the requested leave:

Medical—letter from doctor or therapist including the amount of leave time recommended by the professional (up to one year at a time).

Military—copy of the military assignment including the length of assignment (up to one year at a time).

Mission—copy of mission call letter including anticipated date of return (up to 8 semesters/terms).

Once Graduate Studies has received and processed the request, the “leave” status will appear in the AIM system on *ADV12* (Graduate Evaluations) and *REG01* (Registration).

### Application to Resume Graduate Study

Students may apply to resume their graduate program only if they have completed at least one (two-hour) course with an acceptable grade within the first semester of their graduate study. Students who were dropped from programs for failure to meet the minimum registration requirement and wish to resume their graduate studies may do so with departmental and Graduate Studies approval.

Students should expect their previous coursework to be re-evaluated and their degree requirements to reflect current expectations of the program as departments make recommendations for resuming a program. The committee may choose to readmit the student with specific provisions or with a change in the Program of Study which addresses any expired coursework that will need to be repeated or revised to ensure currency. This will require the submission of the OGS Form 2, Petition for Exception, with appropriate signatures and a timeline to completion.

***Note: Resuming a student’s program of study DOES NOT extend their time limit for completion of the degree (five years from the semester of entry or the first course that applies to the master’s program of study, OR eight years from the semester of entry or the first course that applies to the doctoral program of study).***

Applicants wishing to resume their graduate program must complete the following steps:

- Submit the Application to Resume Graduate Study, GS Form 6  
<https://gradstudies.byu.edu/file/gS-form-6>.
- Obtain an ecclesiastical endorsement. Use [endorse.byu.edu](https://endorse.byu.edu).
- Pay a non-refundable processing fee which will be charged to the student’s account once they are approved to resume their program
- International students: Proof of finances must be sent to ISSS before the program can be resumed.
- Register for at least two credit hours in the semester or term of readmission. The semester of readmission determines the credit hours of minimum registration required for the year: 6.0 for Fall Semester, 4.0 for Winter Semester, and 2.0 for Spring/Summer Terms. International students must register for a full course of study (9 hours for a semester or 4.5 hours for a term).

After receipt of the approved Application to Resume Graduate Study, Graduate Studies will process the readmission.

Please note: If a former student wants to return to a previously started program and decides to apply through the online application as a new applicant, no previously earned coursework will apply to the new program if admitted.

### Joint Degree Programs

There are a few programs at BYU that are approved as joint degree programs. These programs provide students with the opportunity to earn two graduate degrees simultaneously within their course of study

at BYU. Joint programs respond to innovations in thought, practice, and technology, preparing graduate students to integrate knowledge from two or more disciplines in order to enhance the student career preparation.

Approved joint programs have a defined agreement on the number of shared credits and which courses can be shared.

Applicants to an approved joint degree program must apply for and be recommended for admission to both programs in order to be eligible for joint degree program status. They must then submit the GS Form 5 (<https://gradstudies.byu.edu/file/gs-form-5>) to Graduate Studies along with all required signatures from both program representatives attesting to their admission to the joint programs.

### Concurrent Programs

A student may, with the approval of both programs, be admitted to two graduate degrees and work concurrently towards their completion:

1. Departments may admit students to a PhD and either (a) allow or (b) require them to complete the master's degree first.
2. Departments may admit students to a master's degree program and then admit them to continue on in a PhD prior to the completion of the master's degree.
3. Students may be interested in pursuing two separate master's degrees or two separate doctoral degrees concurrently. If acceptable to both programs and the student makes appropriate progress in both degrees, the student may be enrolled in two programs simultaneously. However, all hours required for each program must be met separately as there may be no double counting of credit on either program of study.

### Integrated Programs

There are a few integrated master's programs in which students will earn their baccalaureate and master's degrees concurrently. Students in an integrated program will:

1. Be admitted as a graduate student at least two semesters prior to graduation.
2. Complete a Notification of Integrated or Joint Program Status: GS Form 5 (<https://gradstudies.byu.edu/file/gs-form-5>).
3. Pay at least two semesters (or one full-time semester and two full-time terms) of full-time graduate student tuition.
4. Earn no fewer than 150 semester hours for both degrees (120 for the bachelor's degree; 30 for the master's degree).
5. Receive both the bachelor's degree and the master's degree simultaneously (the same semester and year/term).
6. Once admitted, students will not be allowed to back date their graduate admission to a prior semester/term.

7. Graduate Studies cannot consider a prior semester's undergraduate tuition as partial payment for graduate tuition.

### Interdisciplinary Graduate Study

Interdisciplinary study involves the combining of two or more academic disciplines through sharing theory, methodology, and applications. A student wishing to engage in interdisciplinary graduate study must therefore associate with multiple academic units. The following stipulations will govern the administration of interdisciplinary graduate study at BYU:

#### *Operational issues:*

The request for interdisciplinary graduate study must be initiated by the student, who must seek out faculty members who are interested and willing to serve as advisors. Once such connections are made, the student will need to constitute a formal advisory committee and establish a program of study. Since such arrangements will typically cross departmental and even college boundaries, the coordination and approval of all involved departments and colleges is essential. Establishing coordination requires the following definitions.

Student's home department: The department in which the student resides.

Advisor's home department: The department in which the advisor resides.

Host department: The department that houses the degree program where interdisciplinary study is desired.

The following proposed principles govern the establishment of an interdisciplinary student's advisory committee chair:

- A request for assigning a chair outside the student's home department must originate with the student.
- Each request for interdisciplinary graduate study must be submitted to Graduate Studies as a formal proposal. A *Request for Interdisciplinary Graduate Study* form, ADV Form 1 (<https://gradstudies.byu.edu/file/adv-form-1>) must be jointly prepared by the student's home department, the advisory committee chair's home department, and the host department.
- There will be no standing approvals for faculty members to serve as graduate faculty members outside of their home departments.
- A faculty member serving as the advisor of a student not in the advisor's home department must meet the graduate faculty standards of the host department.
- Both the home and the host departments must agree that the faculty member has the expertise to guide the student's research.
- All approvals are mandatory. If anyone objects, the proposal cannot go forward. The procedures will apply among all academic units across the university.

Precedent is not acceptable as justification for trying to accomplish these ends in some way other than as described herein.

The student's program of study must be approved by both the student's home department and the host department. Progress will be jointly assessed by the student's home department and the advisory

chair's home department. The home department will enter the evaluations in AIM. The student is not expected to simultaneously meet all requirements of all departments. Rather, it must be recognized that the study is interdisciplinary. Achieving this approval will require the student to submit persuasive justification for the changes from the host department's regular degree requirements. The student must convince the host department that he/she possesses additional breadth and depth from his/her home department that will compensate for the possible lack of breadth and depth relevant to the host department. The host department, in conjunction with the student's home department, may need to compose a special qualifying exam for the interdisciplinary student.

### Administrative Issues

Allowing students and faculty to function outside their own departments can have consequences that are difficult to predict. To ensure compatibility and accountability, approvals must be obtained for all concerned parties.

The faculty home department will have to consider the workload of the faculty member just as they would when making an additional assignment for a student in their own department.

The host department does not assume any of the valuation of a hosted faculty member for rank and status, salary, etc.

The host department does not assume any of the compensation of a hosted faculty member.

The involved departments will have to agree up front who will cover research costs, student funding, and which department will receive the student count for Graduate Studies/college funding allocations.

The two college deans may use the signature line just for information, or they may impose any kind of criteria they wish.

### Termination of Graduate Status

A student's graduate status may be terminated for the following reasons:

#### Academic

- Failure to satisfactorily complete the conditions of acceptance.
- Failure to fulfill the university's minimum registration requirement.
- A request to withdraw (with the intent to pursue a degree at another university, for personal reasons, or in response to department recommendation).
- Two consecutive unacceptable evaluations.
- Failure to make what the department or the university deems to be satisfactory progress toward a graduate degree.
- Failure on the departmental comprehensive examination.
- Failure on the final oral examination (defense of dissertation or thesis).
- Failure to comply with the time limit (five years for master's, eight years for doctoral).

A student dismissed or facing dismissal for academic reasons may request review of termination or impending termination. See section titled Student Academic Grievance Policy.

## Non-academic

- Violation of the university's standards of conduct or Honor Code. See link for additional information: <https://policy.byu.edu/view/index.php?p=26>.
- Disruptive Student Conduct (Procedures). Students who become involved in disruptive conduct, may be subject to dismissal by the University. See link: <http://policy.byu.edu/view/index.php?p=18>.

## Withdrawal

When a student withdraws from a program or the department wishes to terminate the student's program, the department should submit a Departmental Request to Expire (Terminate) Graduate Status: ADV Form 7 (<https://gradstudies.byu.edu/file/adv-form-7>).

This notifies Graduate Studies to expire the student's graduate status.

The ADV Form 7 allows the department to indicate how the student's record should officially show the withdrawal. Checking *Academic Suspension* will cause a suspension notice to be placed on the student's transcript, preventing the student from being readmitted to BYU. The other three withdrawal categories do not affect the student's transcript, and the student may be considered for readmission.

The ADV Form 7 need not be submitted in any of the following circumstances:

No Show: The student fails to register for 2.0 credit hours in the first semester of admission.

Minimum Registration Requirement: The student registers for fewer than 6.0 credit hours in an academic year.

Time Limit for Program Completion: The student fails to complete the degree within the specified time limit.

## Discontinuance

If graduate students need to discontinue from all classes in a semester or term, they must initiate this process online at the Discontinuance website <https://enrollment.byu.edu/registrar/discontinuance>. Students will need to meet the minimum six hour registration requirement for the academic year or the two hour registration requirement if they defend or graduate within that same academic year. However, if they discontinue in a semester or term and still meet the above requirements, they should contact Graduate Studies to see if they are eligible to register.

## Granting Graduate Degrees Posthumously

In some cases a graduate degree may be awarded posthumously at the request of the student's family and the department. The general principle underlying the awarding of posthumous degrees is that the student completed most program requirements at the time of death. The following conditions should apply:

1. The graduate student completed all coursework requirements and received a "pass" or "pass with qualifications" in the defense of the culminating graduate product (e.g., thesis, project, or dissertation).
2. In a non-thesis program the student completed all coursework and applied experiences (practicum, internships) with the exception of a few requirements in the last semester of study.



Procedure: Requests for awarding a degree posthumously must come from the student's academic department to the college dean. The college dean makes a recommendation to the graduate dean, who makes a recommendation to the AVPs.

## Chapter 6 Graduate Faculty

Graduate education requires a level of faculty mentoring that guides students to sufficient understanding of their disciplines to permit the generation of new knowledge. In addition, mentoring must be sensitive to students' needs and illustrate the advancement of world knowledge through the blending of spiritual and intellectual endeavor. In order to assure the kind of mentoring required for excellent graduate programs, colleges and departments designate a graduate faculty.

The strength of each graduate department resides in its faculty. The graduate faculty consists of individuals responsible for designing and implementing graduate programs. University policy for graduate faculty status specifies criteria including full-time status at the university with professorial rank, a terminal degree, a commitment to mentor graduate students, and sustained, substantial, and consequential research efforts or creative endeavors evidenced by regular publications or creative works in visible and influential peer-reviewed or juried forums. Colleges devise appointment criteria appropriate for the disciplines within their departments.

Graduate faculty members are authorized to sit on graduate committees and teach the majority of graduate courses. Graduate faculty members are appointed at the college level on departmental recommendation and approved by Graduate Studies.

All committee members share in the responsibility for conscientiously advising and directing the student concerning coursework, degree requirements, research (thesis and dissertation), and creative work. For example, all will participate in such events as prospectus meetings, comprehensive exams, and dissertation, or thesis defenses and will be responsible for evaluating the student's performance.

The individual contribution of committee members may vary in effort and intensity, but all members must be available for frequent scholarly interaction with the students they advise. Effective committee members comment on thesis drafts and other materials promptly so that students do not experience unnecessary delays in completing their programs

### College Criteria

Each college has established additional minimum criteria/expectations for faculty to qualify for graduate faculty status. Colleges submit criteria for designating graduate faculty status and a description of the procedures followed to identify graduate faculty to the Graduate Council. Sustained, substantial, and consequential research effort or creative endeavor evidenced by regular publications or creative works in visible and influential peer reviewed or juried forums may be part of their consideration. When a new faculty member is hired, the college dean considers all the criteria and makes a recommendation to the graduate dean, after which the requested member is approved as graduate faculty. The Graduate Council and the Dean of Graduate Studies work with each college to determine that criteria are in harmony with those specified above. Thereafter, departments submit a list of graduate faculty to be included and removed in the graduate catalog each year.

## Minimum Requirements for Graduate Faculty Status

1. Doctoral or terminal degree in their respective discipline.
2. Hold the rank of at least full-time assistant professor and are currently in a track for continuing faculty status.
3. Candidates must possess a comprehensive and continual record of productive research, publication, creative activity, and scholarly activity, appropriate to their respective discipline, as determined by their respective department, college, and Graduate Council. Teaching and mentoring experience is also highly desirable.
4. Have the support of and be recommended by the department chair and college dean.
5. Final nominations must be endorsed and approved by the Dean of Graduate Studies.

## Term of Appointment

The term of appointment shall be at the discretion of the respective college dean.

## Administrative Appointments

Candidates currently serving in administrative appointments, or returning to the faculty from such appointments, are eligible for GFS conditioned on meeting the aforementioned requirements 1 – 3 prior to serving as an administrator and subsequently being nominated by their respective college dean and the Dean of Graduate Studies.

## To Request Graduate Faculty Status

The GFS candidate will provide the necessary documentation to the College Associate Dean over graduate programs, who will email [marilee.allred@byu.edu](mailto:marilee.allred@byu.edu) and [atw33@byu.edu](mailto:atw33@byu.edu) with the following information:

- Completed GFS request form certifying that the candidate has met the minimum requirements. <https://gradstudies.byu.edu/file/ogs-form-7>
- CC the College Dean and Department Chair on the email. The text of the email should articulate approval and recommendation for graduate faculty status by the chair and dean of the college.
- A brief justification should be included to support the request.
- Attach the faculty's most recent CV that has been updated to reflect the faculty member's current position and title at BYU.
- Include a brief bio of the GFS candidate that includes their name, recent photo, department, degrees earned & institutions, and research specialties.

BYU Graduate Studies will evaluate these requests and communicate the decisions ("approve", "request more information", "suggest a petition for one time status", or "reject") as quickly as possible.

## Chapter 7 Credit Policies

### Graduate Credit

Courses at the 600-level and above are reserved for graduate students. In exceptional circumstances, selected post-baccalaureate studies students and undergraduate students may register for a 600-level course with permission from the instructor. This may be the case for students in selected integrated programs.

### Senior Credit

In some restricted instances students seeking a master's degree may apply credit taken during the undergraduate experience at BYU toward the degree, but in no instance can this credit apply to both a baccalaureate and a graduate degree. Senior and post baccalaureate credit combined cannot exceed 10 semester hours in a graduate program. Thoroughly qualified undergraduates who are willing and able to meet graduate level standards may enroll in graduate 500-level courses.

### Post-Baccalaureate Studies Credit

Credit taken after the awarding of a baccalaureate degree without admission to a graduate program is defined as post-baccalaureate studies credit. Students subsequently admitted to graduate programs **should not** expect all post baccalaureate credit to apply to their graduate programs. Similarly, departments should not encourage students to enroll in post-baccalaureate studies courses as a means of gaining admission to graduate programs. In some instances, departments may apply post-baccalaureate credit to a master's or doctoral degree; however, post-baccalaureate credit and senior credit combined cannot exceed 10 semester hours in a master's or doctoral program.

### Other BYU Credit

In some instances, a limited number of 300 and 400 level courses can apply to a master's degree. However, lower-division courses (100 and 200 level), Independent Study (correspondence) courses, 300 and 400 level religion courses, and education courses numbered 514R **cannot** apply toward a graduate degree. No undergraduate courses may apply toward a doctoral degree (except those already applied to a master's degree).

### Transfer Credit

Credit taken at other accredited universities in the United States or in Canada may, with approval, be applied toward a graduate degree at BYU under the following conditions:

- Transfer credits must be graduate level.
- The grade for any such course must be B or higher; pass/fail credit is non-transferable.
- Home study, correspondence, and extension courses are non-transferable.
- Courses taken at another university after the student has begun studies at BYU must be pre-approved by graduate committee members and the graduate coordinator; the proposed credit must be submitted on the Program of Study (adv08) in AIM.
- Only credit taken within the student's time limit may count towards the degree (8 years for doctoral and 5 years for master's degree).
- Credit cannot have already been applied to another degree.

The number of credits a student may transfer varies according to the number of credit hours required for the BYU graduate program. The maximum number of transfer credits should constitute no more than 25% of the total required for the program, not to exceed 15 credit hours in any program. For example, if senior and/or post-baccalaureate studies credits are used in conjunction with transfer credit, the total may not exceed 15 credit hours.

Required Program Hours	Transfer Credit Limit
------------------------	-----------------------

30	7
36	9
40	10
50	12
60	15
61+	15

NOTE: Transfer credits taken at other universities may be considered for BYU Doctoral Programs as long as they exceed the university minimums (see doctoral degree) and they meet the rules for transfer credit.

### International Transfer Credit

Under certain circumstances credit from accredited or certified international universities may be considered for transfer if all the conditions required for transferring credit are met and the department submits a written justification assuring the following, before the classes are taken:

- The international university is highly regarded as an institution of higher education and accredited by the International Association of Universities.
- The content, rigor, and applicability of the courses are appropriate for the student's graduate program and will enrich the student's graduate experience.

### Combined Credit Limit

The number of combined transfer, senior, and post-baccalaureate studies credit hours may constitute no more than 25% of the total hours required for the program and may not exceed 15 credit hours in any program.

Required Program Hours	Combined Transfer /Senior/ PBS Credit Limit
30	10
36	10
40	10
50	12
60	15
61+	15

### Credits Certified by Challenge Examination

A student may also choose to transfer the credit by successfully completing a challenge examination in the course(s). In rare circumstances, with the approval of the department and Graduate Studies, up to 10 semester hours may be certified by challenge examination. For example:

- A student may wish to transfer normally disallowed graduate credit from a non-accredited institution or from an international university.
- A student may wish to challenge a course on the Program of Study that covers material already mastered.

A graduate student may challenge only credit specific to the graduate program to which he or she has been admitted. The committee chair determines the appropriate method used to ascertain currency. A student may obtain the Graduate Degree Course Challenge Examination: ADV Form 3d (<https://gradstudies.byu.edu/file/adv-form-3d>).

### Registration Limit

Because graduate study is more rigorous than undergraduate study, students should generally not be required to register for more than 12 credit hours in a semester or 6 credit hours in a term. In many programs, even that may be too much. Graduate students may not register for more than 22 credit hours in a semester or 11 credit hours in a term.

Departments should monitor course loads carefully. Furthermore, registration for thesis or dissertation credit, as well as work on the thesis or dissertation, should be concurrent and reasonable. It would be inappropriate, for example, for a student to register for all 18 dissertation credit hours in one semester or term. Students should consult with their committee chair in determining an appropriate and reasonable credit enrollment.

### Time Limit Extensions

Departments and colleges may petition for an extension of up to one year by providing reasonable evidence that extenuating circumstances caused an unavoidable delay in the student's progress toward a degree. To petition for an extension of more than one year, but no more than five years, the department and student must write up a contract with a detailed timeline to degree completion. This contract must include impressive documentation that any outdated credits have been updated by courses retaken, special readings courses in the subjects outdated, or examinations in each of the courses, and it must be signed by the student and all the members of the graduate committee. No credit outdated by more than five years may apply to a current degree, regardless of circumstances.

## Chapter 8 Registration

### Eligibility and Requirements

**New Students:** Upon receipt of an official notification of acceptance from Graduate Studies, new graduate students are eligible to register. Because acceptance is granted for a specific semester, to maintain graduate status and registration eligibility, new students must register for a minimum of 2.0 credit hours of graduate level courses in the first semester or term for which they have been admitted or the acceptance is forfeited. Departments may not defer an applicant's acceptance to a subsequent semester or term. New students who do not register for their first semester and wish to enroll in a subsequent semester will need to reapply and pay the application fee.

Acceptance in one semester or term does not guarantee acceptance in a subsequent semester or term.

**Current Students:** Continuing graduate students are eligible to register if they have fulfilled the minimum registration requirement (6.0 credit hours per year) in the preceding academic year. Once enrolled, a graduate student is eligible to register for subsequent semesters if the following requirements are met:

- The student has fulfilled the minimum registration requirement (6.0 credit hours with acceptable grades per academic year).
- The student has submitted a Program of Study as required: master's students are to submit by the third week of the second semester after admission, doctoral students by the third week of the beginning of the second year.
- Graduate Studies has received an official transcript showing that the required prerequisite degree has been conferred.
- The student's time limit has not expired.
- The student has not voluntarily withdrawn or been terminated by the department and is making satisfactory progress toward degree completion and has not had two unacceptable evaluations in succession.
- The student has submitted an annual continuing ecclesiastical endorsement.
- The student has complied with the BYU Honor Code and is cleared by the Honor Code Office.
- The student has not completed the current degree program.

Students who are admitted to begin graduate studies in the middle of an academic year or who are graduating must fulfill partial minimum registration requirements as listed below:

- Students who are admitted to begin graduate study in the winter semester are required to register for and receive acceptable grades for at least 4 credit hours over the remaining course of the academic year (winter, spring, and summer).
- Students who are admitted to begin graduate study in the spring or summer term are required to register for and receive acceptable grades for at least 2 credit hours for the term for which they are admitted to begin.

Thereafter, all students are required to register for and receive acceptable grades for at least 6 credit hours over the course of the full academic year (fall, winter, spring, and summer).

Students are required to register for and receive acceptable grades in at least 2 credit hours per semester and 2 credit hours over the course of the spring and summer terms during any period in which they are using university facilities (including faculty time).

**Graduating student registration requirement:** Students must be registered for a minimum of 2 credit hours of a graduate-level course when they defend and graduate. (Except if they graduate in Spring then only 1 hour registration is required.)

Semester/Term of Graduation	Required Registration Hours
Fall	2 hours
Winter	2 hours
Spring	1 hour

Summer

2 hours

Students who apply for graduation in August and are unable to defend until Fall will be changed to a December diploma and will need to meet the six hour requirement for the previous academic year as well as the two hours required to defend and graduate in Fall semester.

Students who do not fulfill the minimum registration requirements are dropped from their graduate programs; they lose their graduate status and must apply for readmission if they decide to complete their graduate degree (see Application to Resume Graduate Studies).

### Minimum Registration Reporting

In January, Graduate Studies sends a report to each department listing students who have not met the yearly minimum registration requirement after Winter Semester registration. Students on this list must register for the additional credits needed before the end of Summer Term in order to avoid being dropped from their program.

Each year in July a report is sent to every graduate department notifying them of students who have been dropped for failure to meet the minimum registration requirement. Departments have ten days to notify Graduate Studies of any errors before students are notified by email of minimum registration problems. Once a student is dropped, he or she loses graduate student status and may not register for classes nor use BYU facilities.

Graduate students from the United States and international students who are permanent U.S. residents 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 oral or written examinations. The number 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, except for those graduating in Spring.

International students must register for at least 9.0 credit hours in both Fall and Winter Semesters to fulfill U.S. Citizenship and Immigration Services (USCIS) requirements. Questions should be directed to International Student and Scholar Services.

### Tuition Requirement

#### Full Time Requirement

Graduate students are required to pay a minimum of the equivalent of two full-time semesters of graduate tuition. Graduate tuition is calculated from the semester of acceptance into a graduate program. (Students in integrated programs must also pay graduate tuition for the equivalent of two full-time semesters.)

The student is responsible for complying with any registration requirements established by sponsoring agents for student loans, loan payment deferrals, assistantships, internships, scholarships, and awards. U.S. graduate students receiving assistantships, awards, or internships through BYU must register for at least 2.0 credit hours per semester or for 1.0 credit hour per term. Departmental requirements may exceed these minimums. International students must register for at least 9 semester hours each fall and winter regardless of assistantships, awards or internships.

Only degree-seeking students enrolled in day school are eligible for short-term BYU tuition loans. Since the amount borrowed is applied directly toward the cost of tuition, no minimum level of enrollment is required.

Students should consult with the Financial Aid Office for information on credit hour requirements for obtaining and deferring federal student loans. Only degree-seeking students who are making satisfactory academic progress (SAP) will be eligible for federal financial assistance. The U.S. Department of Education requires students to maintain satisfactory progress toward completing their degree in order to receive financial aid. See [Satisfactory Academic Progress](#) for the complete SAP Policy. Evaluations must be recorded on ADV12; failure to enter evaluations may result in the student being turned down for federal financial aid.

#### Enrollment Status (Full-time, Half-time, etc.)

**Full-time U.S. citizens and permanent residents:** 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.

**Full-time 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.

**Half-time U.S. citizens and permanent residents:** A student enrolled in **between 4.5 hours and 8.0** hours fall or winter semester or between 2.5 hours and 4.0 credit hours a term is considered a half-time student.

Graduate students may request verification of their enrollment status from the Records Office, D-155-ASB [Verifications](#).

#### Petition for Graduate Full-Time Status

Part-time graduate students who are enrolled for at least 2.0 hours of acceptable credit per semester or one hour per term can be certified by their department as being engaged full-time in pursuit of their degree and can petition for graduate full-time status using ADV Form 2a (<https://gradstudies.byu.edu/file/adv-form-2a>). Requests for such an exception are submitted to Graduate Studies.

Departments determine whether a student is to be certified as engaged full time in pursuit of a degree. In making this judgment, departments must be rigorous and consistent in the criteria they use, since this information determines a student's eligibility for initiating loans and deferring payments on existing student loans. Students must have an approved committee and Program of Study. Students are not granted full-time status certification for semesters in advance. **Full-time** pursuit of a degree means the student is devoting 40 or more hours per week to fulfilling graduate degree requirements during the semester in question. A student's full-time load may include any combination of courses, assistantships, research, or special studies. Petitions for Graduate Full-time Status: ADV Form 2a, (<https://gradstudies.byu.edu/file/adv-form-2a>) are submitted to Graduate Studies. Valid reasons for a student registering for fewer than 8.5 credit hours per semester or 4.5 credit hours per term and petitioning for full-time status include the following:

- The student has completed all the required coursework for the degree and is working full-time on the dissertation, thesis, project, or internship and is enrolled for at least 2.0 hours of



acceptable credit per semester or 1.0 hour per term. Acceptable credit would be dissertation hours (799R), thesis hours (699R), project hours (698R), research hours (697R and 797R), or internship hours (multiple designations) OR

- The department limits the student's enrollment to less than full time because of a required TA/RA assignment. The combination of TA/RA assignment and registration must be equivalent to a full-time load, e.g. half-time assistantship plus 6 credit hours of registration per semester (acceptable credit could be anything listed on the student's program of study).

Students who are employed full time, are newly admitted (unless the department limits enrollment), or are international students on F-1 or J-1 visas and do not have the approval of International Services are not eligible to submit a petition for full-time status.

### Eligibility for Campus Services

Graduate students who are registered for at least 2.0 credit hours per semester or 1.0 credit hour per term receive a university ID card and are eligible for all on-campus privileges afforded students who are registered full time (i.e., on-campus employment, student housing, student insurance, intramurals, use of physical education facilities, graduate parking privileges, discount admission to sporting and cultural events, counseling services, free religion courses, and UTA bus pass). Students enrolled in the executive management programs, EMBA and EMPA, are not eligible for all privileges; however, physical education facilities are available to these students for a fee.

### Free Religion Courses

Graduate students enrolled in a degree-seeking graduate program and registered for at least 2 credit hours in a semester or 1 credit hour in a term are eligible (on a space available basis and with instructor approval) to attend religion courses without incurring any additional tuition costs. TAs and all faculty have the ability to add students as a guest in Learning Suite for a course which will grant all the access they need but will not require that a grade be submitted.

### Student Health Insurance

Graduate students with at least 9.0 credit hours per semester or 4.5 credit hours per term are automatically enrolled in the Student Health Plan. Graduate students with at least 2.0 hours of credit are eligible for student health insurance but are not automatically enrolled. Rates for all graduate students are not included in the price of tuition and fees but require additional funds. Information describing the Student Health Center and the Student Health Plan is available from the Health Center (1750 North Wymount Terrace Drive) and online at [health.byu.edu](http://health.byu.edu).

### Graduate Parking

The university has reserved parking spaces for graduate students (G spaces). G parking access allows students to park in designated G and Y stalls when space is available. While these spaces are reserved for graduate students, a parking permit is still required, which can be paid for on the [BYU vehicles and registration page](#). Students register their vehicle through the parking registration page or on myBYU. A vehicle identification number (VIN) and license plate number are required to register. Paid Parking dates are as follows:

- Fall Semester: July 1 – end of the semester
- Winter Semester: December 1 – end of the semester

- Spring and Summer: No charge for parking in Y or G lots, but vehicles must be registered

## Chapter 9 Financial Assistance

### Graduate Student Funding

Departments are encouraged to provide adequate financial support for graduate students. Sources of funds for graduate students include college and department funds, funds allocated by Graduate Studies to departments, and external grants and contracts.

Four types of funding are offered through individual departments: assistantships, internships, private scholarships, and supplementary awards. Most graduate awards given by BYU are in the form of teaching and research assistantships because teaching and research are vital components of graduate programs. Supplementary awards can be given as cash, tuition, or travel awards. Audit credit, special examination credit, or independent study courses may not be paid for by a supplementary tuition award.

New students may inquire about departmental graduate funding during the regular admission process by contacting their department. Continuing students can obtain information and applications from their departments. To be eligible for an assistantship or supplementary award, one must be a degree-seeking graduate student in good standing who is registered for at least two credit hours in the semester (or one credit hour in the term) for which the award is granted.

In addition, Graduate Studies lists on its website some funding opportunities available to graduate students. Awards and eligibility vary. Departments should publish information about financial aid opportunities for students in their programs.

### HIGRA

The High Impact Graduate Research Award (HIGRA) program, sponsored by the Graduate Studies department in collaboration and consultation with Graduate Council members (comprised of Associate Deans from all colleges), is designed to assist graduate programs in recruiting high caliber graduate students who have the potential of producing outstanding scholarly research that will significantly impact their respective disciplines.

The applicant must agree to be supervised by a faculty member who has an active research program. Faculty members are encouraged to use the HIGRA program to recruit high-quality applicants. Although students who have previously attended BYU are not disqualified from applying for this award, preference will be given to candidates who have not previously attended BYU. A total of seven HIGRA awards will be granted each year (4 doctoral, 3 master's), with no more than two coming from the same college. Doctoral awardees will receive \$30,000 per academic year for a maximum of three years. Master's awardees will receive \$15,000 per academic year for a maximum of two years.

Students and faculty will be required to submit annual written reports of progress in order for the awards to be continued. Students who receive the HIGRA award must adhere to Brigham Young University's Honor Code while a student at BYU.

[HIGRA Requirements and Application Instructions](#)

[HIGRA Application form](#)

### Professional Presentation Awards

Graduate students presenting original research at conferences or performing or displaying creative work are eligible to receive a Professional Presentation Award (PPA) of \$500. PPAs are intended to enable graduate students to travel to important conferences or events within their discipline in order to present their scholarly and creative work. PPAs are awarded two times each year and are distributed within two months after the application deadline. The application deadline is in the middle of an award period which allows students to apply who have either already presented their research/creative work or who are planning to within the specified time period. Approximately one-third of the applicants receive an award.

Students may apply for one of two types of PPAs: research or creative work. This distinction between these award types was made to improve the review process for graduate students that intended to travel to conferences and events to perform or display their creative work or develop their talents at a workshop in their discipline. Deadlines are listed below.

Term	Applicant Deadlines	Conference Date
Fall	Nov 1 at 5 pm	Jul - Dec
Winter	May 1 at 5 pm	Jan - June

### Student Loans

Two types of student loans are available to graduate students who qualify: BYU loans (short-term, Law School, and Marriott School) and Federal Stafford Loans. Only degree-seeking students who are making satisfactory academic progress will be considered for loan approval. International students are not eligible for Federal Stafford Loans.

### On-Campus Employment

Student campus jobs other than assistantships and internships are listed at Student Employment Services. Graduate students wishing to seek on-campus employment must be registered for a minimum of two credit hours. Full-time graduate students are not permitted to work more than 20 hours at on-campus employment outside of their academic departments or 28 hours within their departments. International students must be registered for at least 9 credit hours or have full-time status in order to work on campus. Special employment restrictions may apply to international students. For more information regarding on-campus employment, contact Student Employment Services <https://hrs.byu.edu/student-employment>.

### International Student Employment

International students are eligible to seek part-time employment after receiving approval from International Services. Students with F-1 visas are not permitted to work off campus. F-2 visa holders are not permitted to be employed or to attend the university. For more information students and departments should contact International Services.

## Chapter 10 Graduation - All Students

Before applying for graduation, a graduate student should have completed all coursework on his or her approved Program of Study or be currently registered for the remaining courses. During the final semester and/or the semester of final oral and written examinations, a graduate student must register for at least 2.0 credit hours except if graduating in spring term; Spring term graduates must register for 1 hour. In special cases, students may pay an equivalent registration fee through Graduate Studies. Audit and independent study credits are not acceptable. Students who miss the graduation deadlines for any given semester must register for at least 2 hours (preferably project, thesis, dissertation, or internship credit) or pay the equivalent minimum registration fee and will graduate the following semester.

The graduate committee chair (or advisor) should work closely with students as they prepare to complete the final requirements for their degree and apply for graduation. Missed deadlines and misunderstandings about final requirements can lead to serious delays in graduation plans. The graduate committee chair should periodically check the student's record to see what progress is being made and what help may be needed.

All graduate students must have a valid ecclesiastical endorsement to apply for graduation. Graduate students should apply for graduation by the deadlines listed in the Graduation Deadlines for Graduate Students found on the Graduate Studies website: (<https://gradstudies.byu.edu/page/adv-form-8>).

Applications received after the deadlines will be processed for the next graduation. All students must apply online in AIM (GRADAPP). After the departments have **accepted** the graduation information in AIM, Graduate Studies will remind students by email to review their progress report. Students should report any discrepancies to their departments. Students who do not meet graduation deadlines will be withdrawn from graduation and must reapply.

### Comprehensive Examinations

Department comprehensive and oral examinations are expected to be demanding and fair. They should require currency in the field, thorough analysis of the questions or problems posed, and synthesis of knowledge in discipline—all at a level appropriate for the degree to be awarded. They should also require skill in expression.

Departments should provide published and well-publicized criteria for what constitutes acceptable performance on department oral and comprehensive examinations. The purpose, format, range of content, and nature of examinations should be described. Departments are expected to apply consistent and rigorous standards in evaluating examinations. Departments are required to establish a mechanism for providing feedback and a clear policy on retaking failed comprehensive examinations.

### Master's Students

Departments may require students to take an oral exam or master's coursework exam. The examination is normally given when the student has completed the required coursework for the degree. If a student has a declared minor, it is expected that the examination will include subject matter from the minor field. Some master's degree programs require comprehensive exams in lieu of a thesis.

## Doctoral Students

Doctoral students must pass a written comprehensive examination or qualifying experience in their field under the direction of the major department. Departments determine whether a written/oral comprehensive exam or qualifying experience assesses doctoral student competency and preparation for degree completion. In the case of a declared minor, it is expected that the examination or qualifying experience will also include subject matter from the minor field.

## Culminating Experience

Every department is expected to require a culminating experience of its graduate students, regardless of whether the student is in a traditional or applied program. The culminating experience is usually a research-based dissertation or thesis, but it may be a project or report in a master's program.

## Final Oral Examination (Defense)

The final oral examination (defense of the dissertation or thesis) must be scheduled by the department in gradprogress at least one day in advance of the defense meeting. Students should be reminded of this deadline by their graduate committee chair as their work nears completion. Final examinations may not be held during the interim periods between semesters or terms. All members of the BYU academic community are invited to attend the final oral examination and ask questions, but only members of the student's graduate committee may examine the candidate and vote on his or her performance. Examination questions are to be carefully framed to require a grasp of discipline essentials and the ability to analyze and synthesize.

The oral examination or defense of the thesis, dissertation, performance, or other culminating product is an important part of graduate education. Accordingly, the Principles and Characteristics of Graduate Education note that exams should be "demanding and fair. They require currency in the field, thorough analysis of the questions or problems posed, and synthesis of knowledge in the discipline, all at a level appropriate for the degree to be awarded" (p.8). In order for students to pass the final defense/exam, (with or without qualifications) they must demonstrate a sound understanding of their work and its implications. Programs are encouraged to help students prepare for the defense of the culminating experience by communicating expectations for student performance. Such expectations might include the following:

1. A well thought-out, well-organized, cogent summary of the student's work including:
  - a. An explanation of how the current work relates to the student's discipline.
  - b. The rationale behind the project in the context of available literature.
  - c. If the student has been part of a research team or lab, an explanation of the student's intellectual contribution to the project and a description of how the student's work fits into the broader research conducted in this lab.
  - d. The questions or issues the current work has designed to address.
  - e. The way the design, method, and/or approach addressed those questions.
  - f. The analysis of data gathered.
  - g. The results, outcomes, final products, or performance.
2. An interpretation of results, findings, contributions, insights, and conclusions and their significance. What does this work add to existing knowledge?
3. A discussion of implications the work suggests for future research or creative endeavor.
4. A discussion of any applied or clinical implications suggested by the work.

5. Thoughtful, well-founded responses to all questions the committee members might ask. Departments may request accommodations for committee members (not committee chairs or students) under the following circumstances:
  - a. A member of the graduate student's committee is employed at another university, and the student has worked in that professor's lab/studio during the graduate program. An accommodation may be requested for the committee member to participate in the defense via video conferencing (zoom).
  - b. A committee member has left the university during the student's program but has continued to work actively with the committee and the student. An accommodation may be requested for the committee member to participate in the defense via video conferencing. Accommodations require the approval of the student's department, the college dean, and the graduate dean.
  - c. A pandemic during which remote examination accommodations are allowed with department approval.

Accommodations require the approval of the student's department, college dean and Graduate Studies.

The graduate committee may vote to pass, pass with qualification, recess, or fail the student. If the decision is to pass, no further work is required.

If the decision is to pass with qualification, the committee may require minor revisions of the dissertation or thesis or may request that the candidate strengthen his or her preparation in subject matter areas, or both. When these qualifications are cleared and the committee chair has properly recorded the clearance in Grad Progress, the student is judged to have passed the examination.

If two or more examiners vote to recess, the examination is recessed. The committee will provide a detailed summary to the student, the department and to Graduate Studies of the expectations for improvement in the subject matter, and/or changes required in the dissertation or thesis before the examination will be reconvened. A memo with the committee expectations must be sent to Graduate Studies. With the approval of the Graduate Committee, the candidate may schedule a second and final examination. The new examination cannot be held sooner than a month after the recessed examination.

If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated. Because examination results of recess or fail may lead to termination of graduate status, the department is required to submit a memo to Graduate Studies including the reasons for the decision.

### Thesis and Dissertation Students

Students should take their department's course in research methodology before they begin the culminating writing experience. The student's graduate committee should carefully direct the culminating writing experience, including the research design, the prospectus preparation, the research itself, and the preparation of the written document. The topic should be one of consequence that makes substantial contributions to some aspect of the discipline, and one that the graduate committee chair is well prepared to direct. The prospectus is a critical aspect of the student's project that precedes intensive research; careful departmental review of the prospectus should eliminate any major problems. By their excellence and uniqueness, these research and writing experiences impressively demonstrate

the achievements, knowledge, and skills of the students at the time the graduate degree is completed. The final product should be well written and should lead directly to a publishable piece of work. Faculty mentors should encourage students to publish their work and should assist in that effort. The Dean of Graduate Studies, as part of the university review of academic programs, selects dissertations, theses, and projects or creative works for external review.

### Minimum Standards for Submitting Dissertations and Theses

BYU Graduate Studies no longer dictates style standards for the chapters of a thesis or dissertation (e.g. line spacing, fonts, pagination).

### Thesis and Dissertation Formatting Policy

BYU Graduate Studies requires that a title page, abstract and table of contents be included in each thesis and dissertation. The format of the title page must comply with University style standards as communicated [here](#).

Formatting of the abstract and table of contents is at the discretion of the college style standards. If needed, default formatting guidelines for each of these pages, the thesis body, and sample documents are available [here](#).

### BYU Graduate Studies Requirements

#### Formatting

To ensure that each thesis and dissertation is legible and accessible in printed and digital format, BYU Graduate Studies requires:

- US Letter size pages (BYU Print and Mail suggests margins of at least  $\frac{3}{4}$ " to ensure quality of printed and bound documents)
- All fonts embedded in the PDF
- Bookmarks for each chapter and heading that is present in the Table of Contents section in the PDF

#### Article-Based Chapters

BYU Graduate Studies is supportive of article-based formatting of chapters in theses and dissertations when consistent with disciplinary norms and College style standards. If applicable, accepted or published articles on which the student is a primary author may be inserted as chapters in the thesis or dissertation. Submitted articles are subject to college formatting requirements. **Article-based chapters using accepted or published articles must include a complete citation and the following statement: "I hereby confirm that the use of this article is compliant with all publishing agreements."** BYU Graduate Studies will examine theses on a regular basis to ensure reasonable levels of quality and consistency.

### College Requirements

In addition to the requirements stated above, each thesis and dissertation must meet standards for content and formatting that is consistent with national/international disciplinary norms, as determined by the graduate program and the College. The program and College are responsible for establishing and enforcing adherence to their standards.

Questions should be sent to the Advisement Intern or Denise Stanton.

#### Advisement Intern

- [gsadvisemetnintern@byu.edu](mailto:gsadvisemetnintern@byu.edu)
- Phone 801-422-1677

#### Denise Stanton, Advisement Administrator

- [denise\\_stanton@byu.edu](mailto:denise_stanton@byu.edu)
- Phone 801-422-4541

#### ETD Release Options

Student authors select a release option at the appropriate stage on the Grad Progress page. The level of access should be considered carefully, taking into consideration patent, publishing, and other proprietary issues. Students should ask the BYU Technology Transfer Office for advice and discuss this with their chair if a patent is involved. If intending to work with a publisher regarding journal or book publications, the student should understand any policies and agreements he or she would sign.

BYU allows the four following levels of access:

Immediate Release. This allows worldwide access to the entire work through the internet and is recommended by the University. This option makes the information freely available.

Delayed Release. This delays release of the entire work for up to one year for publication or other proprietary reasons. After the one year delay, the work will be released for world wide access in the digital library.

Secure Access. This secures/embargoes the entire work for patent OR export control reasons. The University Technology Transfer Office will determine, with guidance from the student and advisor, whether the embargo is for patent or export control restriction purposes. At the end of the secure period the work will be released for cataloging in the digital library. This secure option requires approval of Graduate Studies.

Creative Work Embargo. This option is only available for English Creative Writing MFA students who wish to delay release for a period longer than one year. This option requires approval of the graduate coordinator.

#### Grade Change Authorizations

Graduate students typically take dissertation, thesis, or project credits (799R, 699R, or 698R) throughout their graduate program. Nevertheless, until the dissertation or thesis has been successfully defended, only a *T* (coursework in progress) grade is assigned for these credits. Some 698R courses may require a letter grade while others receive a *T* grade. After the student successfully defends the dissertation or thesis and clears any qualifications, the committee chair enters Pass in Grad Progress. The *T* grades should automatically change to *P* for 799R (dissertation) or 699R (thesis) courses. Please note that a grade change will be required for students who register for 699R or 799R AFTER the student has passed their defense.

## Chapter 11 Academic Standards

### Curriculum and Coursework

Graduate programs should be able to articulate the following:



1. What defines a “Program of Consequence” in your field?
2. How do you measure “Consequence” based on your definition?
3. What data outcomes support this measure?
4. How is the program essential to the mission; how does it impact the undergraduate experience?

Graduate curricula should be well designed and up to date, leading to strong preparation of students. Departments should offer enough courses to support a full graduate program, and not list courses that are “on the books” but rarely taught. The curriculum should be appropriate for the preparation and specialties of the faculty and should reflect leadership in the discipline. The classroom experience should be qualitatively different from courses in the undergraduate program. Departments should not double-list courses by undergraduate and graduate numbers (such as 400 and 600) and should avoid all practices that dilute the classroom experience for graduate students. A master’s Program of Study should consist largely of 600 level courses while doctoral programs should consist largely of 600 and 700 level courses.

#### **Guiding Principles:**

- Graduate courses and programs should differ qualitatively from undergraduate programs and courses.
- An excellent undergraduate experience should not require enrollment in graduate level courses, except in the case of an integrated bachelor/master’s program.
- Exceptional undergraduates who are willing and able to meet graduate level standards may enroll in any 500 level courses that are not restricted to graduate students.
- For all 500 level courses, the expectation for all students is the same.
- Advanced graduate-level courses should be numbered at the 600 and 700 levels.

#### Approved uses for 500 level courses:

1. As introductory, foundation, or elective graduate courses.
2. As courses that require 400-level prerequisites.
3. As advanced undergraduate elective courses that must exceed upper-division (300-499) level.
4. As foundational or introductory post-baccalaureate courses leading to professional certification or licensure.
5. As courses essential to programs that bridge between five-year undergraduate programs and graduate foundation studies.

#### Inappropriate Uses of 500 level courses:

- Cross listing of similar undergraduate and graduate courses.
- Mixing graduate and undergraduate students because of inadequate department resources.
- Permitting a small class environment for *undergraduate-level* mentoring.
- For advanced graduate-level courses.

Departments are expected to enrich their graduate curriculum with presentations by visiting lecturers, colloquia, and other opportunities for learning outside the regular curriculum, even within the disciplines of other departments.

Every graduate course should have a course outline and syllabus in which the instructor's expectations are clearly stated and the course description is comprehensive and clear. Courses are to require extensive writing assignments of substance and consequence that train students to think critically.

Student papers should adhere to high standards of composition, and they should be carefully criticized and assessed, sometimes by both instructor and peers. All courses, even those considered to be applied courses, should have a strong theoretical foundation based on current research. They should require investigation beyond classroom experiences and textbooks. Where possible, they should include demanding essay examinations. Graduate course grades should accurately reflect student achievement and should not be inflated. It is recognized, however, that graduate courses are usually graded on the basis of competency rather than on a competitive model.

Credits earned through directed readings, independent or off-campus projects, or employment-related projects should be kept to a minimum; such courses must be approved by the department and should be as rigorous and demanding as regular courses. For credit to be applied, the instructor and student formulate an agreement of requirements and expectations and file that "contract" with the department office. The student will receive credit only when the agreement has been fulfilled.

### Graduate Program Policies:

Minimum standards for graduate degrees have been established by the university; department requirements often exceed these standards.

Program Type	Minimum hours	Other hour requirements
	<b>Masters</b>	
Thesis	30	6 Thesis hours
Project	30	0-6 Project hours
Non-Thesis	30	
Minor	9	
	<b>Doctorate</b>	
Without Master's Degree	54	18 Dissertation hours
With Master's Degree	36	18 Dissertation hours
Minor	12	

## Chapter 12 Curriculum

### Course Catalog Numbers

The teaching area (5 character limit abbreviation) and a 3-digit number (which may have a letter suffix) are used to designate each course.

#### Course Number and Type of Course

1 to 99 Preparatory and remedial (non-credit)

100 to 299 Lower-division

300 to 499 Upper-division

500 to 599 Graduate courses that will allow advanced undergraduate (90 hours completed and/or departmental approval)

600 to 799 Graduate courses Reserved Numbers

599R, 688R — Internships

589 — In-service course with school districts

698R and 798R — Field project in lieu of thesis and dissertation

699R — Master's thesis research and writing

799R — Doctoral dissertation research and writing

#### Course Descriptions

Course descriptions should be written clearly, in language that is understandable by prospective students. Following are guidelines for writing a course description:

Be concise.

Use active voice.

Delete articles wherever possible. Restrict adverbs and adjectives. Use parallel structure.

Don't repeat information contained in the course title.

Avoid unnecessary introductory phrases (e.g., A course in . . . ; A study of . . . ; etc.).

Avoid jargon. Remember that those outside your field of study need to know what this course is — not just those trained in the field.

Observe the standard word limit of 35.

Descriptions submitted for a course will be edited to ensure there is consistency in voice and structure throughout the catalog.

#### Program Requests/Changes

Departments may submit graduate program or course curriculum changes (core requirements, program hours, etc) in Quali for their college curriculum representative to review at any time, but they should consider the timing of the change in relation to the admissions cycle. Such changes may include

addition, deletion, or alteration of any of the course offerings. The college curriculum representative in turn submits the proposal through Kualu to the Graduate Curriculum Council for review and approval. The GCC, which is composed of associate deans from all colleges on campus, is responsible for approving all changes in graduate curricula.

Proposals may be submitted any time during the academic year but will be reviewed by the GCC in accordance with the deadlines established by the University Curriculum Council. Proposals are approved by the Graduate Curriculum Council, the Graduate Dean, and then directed to the Associate Academic Vice President who will present it to the Academic Vice President, the President's Council, and in some cases the Church Commissioner of Education and the Board of Trustees and the Northwest Commission of Colleges and Universities (NWCCU).

### New Program Proposals

Graduate Studies welcomes new program proposals. Key questions to consider when proposing a new graduate program:

- Will this proposal support the current program-level learning outcomes?
- What are the positive and/or negative impacts of this proposal (i.e., time-to-graduation)?
- What are the potential resource implications?
- Will this proposal affect other departments?

Departments should prepare documentation regarding the new proposed program that responds to all of the questions/statements in the instructions found here ([New Graduate Program Proposal Guide](#)). All documentation should be submitted through Kualu for the proper levels of review and approval before it is submitted to the AVPs and Presidents Council, and on to the Board of Trustees.

### Joint Program Proposals

Multiple departments seeking to offer a joint graduate degree program should consult with their respective program counterpart/s to ensure that the guiding requirements of the program, department, and relevant accreditation organizations are satisfied. The departments should also determine if there will be restrictions on the number of applicants that will be admitted as joint graduate degree students. Once these determinations have been established, the respective departments must submit their proposed joint graduate degree proposal to Graduate Studies through Kualu for initial evaluation. Proposed joint graduate degrees will be subject to evaluation and approval through the BYU Board of Trustees level. Joint graduate degrees may not be advertised until official approval is received.

### Department/Program Requirements

Departments requesting a joint graduate degree program must provide the following information in their request:

1. A statement articulating the benefit to students to participate in the proposed joint graduate degree program.
2. A list of the required credit hours for both programs.
3. The number of shared credit hours (with a maximum of 20% of the total combined coursework hours) for the completion of both degrees.
4. A list of courses that will be accepted as shared credit by both programs.
5. The number of students that can be accepted as joint graduate degree program participants.

6. An explanation of all changes in resource requirements that will result from the proposed joint graduate degree program (including money, faculty time, physical space, etc.).
7. A clear plan for how the degrees will be awarded upon completion.

This information should be submitted with the joint graduate degree program [form 6](#) including the above information to Graduate Studies for evaluation.

Once approved, both programs may advertise the joint graduate degree program. Departments should inform the student wishing to complete a joint graduate degree program that they must fill out GS Form 5 <https://gradstudies.byu.edu/file/gc-form-5> prior to beginning their 2nd graduate degree program. Joint graduate degree program students must be evaluated twice each year in each program in which they are enrolled. For example, if a student is taking courses in program A and program B concurrently they would be evaluated twice each year by program A and twice each year by program B. Programs must share the student evaluations with each other and ensure that the student is on track to graduate and making satisfactory progress in all aspects of the joint graduate degree program.

### Student Requirements

Students applying for a joint graduate degree program are subject to the following requirements:

1. Students can apply and participate only in formally approved joint programs.
2. When both degree programs require a culminating graduate experience, the student must complete a separate experience for each degree.
3. Standard restrictions on time spent in the program will apply. Admitted students are not required to finish both degrees at the same time, although it may be required by the departments as part of the joint graduate degree program agreement.
4. International students should carefully examine federal immigration requirements and obtain any special permissions that may be needed to participate in joint programs.

### Course Change Procedures

#### Curriculum Review

The curriculum review of courses and programs are actively discussed and approved by the Graduate Curriculum Council (GCC) from September through mid-February. Proposals are generally approved for the following academic year. The mid-February deadline is necessary to meet publication timelines, make database changes, and to allow time for graduate departments and Graduate Studies to implement approved changes.

#### Course Creation

1. New course requests are submitted through Quali for review and approval.
2. The course proposal should indicate the resource impact of the course. The department and college will need to negotiate any necessary resource adjustments.
3. To add a new course to a degree program, submit a program request. The request should make clear any changes in total program hours.

4. As the justification for creating a new course, explain why the course should be offered. Questions to consider:
5. New course requests should include specific learning outcomes that are linked to program learning outcomes.
  - a. How will the course add value to the degree for the student?
  - b. How will the course help students adapt to changing standards in the field of study?
  - c. How will it better prepare students for the job market?
5. New course requests should include specific learning outcomes that are linked to program learning outcomes.

### Course Changes

1. Course changes are submitted through Quali for review and approval.
2. If changes to the course title, description, and/or credit hours are extensive, the course should be submitted as a new course and not a change to an existing course.
3. If the course is used by other departments as a prerequisite course or as part of their degree programs, contact the departments so they are aware of the change and can give approval as necessary.
4. If the course is cross-listed with another course, and the same curriculum index number is used for both courses, both departments must agree on the changes being made.

Curriculum changes that affect undergraduate program requirements or dependencies, typically course prerequisites, will need to be reviewed and approved by the University Curriculum Council (UCC) in addition to the GCC.

Matriculated graduate students are allowed to follow the degree requirements in effect when admitted but are given the option of changing to new degree requirements if desired.

### Course Expiration

1. Course expiration proposals are submitted through Quali or review and approval.
2. If the course is used by another department as a prerequisite or part of their degree program, consult with the department to ensure that student needs are met through another course or avenue.
3. If the expired course was part of a degree program in the department, submit a program request to the GCC to account for the course's removal.

## Chapter 13 Academic Program Temporary Discontinuance

Circumstances may arise where the best course of action is to stop admitting new students to a graduate program for a period of time. For example, there may need to be some (1) restructuring, (2) improvements, or (3) new faculty hired before the program can continue providing a compelling academic experience for graduate students.

### Temporary Discontinuance

When a department determines it is necessary to stop admitting graduate students to a graduate program for up to 12 months, a Temporary Discontinue is requested by submitting OGS Form 5, Temporary Discontinuance of Graduate Program to the Dean of Graduate Studies for approval. A Temporary Discontinuance can be granted for up to one year.

If a department determines that more than one year is needed to make changes to a graduate program, they should submit a new OGS Form 5, Temporary Discontinuance of Graduate Program request for approval.

Note: If a Temporary Discontinuance of Graduate Program request is denied, departments must admit students to their program or take steps to expire the program.

### Academic Program Expiration

If a department desires to expire a program, a Program Request is submitted through Kualu for approval. The request will be reviewed by the Graduate Dean, Graduate Curriculum Council and will require final approval from the AVP's, President Council, and the Board of Trustees. Notification will also be sent to NWCCU.

## Chapter 14 Graduate Academic Grievance Policy

Despite the well-meaning efforts of students and faculty, there may be occasions when a graduate student feels that his or her work has been unfairly or inadequately evaluated. Usually such differences can be amicably resolved between the student and faculty member. The following procedures are designed to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

The grievance must be initiated by the graduate student no later than four months from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred.

The graduate student should initially address the grievance to the involved faculty member for review and resolution. If for any reason the faculty member is unavailable or the student believes the matter will not be fairly dealt with or may result in retribution, the student may direct the grievance to the department chair. If there is no department chair, the grievance shall be directed to the graduate coordinator or other person designated by the dean of the college to consider such matters (hereinafter referred to as the department chair). The faculty member or department chair shall have the right to consult others regarding the matter as reasonable, with due regard for the graduate student's right to privacy under the *Family Educational Rights and Privacy Act*.

If the grievance originated with the faculty member and is not resolved satisfactorily, the student may submit a written request for review to the department chair. Decisions of the department chair, including

matters originated with the department chair, shall be given in writing to both the student and the faculty member within 45 days of the student's written request for review. If no further request for review is taken, as described in the following paragraph, the decision of the department chair will be implemented.

If the matter is not resolved to the student's satisfaction by the department chair, the student may submit a written request for review to the dean of the college or school, outlining the grievance, explaining its disposition, and setting forth facts supporting the student's request. The request for review must be made within 45 days of the date of the written disposition by the department chair. The college dean will conduct a review and will communicate his/her decision in writing to the student and to the department chair within 30 days of receipt of the graduate student's request for review.

If the matter is not resolved to the graduate student's satisfaction by the college dean, and it involves terminating the student from the graduate program, the student may submit a written request for review to the Dean of Graduate Studies. The written request for review should contain an outline of the grievance and its disposition and should set forth facts supporting the student's request for review. The request for review must be made within 45 days of the date of the written disposition by the college dean.

The Dean of Graduate Studies will convene a formal administrative review of matters that have not been resolved at the department or college level if terminating a graduate student from his/her graduate program is involved. Following the proceeding, which takes place under "Administrative Proceeding Format" as described below, the review panel will deliberate in a closed session and make a formal recommendation to the Dean of Graduate Studies, whose decision is final and cannot be appealed. A member of the Graduate Council chairs the administrative review and may ask questions but is not a voting member of the three-person review panel. Review panel members will consist of two graduate faculty members and one graduate student from departments outside that of the graduate student requesting the review. Review panel members will be appointed by the Dean of Graduate Studies.

### Administrative Proceeding Format

The format for an administrative proceeding is as follows:

1. Chair's introduction, summary of issues, and process overview.
2. Graduate student's (grievant's) presentation of issues (15 minutes maximum).
3. Department representative's presentation of issues (15 minutes maximum).
4. Optional presentation by witnesses (limited to three per side and a maximum of 15 minutes per side).
5. Graduate student's rebuttal (limited to 10 minutes).
6. Questions by panel members.
7. Opportunity for the department representative and the grievant to make a final statement (limited to 5 minutes), grievant following the department representatives.
8. Dismissal of presenters and witnesses.
9. Deliberation by panel members.
10. Written recommendations to the Dean of Graduate Studies (within 30 calendar days, unless extended by the panel by written notification to the Dean of Graduate Studies and to the grievant and the department).



11. Written decision by the Dean of Graduate Studies (within 30 days of receipt of the written recommendation of the panel, unless extended by the Dean of Graduate Studies with written notice of the extension to all parties).

### Preparation for the Administrative Proceeding

All materials, including a list of witnesses with a short summary of the content of their presentations and a short statement (not to exceed two pages) of the issues and facts to be considered by the review panel, must be submitted to Graduate Studies at least two weeks (14 days) in advance of the administrative review. Materials will then be distributed to the grievant(s), to the chair of the department against which the grievance has been filed, and to the members of the review panel. Thereafter, if any of the parties wish to have additional materials or witnesses considered by members of the review panel, such materials or witness names must be received by Graduate Studies no later than one week in advance of the administrative review, at which time all materials will be distributed to the parties as well as to the members of the review panel.

Graduate Studies will pay for reasonable reproduction costs, but the cost of reproducing packets in excess of 50 pages will be charged to the submitting party (graduate student or department). No audio/visual equipment will be allowed at the administrative review unless a written request for equipment is received by Graduate Studies at least one week before the scheduled date of the administrative review. The requesting party is responsible for providing the requested audio/visual equipment.

The chair of the review panel may, at his or her discretion, convene a planning meeting with the department representative and the grievant to discuss the material and witnesses submitted, in order to expedite the review by eliminating redundant and irrelevant information and by defining the precise issues that will be considered by the panel.

Presentation of the issues should be concise and relevant. The chair of the review panel shall be responsible for conducting the administrative review and making decisions regarding applicable procedures. The points of dispute may be summarized or illustrated by anecdote. Experience suggests that the best approach is to carefully tailor the formal presentation to the pertinent issues and to allow the panel members time for questions.

### Attendance at the Administrative Proceeding

Attorneys are not allowed to attend at any point in the review process. The grievant, however, may bring one or two additional persons to the administrative review for support and counsel. The grievant will be solely responsible for his or her presentation. The review panel described in this document operates as part of an academic administrative review, not a judicial proceeding. The graduate student must notify Graduate Studies, in writing, at least two weeks before the scheduled date of the administrative review if he/she wishes to have one or two additional persons present. The presence of these additional person(s) does not change the proceeding, as they will not be able to examine witnesses, ask questions, advocate, or otherwise take part.

### Honor Code Violations

Honor Code violations are handled through the Honor Code Office and are not subject to the same procedures as academic grievances. For more information regarding Honor Code policies and procedures, contact the Honor Code Office.

## Chapter 15 Records Management and Retention

Graduate Studies maintains student records pertinent to graduate study at BYU, including applications and official transcripts received from other universities. All U.S. student application files are imaged, as are the credential evaluations for international students who are admitted. The imaged applications of students who are admitted but fail to finish their degree are destroyed after ten years. Records of students who are admitted and complete their degree are maintained in imaging for permanent storage.

Departments are encouraged to archive their records of graduate student applications.

The BYU policy concerning confidentiality of student academic records reflects a reasonable balance between the university's obligation for the instruction and welfare of the student and the university's responsibility to society. Every possible effort is made to maintain student academic records in confidence by withholding information from individuals who are not authorized to receive it. Faculty and administrative officers who have a legitimate need to use students' records will be allowed access as needed without prior permission from the student. Because all student records and reports contain confidential information, it is necessary to purge and delete them. The Confidentiality of Records Policy is detailed in the *University Handbook* and the *BYU Undergraduate Catalog*.

Some of the information in this document was obtained from the pamphlet entitled *Principles and Characteristics of Graduate Education*. For information on national policies and standards for graduate study, you may contact the Council of Graduate Schools (CGS), One Dupont Circle, N.W., Suite 230, Washington, DC 20036-1173, or telephone at (202) 331-7157, or visit the CGS website at <http://www.cgsnet.org/>. CGS publishes numerous handbooks and policy statements relating to various aspects of graduate study.

## Chapter 16 Glossary

### Terms Related to Graduate Studies at BYU

**Access** – authorization to view or update pages in AIM.

**Administrative Proceeding** – the final hearing of a student academic grievance.

**Admission Ceiling** – the maximum number of students that may be admitted to a particular program each year.

**Admit** – 1) to accept an applicant into a particular program; 2) an individual admitted to a graduate program; 3) the designation in AIM given to an applicant who has been accepted to a program.

**AIM** – (Academic Information Management) BYU's student information system.

**Applicant** – one who is applying for admission to a BYU graduate program.

**ApplyYourself** – the system used by BYU for online graduate application management; also the name of the application module. Website: <https://byugrad.askadmissions.net/sso>.

**Assistantship** – an academic position given to a graduate student by a department that usually carries a stipend and involves part-time teaching or research.

**BYUGSS** – Brigham Young University Graduate Student Society. University-wide organization that includes all BYU graduate students.

**Challenge Examination** – an examination to evaluate if a graduate student may receive graded credit for a course without enrolling in and taking the class.

**Commencement** – university graduation ceremony held in April

**Comprehensive Examination** – examination to assess the competency of a student within his/her program.

**Connect** – the system used for managing and communicating with prospective applicants, admitted and enrolled applicants.

**Convocations** – college or school graduation ceremonies held in April.

**Copyright** – legal ownership right afforded original creative works including dissertations, theses, and projects.

**Courses** – classes or seminars in which a student may enroll.

**Credit** – official recognition that a student successfully completed a course.

**Credit Certified by Challenge Examination** – graded credit given to a student for successful completion of a challenge examination.

**Credit Limit** – a limit determined by departments on the number of credits for which a student is allowed to register for in an academic semester or term. University maximum for graduate students is 22 for a semester and 11 for a term.

**Defense** – (Final Oral Examination) culminating examination experience which usually includes a presentation and justification of a dissertation or thesis. All members of the BYU community are invited to attend the final oral examination, but only members of the graduate committee question the candidate and vote on the candidate's performance. The final oral examination is scheduled in Grad Progress at least one day before the defense. The examination result is "pass", "pass with qualifications", "recess", or "fail".

**Degree** – academic title conferred on a student after completing all graduate program requirements.

**Deny** – decision to recommend that a student not be admitted to a graduate program.

**Department Chair** – faculty member in each department responsible for department administration.

**Dismissal** – (Termination of Graduate Status ) a student may be terminated from a graduate program for the following reasons: 1) failing to satisfactorily complete conditions of acceptance; 2) failing to meet the annual minimum registration requirement; 3) requesting to withdraw; 4) failing to make satisfactory progress toward a degree; 5) failing the comprehensive examination; 6) failing the final oral examination; 7) violating the standards of the Honor Code; 8) exceeding the time limit; 9) receiving a marginal or unsatisfactory rating in the annual department evaluation and being unable or unwilling to comply with the conditions for continuance outlined by the department.

**Dissertation** – formal scholarly treatise written by a doctoral candidate.

**Doctoral Residency** – requirement of doctoral students to register for at least two consecutive 6 credit hour semesters on the BYU campus.

**Doctoral Skill Requirement** – requirement of doctoral students related to a particular skill such as developing proficiency in a foreign language, computer programming, mathematics, or statistics.

**E3PT** - test taken by prospective applicants whose native language is not English and who have not earned a baccalaureate degree from an English-speaking country.

**Ecclesiastical Endorsement** – two levels of endorsement are required for graduate applicants. The endorsement interview for LDS applicants is to be completed by the applicant's bishop and stake president. Non-LDS applicants can either bring a paper copy of the endorsement to their ecclesiastical leader and complete their second level of endorsement with the University Chaplain OR they may interview with an LDS bishop and the University Chaplain.

Continuing graduate students need one level of endorsement from their bishop each year as well as when applying for graduation.

**Eligibility** – (Registration Eligibility) access to register in AIM for a specific semester or term.

**Emphasis** – focus or track within a degree program. Emphasis does not appear on the transcript.

**Enrolled** – student currently registered for classes.

**Enrollment Status** – a designation (full-time or part-time) given to a student based on the number of credit hours for which he/she is registered; full-time status is 8.5 credits per semester (9.0 credits for international students) and 4.5 credits per term.

**ETD** – (Electronic Thesis or Dissertation) electronic dissertation or thesis submitted to Graduate Studies ETDs are available in the digital library

**ETS** – (Educational Testing Service) organization responsible for administering entrance examinations including the Graduate Record Examination (GRE) and the Test of English as a Foreign Language (TOEFL).

**Expire** – the action taken to make a student's graduate program inactive.

**Fellowship** – money granted for advanced study or research.

**FERPA** – (Family Educational Rights and Privacy Act of 1974) under this act, students who have not waived their right of access possess the right to see comments written about them only after they have been admitted and are enrolled. FERPA does not apply to unsuccessful applicants and admitted applicants who do not enroll.

**Final Oral Examination** – culminating examination experience which includes a defense of a dissertation or thesis. All members of the BYU community are invited to attend the final oral examination, but only members of the graduate committee question the candidate and vote on the candidate's performance. The final oral examination is scheduled in Grad Progress at least one day ahead of the exam. The examination result is "pass," "pass with qualifications," "recess," or "fail."

**Financial Aid** – financial assistance with education. Financial aid at BYU includes department fellowships, scholarships, and assistantships, short term loans, and Federal Stafford Loans.

**GMAT** – (Graduate Management Admission Test) examination taken by prospective graduate applicants for particular graduate programs including business management, accounting, and public administration.

**G-Parking** - privilege given by the BYU Traffic Office to graduate students. Eligible students register and pay online to gain access to park in both "G" and "Y" lots.

**GPA Requirement** – graduate students are required to maintain a 3.0 GPA on their Program of Study courses. If a graduate student's (Program of Study) GPA falls below 3.0, the student will not be allowed to graduate and may be dismissed from the graduate program. No D credit may apply toward a graduate degree.

**Graduate Advisor** – the term refers to a temporary graduate advisor assigned to a student before the student has chosen a graduate committee chair. The Graduate Advisor may become the Graduate Committee Chair.

**Graduate Catalog** – online listing of graduate programs, available courses, and graduate faculty. Available on the Graduate Studies website.

**Graduate Committee** – chosen graduate faculty members who have agreed to direct and advise a graduate student through his or her degree requirements including coursework and research (the

dissertation, thesis, or project).

**Graduate Committee Chair** – head of the graduate committee that directs and advises a student through all aspects of his/her graduate program.

**Graduate Coordinator** – a designated graduate faculty member responsible for department graduate program administration.

**Graduate Council** – council, chaired by the Dean of Graduate Studies, responsible for establishing policy and maintaining standards of quality in graduate education.

**Graduate Curriculum Council** – committee responsible for approving new graduate curriculum or curriculum changes.

**Graduate Faculty Status** – designation given to faculty members who have met established university and college criteria. Graduate faculty members design and implement graduate programs and direct graduate students' scholarly and creative work.

**Graduate Handbook** – online or written document detailing department policies and guidelines related to graduate study.

**Graduate Minor** – a degree component earned by completing graduate-level courses usually outside of the student's major department.

**Graduate Program Manager** – department program manager working with the Graduate Coordinator to handle procedural issues related to student graduate programs.

**Grad Progress** - Online secure system for students, faculty, and program administrators to request and give approvals for committees, Program of Study, thesis defenses, and ETD submissions.

**Graduate Student Society (GSS)** – (BYUGSS) university-wide organization that includes all BYU graduate students.

**Graduate Studies** – office that takes care of the central procedures concerning university admissions to graduate programs and includes advising on policy and procedure, clearing students for graduation, facilitating graduate student evaluations, and monitoring graduate student progress.

**Graduation Deferral** – a change in the year or term of graduation.

**GRE** – (Graduate Record Examination) examination taken by prospective graduate applicants consisting of three sections: verbal reasoning, quantitative reasoning, and analytical writing.

**GRE Subject Test** – examination taken by prospective graduate applicants on a particular subject. Subject tests exist in the following areas: Biochemistry; Cell and Molecular Biology; Biology; Chemistry; Computer Science; English Literature; Mathematics; Physics; and Psychology.

**Grievance** – (Student Academic Grievance) an academic complaint issued by a student and governed by the Graduate Student Academic Grievance policy.

**HIGRA** - an award designed to assist graduate programs in recruiting high caliber graduate students who have the potential of producing outstanding scholarly research that will significantly impact their respective disciplines.

**Honor Code** – code of conduct which emphasizes being honest, living a chaste and virtuous life, abstaining from alcohol and tobacco, using clean language, and following other values encompassed in the doctrines of The Church of Jesus Christ of Latter-day Saints. The code is supplemented by additional guidelines on dress, grooming, and housing. All BYU students agree to live by the honor code. Students and applicants attest their willingness to comply with the Honor Code by completing their ecclesiastical endorsement.

**I-20** – Certificate of Eligibility for Nonimmigrant (F-1) Student Status, issued by the U.S. Department of Homeland Security after all admission requirements are cleared. Obtaining an I-20 does not guarantee the granting of an F-1 visa.

**IELTS** - (International English Language Testing System) Test administered to prospective applicants whose native language is not English and who have not earned a baccalaureate degree from an English speaking country.

**Imaged** – final designation given to a document that has been digitized by Imaging.

**Imaging** – 1) system used to view imaged documents; 2) the BYU organization responsible for digitizing documents including non-BYU transcripts, application components, and other forms.

**In-Process** – designation given to an application while it is under consideration.

**Interdisciplinary Study** - combining multiple disciplines by sharing theory, methodology, and applications. At BYU this requires approvals at the department and college level.

**Internship** – paid or unpaid applied experience designed to augment academic training. Internships may or may not be taken for credit. Internships may be completed on or off campus.

**International Applicant** – an applicant who requires an international student visa (F-1 or J-1) to attend BYU.

**J-1 Visa** – visa for non-immigrants to come to the U.S. for teaching, studying, researching, consulting, demonstrating special skills or receiving training.

**Late** – designation given an application when it is received after the university application deadline. Departments may choose to designate applications late if they are received after the department application deadline, or if the application is not complete by department deadline.

**Letter of Recommendation** – letter of endorsement written in behalf of a graduate applicant or admitted student.

**LSAT** – (Law School Admission Test) examination taken by prospective law school applicants.

**Major** – approved graduate-degree granting program.

**Matriculated Student** – student who is active in a graduate degree program and eligible to register for

classes.

**Matriculation Target** – target for the number of students matriculated in a particular program.

**Missionary Deferral** – deferring the admission start time of an admitted but not enrolled graduate student who is currently serving a mission.

**Non-Degree Seeking Students** – see Post-Baccalaureate Studies.

**Non-Degree Credit** – see Post-Baccalaureate Studies Credit.

**Oral Defense** – (Final Oral Examination) the culminating examination experience which usually includes a defense of a dissertation or thesis. All members of the BYU community are invited to attend the final oral examination, but only members of the graduate committee can question the candidate and vote on the candidate's performance. The final oral examination can be scheduled at least one day ahead in Grad Progress. The examination result is "pass," "pass with qualifications," "recess," or "fail."

**Outdated Credit** – credit taken outside the time limit for a degree (eight years for doctoral degrees and five years for master's degrees). Outdated credit cannot be applied to a graduate degree except under special circumstances through a petition for exception.

**Pearson Vue** – organization responsible for administering the GMAT test.

**Petition for Exception** – petition completed by the graduate committee chair/department on a student's behalf requesting an exception to a Graduate Studies policy or procedure.

**Petition for Full-Time Graduate Status** – petition for a part-time student who meets specific criteria to be granted full-time status.

**Post-Baccalaureate Studies Student** – student not currently admitted to a graduate program who is taking courses for credit after earning a baccalaureate degree.

**Post-Baccalaureate Studies Credit** – credit received by an individual who is not in a graduate degree program after a bachelor's degree is earned.

**Prerequisite Course** – required class or classes that must be passed before a student may register for a specific course.

**Prerequisite Degree** – earned degree required in order for an applicant to be admitted to a graduate program. A baccalaureate degree or equivalent is the prerequisite degree for all graduate programs at BYU. Departments may require a master's degree for doctoral degree programs.

**Program** – approved graduate-degree granting major.

**Program Administrator** – Graduate Studies' employee familiar with BYU's graduate policies and procedures.

**Program Code** – unique six-digit number used to designate a field of study (program/major).

**Program of Study** – list of courses a graduate student must complete and pass in order to fulfill the



coursework component of the graduate program.

**Progress Report** – account of a student's academic progress in their program available in AIM.

**Project** – final culminating practical learning experience required by some departments.

**Prospectus** – written plan to complete the dissertation, thesis or project. A student's prospectus must be approved by the graduate committee on Grad Progress before the dissertation, thesis or project work formally begins.

**Registration Eligibility** – designated access to register for a specific semester or term.

**Professional Presentation Award (PPA)** – financial reimbursement award from Graduate Studies for qualified graduate students who travel to present research (administered through BYUGSS).

**Residency** – see Doctoral Residency or Master's Residency.

**Scholarship** – financial aid provided by a department to a student typically based on academic merit.

**Secure** – designation given to a dissertation or thesis that is not immediately released to the public for patent or proprietary or export control purposes.

**Senior Credit** – credit earned prior to receiving the bachelor's degree. In some cases, up to 10 hours of senior credit may be applied to a graduate program, but in no instances may credit apply to both an undergraduate and a graduate degree.

**Short Term Loan** – loan given by BYU for tuition only which must be repaid during the same semester/term it is borrowed.

**Skill Course** – course specified by a department to fulfill part of a doctoral skill requirement.

**Specialization** – specialty area within a major or program. A student's specialization appears on the official transcript.

**Specialization Code** – unique six-digit number used to designate a specialization.

**Stafford Loan** – a loan facilitated by the U.S. government to cover educational expenses. There are two types of loans: 1) subsidized, where the loan is given on the basis of need and the government pays the interest while a student is in school; 2) unsubsidized, a loan where the student pays all the interest, but payments may be deferred until after graduation.

**Statement of Intent** – personal statement written as part of the application process.

**Student Evaluation** – evaluation of a graduate student's progress in his/her graduate program. Must be completed twice a year.

**Student Visa** – (F-1 Visa) international student visa issued by U.S. consulates or embassies.

**Supporting Financial Documents** – official (original, certified, attested, or notarized) documents verifying the monetary amounts listed as support for an international admit and I-20.

**Terminate** – expire a program for a graduate student who voluntarily discontinues graduate work or if a department desires to end a student's graduate program.

**Thesis** – formal scholarly treatise required in many departments for the completion of the master's degree.

**Time Limit** – maximum amount of time allotted for the completion of degree requirements. A doctoral degree must be completed within eight years of the first semester of enrollment. A master's degree must be completed within five years of the first semester of enrollment.

**TOEFL** – (Test of English as a Foreign Language) test administered to prospective applicants whose native language is not English and who have not earned a baccalaureate degree from an English speaking country.

**Transfer Credit** – Credit taken at other accredited universities in the United States or Canada applied to a BYU degree. Transfer credits can only be used as stipulated in the Graduate Studies policy for transfer credit.

**U.S. Citizenship and Immigration Services (USCIS)** – U.S. government agency responsible for issuing visas.

**Visa** – official authorization appended to a passport permitting entry into and travel within a particular country.

**Withdraw** – 1) admission designation entered in AIM when an applicant withdraws an application or indicates that he or she is unable to accept an offer of admission; 2) the designation of the hold placed on graduate students whose graduate status has been terminated.

**Year/Term Code** – five-digit code that indicates the year and semester (or term). The first four digits refer to the year and the last digit represents the semester or term. Semesters and terms have the following codes: 1 = Winter, 3= Spring, 4= Summer, 5 = Fall. For example, the code 20205 indicates the Fall 2020 semester.