

FACTS FOR FACULTY

APPLICATIONS

- Specific departmental requirements listed for admissions (recommendations, statements, auditions, etc.), must be submitted by the student before the application can be completed by the department. Only applications that have **ALL** materials can be considered complete.
- Students need to provide e-mail addresses in order for recommendations to be added to the student's file.
- If the student hits "submit" on the application, nothing can be added to the application including recommendations. Students can send copies by surface mail or e-mail to the Graduate Coordinator.
- **NEVER TELL A STUDENT HE/SHE HAS BEEN ACCEPTED** – the Graduate College must determine as to whether the student is admissible.
- Students who are accepted but do not matriculate must reapply and pay a new application fee.
- Students are no longer able to delay entry into a program or roll over to a later semester.

FORMS

- All graduate forms are available through the Graduate College website under the following sequence:
<http://graduatecollege.unlv.edu/> → Current Students → Forms
- ALL persons/signatures on a student's forms must **MATCH**, especially on the Appointment of Advisory Committee (#14), Proposed Degree Plan (#28 or #30), and Culminating Experience Results forms (#58). Any discrepancies will be sent back to the student with instructions to complete a Change of Advisory Committee form (#15) and the student may not graduate if the deadline has passed.
- The Culminating Experience Results form (#58) is to be used for reporting the completion of master's degree candidate comprehensive exams (written and oral), master's thesis, and doctoral lecture-recital defense.

POLICIES

- Students **must be registered** for a minimum of 3 credits in the semester in which they intend to graduate.
- The Graduate College requires that all Oral Defense exams are to be publicized to the department's graduate faculty a minimum of 7 days prior to the defense and requires the chair to indicate how it was publicized on the form.
- The advisory committee must unanimously pass the student on an oral defense. If the vote is not unanimous or the student fails the first defense, a second defense may be requested. The Graduate College will not approve a third examination.
- Students must apply for a Leave of Absence if their leave is 2 months or longer.
- The Graduate College no longer allows "rollovers" if the student has accepted the GC decision.

GRADUATE ASSISTANTSHIPS

- › Students must have a completed Application for Admissions (with all accompanying materials and auditions) submitted by the advertised deadline in order to be considered for an assistantship.
- › Students with an undergraduate or master's GPA of less than 3.00 will not be considered for a Graduate Assistantship.
- › The application for a GA is separate from the admissions application: both are online through the Graduate College website.
- › Any student may submit a GA application at anytime; there is no filtering system. This is why it is imperative that **faculty need to review all available elements** of each applicant's admission file.
- › **ALL** International students receiving GAs are required to take the SPEAK test. If the student does not pass the SPEAK test, the student retains the GA, takes coursework to improve his/her language skills, and does not teach any courses until the test can be passed.
- › GA decisions are a combination of teaching needs, ensemble needs, studio needs, and faculty needs.