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.