

GRADUATE ADMISSIONS

HANDBOOK FOR PROGRAMS

ACADEMIC YEAR 2024-2025

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Section 1: Administrative Details

About this Handbook

The Graduate Admissions Handbook is intended to help departments navigate the Graduate School's recruitment and admissions processes. It is not intended for student use. Gold links will direct you to relevant pages at the [Graduate School](#) website or other external sites. We welcome your suggestions that might make it more useful. Please contact Tosha Hendrickson (Tosha_Hendrickson@baylor.edu) about additions or revisions.

Role of the Graduate Program Director in Admissions Process (GPD)

Graduate Program Directors (GPDs) play a central role in the success of their programs. Their responsibilities and duties related to recruitment and admissions include the following:

Enrollment Management

All programs have a limited number of students they can admit per year, and most are limited to the number of current students who move off department support, whether by graduating, leaving the program, or moving beyond their years of guaranteed funding. It is crucial that GPDs work with faculty to have a clear sense of the number of students who are to be recruited each year and are aware of their students' progress to know how many funded spots will open in the following year. Most programs seek to sustain a steady student body by admitting a consistent number of new students each year.

Program Curriculum and Courses

1. Maintain graduate catalog materials as pertains to program
2. Maintain program's website

Recruitment

1. Work with your faculty to develop recruitment goals and strategies
2. Coordinate departmental recruitment activities
3. Respond to inquiries from prospective applicants

Management of Applications

1. Serve as the primary departmental manager of Slate
2. Oversee the departmental application review process
3. Recommend admission to the Graduate School with offer details
4. Maintain all department-level admission records
5. Facilitate arrival of matriculating students by providing information regarding housing, registration, financial arrangements, I-9 forms, etc.

Section 2: Slate

What is Slate?

Slate is the admissions web platform Baylor uses for tracking prospective students, hosting webinars, collecting applications, communicating application status (such as missing materials), reviewing applications, and communicating admission decisions to students. It is called "GoGrad" from the outside/applicant view. Slate is an interactive application, so you may see changes frequently, and you can suggest improvements by contacting Graduate Admissions.

Requesting Access

If someone in your department needs access to Slate, please contact Dana Matthews (Dana_Matthews@baylor.edu) with the name of the individual needing access, as well as their title, email, and desired role in Slate. Access permissions will be restricted to areas needed to fulfill their role.

The Graduate School suggests keeping an updated list of users and permissions as well as removing access from those who leave the department or university.

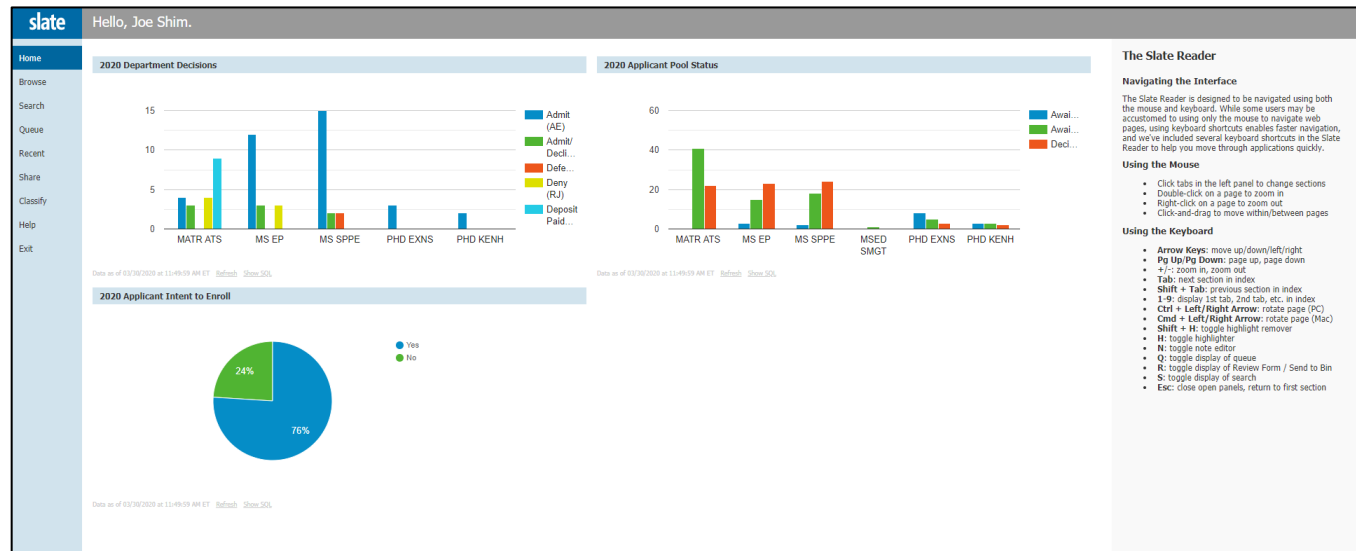
Creating and Editing Applications

Every graduate program has its own Slate application. If you are beginning a new program, please let us know as soon as possible so that we will be prepared to begin receiving applications.

Reader Bins & Summary Pages

Summary Page

Figure 2.1



Reader Bins

As soon as someone begins an application, they appear in one of Slate's "reader bins" (see figure 2.2).

- These bins allow you to view their information.
- The bins in the left-hand column contain incomplete applications. While you cannot make an admission decision on these students, you can review their information and encourage them to complete their applications.
- The next column contains applications ready for review and an admission decision.
- The following columns contain applications for which a decision has been made and are working their way through the acceptance or denial process.
- You can browse through your applicants by clicking on the bins.

Figure 2.2

slate	Browse			
	PHD			
Home	Incomplete Application	Complete Application	Graduate Office Review	Decision
Browse	Awaiting Submission	Late Submission	Graduate Admissions	Admit
Search				
Queue	1290	10	5	2
Recent	Awaiting Payment	Read 1	Dean Lyon PHD	Deny
Share		220	0	0
Classify				
Help	Awaiting Materials	Read 2	Dean Rios PHD	Waitlist
Exit	248	6	0	11
		Read 3		
		1		
		Final Read: Admissions Committee		
		59		

Application Summary Page

When you click on an applicant in a bin, your first view is the application summary page. It is an overview of the applicants' complete application. The navigation bar on the left side of the screen allows you to view specific parts of their applications. Below the summary page you will find easy access to the other applicants for the program.

Figure 2.3

slate
559377495 Banana Hammock, Princess Consuela (Princess Consuela) MBA BUAD 22
Search...

Baylor University
GRADUATE SCHOOL

PROGRAM DESIGNATION: Business Administration - Full-Time MBA Fall 2022
Application Status: Awaiting Submission

Student Information

Name:	Banana Hammock, Princess Consuela (Princess Consuela)	City:	Waco
Race:		State:	TX
Birthdate:	07/14/1987 (34)	Country:	United States
Contact:	tosha_hendrickson@baylor.edu	Geomarket:	TX-07 Waco, Temple, & Killeen

Baylor Information

Bear ID:	tosha_hendrickson	Citizenship Status:	U.S. Citizen
Banner ID:		Military Status:	
Baylor Email:	tosha_hendrickson@baylor.edu		

Application Information

Area of Interest:	No	Date Created:	03/30/2021
McNair Scholar?		Date Submitted:	
Intent to Enroll:		Last Login:	07/02/2021

Reader Comments:

Test Scores

Type	Date	Total	Score 1	Score 1 Percentile	Score 2	Score 2 Percentile	Score 3	Score 3 Percentile	Score 4	Score 4 Percentile	Status
GMAT	01/05/2018	650	45 (Verbal)	80%	50 (Quantitative)	80%	4.5 (AWA)	85%	(Integrated Reasoning)		Verified ✔
GRE	01/10/2018		159 (Verbal)	81%	159 (Quantitative)	74%	4.5 (Analytical Writ...	80%			Verified ✔

Previous Schools

Name	Location	Degree	Major	Date Conferred/Expected	GPA (self reported)	Verified GPA
Baylor University	Waco, TX		Economics	05/2018	3.50	

Fall 2022 Business Administration - Full-Time MBA Cohort

Slate Training Resources

You can visit our website to gain access to a step-by-step guide and other resources regarding the basic functions of Slate (<https://bit.ly/slateguide>). The Graduate School offers several training and development opportunities regarding Slate throughout the year. You can also contact Dana Matthews (Dana_Matthews@baylor.edu / Ext: 3583) if you need help navigating the system.

Slate and Banner

Slate rolls information into Banner after an applicant accepts their offer of admission by indicating their Intent to Enroll in Slate.

- Slate rolls limited information into Banner after an applicant is coded AO (given an offer of admission).
- This initial rollover creates an email address and Banner ID.
- It activates any tuition remission, insurance, and payroll actions for graduate students.
- Students will not be able to register for classes or begin financial aid processes until AFTER accepting the offer of admission by indicating their intent to enroll in Slate.
- Once Intent to Enroll is confirmed, it can take 24-48 hours to fully activate all accounts, including opening up registration and financial aid packages.

Slate Dos and Don'ts

If you need a Slate refresher or crash course, you can always review the Graduate School's Slate Guide [here](#). Please keep in mind what Slate is designed for you to do. Pay close attention to the Dos and Don'ts below.

DO:

- See who is applying so you can reach out to strong candidates.
- See applicant interactions with Slate.
- See what documents have been submitted.
- See where the application is in the admissions process.
- See real time statistics/analytics about applications to your program.
- Use the Reader Bins to create application review workflows.
- Review applications, add comments, & make your admit/deny/waitlist decision.
- Enter tuition remission, stipend and enhancements, if applicable.

DO NOT:

- Use the classify button.
- Make a decision on or move incomplete applications to admit/deny bins.
- Delete any applications or materials associated with an application.
- **Attempt** to code an application.

Section 3: The Prospective Student

Inquiry Form—What it is, and how it works

This online Slate form allows interested students to submit contact information and identify their program(s) of interest. Students who submit the inquiry form are interested in receiving information directly related to the program, department, or GPD they are inquiring about. We can create forms for departments to use at recruitment fairs and customize emails accordingly.

The screenshot shows the top navigation bar of the Baylor University Graduate School website. The header includes the Baylor University logo and the text "Baylor University | Graduate School". Below the header is a dark navigation menu with the following items: "About", "Admissions", "Degrees & Programs", "Benefits & Financial Support", "Student Resources", and "Faculty & Staff Resources". The main content area is titled "Request for Information" and contains the following text and form fields:

Request for Information

Graduate School Request for Information

Thank you for your interest in graduate studies at Baylor University. Please complete the form below to receive information about graduate programs, funding, research opportunities, and student life at Baylor.

* denotes a **required** field.

Personal Information and Mailing Address

First Name*

Last Name*

Email Address*

Academic Information

What is your primary program of interest? *

How did you hear about us?

**Please check our website for program specific terms and deadlines.*

What questions do you have?

Submit

1. *Email received by GPDs regarding inquiry forms.*



Dear Bob Kane,

This is a notification that in the past week, there have been prospects who have filled out the "Request for Information" form and indicated an interest in your degree/program.

Please use the link below to run a query that will display information about all of your program's prospective applicants for recruitment initiatives.

[Inquiry Form Responses](#)

Thank you,


Baylor Graduate School Admissions Staff










Baylor Graduate School
Morrison Hall, Suite 200
One Bear Place #97264, Waco, TX 76798

2. **Email received by applicants regarding inquiry form submission. It can be followed by a custom GPD response letter. Please contact Tosha Hendrickson (Tosha_Hendrickson@baylor.edu) if interested.**






Dear Jaloliddin,

Thank you for your interest in the ME in Engineering program at Baylor University! We have received your inquiry and have forwarded it to the department. The Graduate Program Director should be in touch with you soon. If you would like to learn about the resources and opportunities available to Baylor graduate students, you can click below.





-  Degrees & Programs
-  Benefits & Financial Support
-  Application Process
-  Christian Commitment
-  Professional Development


APPLY NOW!

If you have any further questions, please reach out via:

-  Live Chat
-  Email
-  (254) 710-3588

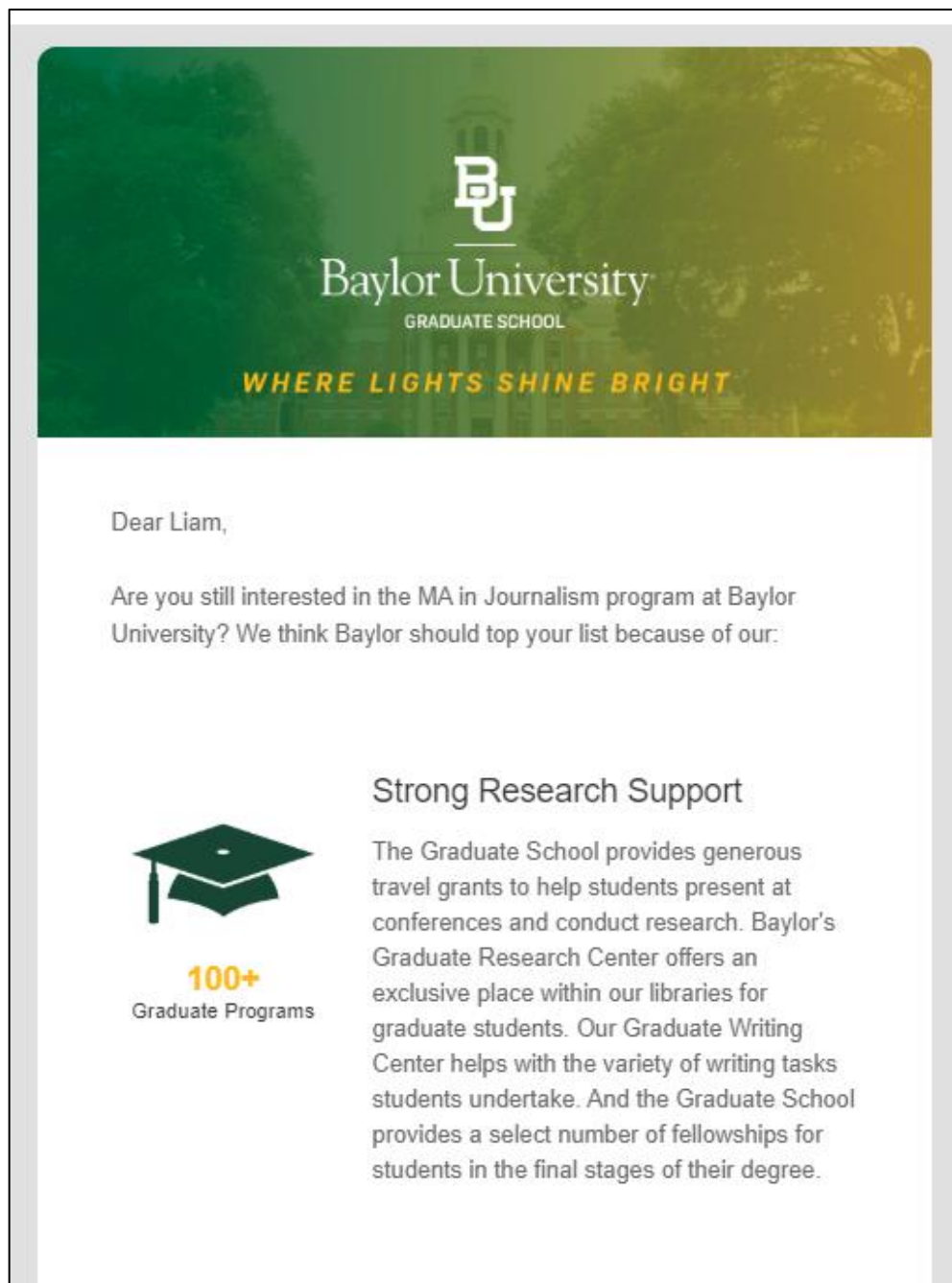
Follow Us on Social Media!

- 
- 
- 
- 



Baylor Graduate School
Merriam Hall, Suite 200

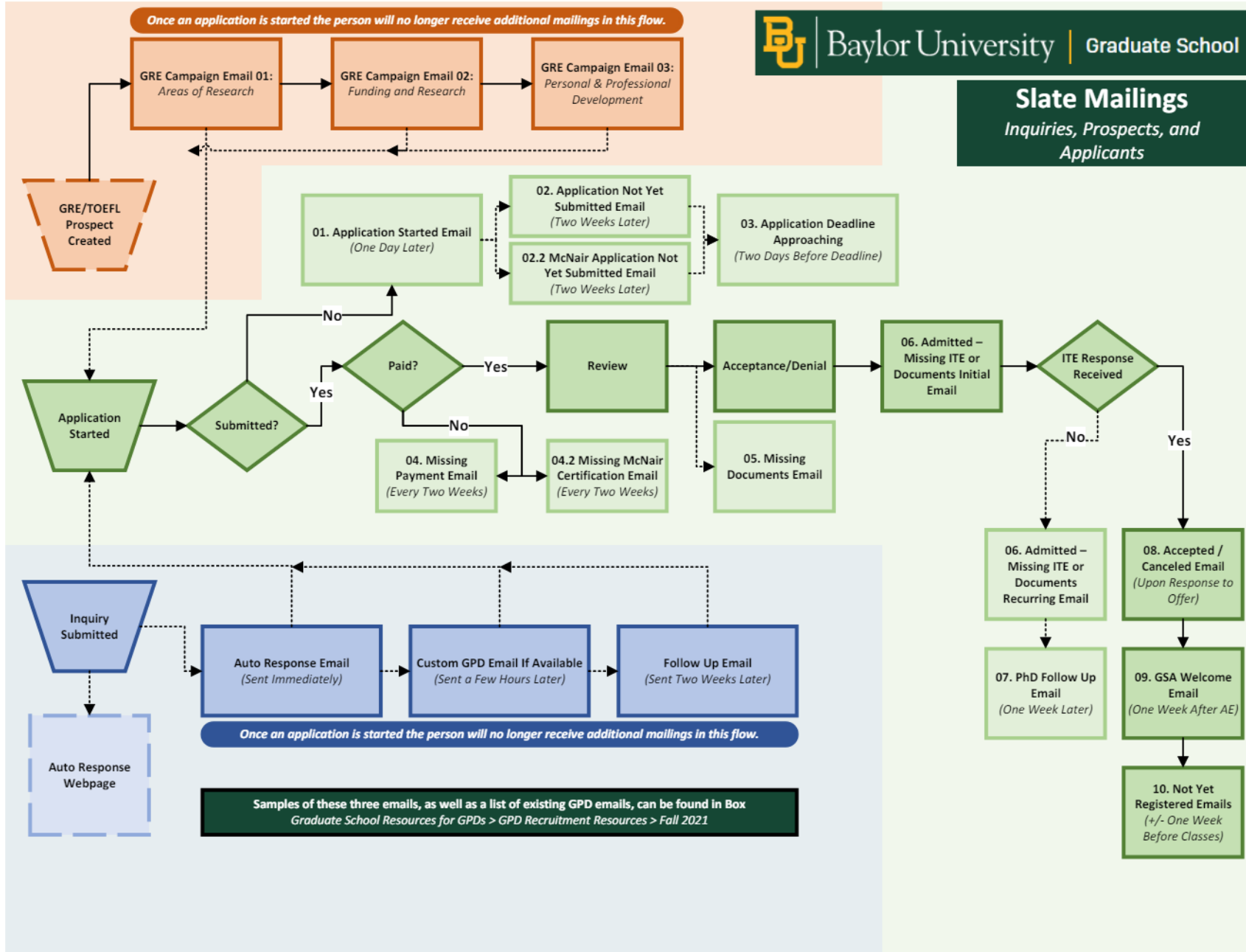
3. Follow-up email sent to applicants.



Recruiting & Slate Mailings

Inquiries, Prospects, and Applications

The inquiry form process, as described in the images above, is recorded in flowchart form below. The graduate school regularly purchases prospective graduate students' names from the Graduate Record Examination (GRE) and the Test of English as a Foreign Language (TOEFL). Those students are sent several recruiting emails regarding fields or subjects they might be most interested in. Once a student starts an application, their mailings switch to those in our admissions process. You can follow the process for all recruitment and applicant email processes below.



Funding and Financial Resources

Programs normally have their own recruitment funds as part of the department's general operating budget. GPDs may also request support from the Graduate School. For example:

- The Graduate School provides funds to help bring prospective students to campus. Contact Tosha Hendrickson (Tosha_Hendrickson@baylor.edu).
- Departments can request support for attending a graduate recruitment fair or event.
- The Graduate School will purchase GRE score lists if the department provides a customized email message.

Video Request

The Graduate School produces "Faculty Focus" and "Student Spotlight" videos, along with some institutional resource videos. There is a waitlist for this kind of video project. The Graduate School retains a graduate apprentice from the digital media and film program each year to fulfill these requests. You may email Chris Rios (Chris_Rios@baylor.edu) to discuss video timelines and specifics.

Webinar/Information Session

The Graduate School can help produce webinar-type information sessions for prospective students. These sessions are held in the Graduate School conference room and include the department's GPD and Graduate School admissions staff. They typically last about an hour and include program specifics and Q&A time for prospective students participating in the live stream. The webinar is posted online for later reference can be posted on the department's website. For an example, see [here](#).

Slate Email Communications

We can send customized emails through Slate to your applicants or prospective applicants. We have several templates for you to choose from or you can provide your own text. Contact Dana Matthews (Dana_Matthews@baylor.edu) for assistance.

SWAG

"Stuff We All Get" are promotional items from the Graduate School used for recruitment. Cups, pens, and stress bears are all examples of SWAG. You can make a SWAG request for recruitment fairs by contacting Hannah Ukle (Hannah_Ukle@baylor.edu). For excellent sources for purchasing your own SWAG items, please contact the Graduate School.

Application Fee Waivers

The Graduate School gives application fee waivers for active or retired U.S. military and McNair Scholars.

Departments can also pay the \$50 application fee on behalf of an applicant. To initiate this, please contact Tosha_Hendrickson@baylor.edu and cc: Anna_Henderson@baylor.edu.

Best Practices

Before and During the Application Process

1. Departmental and Faculty Web Pages: Good recruiting practices start with continuously updated departmental and individual faculty web pages. Highlight and brag about all that is going on well in your department—research, student achievements, publications, etc. What differentiates your program and department from those that are similar? Contact the Graduate School staff about ideas for improving your web pages.
2. Insert a link or two in email signatures: Add links to your program webpage and to the Graduate School apply page in your email signature. Make it as easy as possible for students to learn more and apply. Apply page here → <https://grad.baylor.edu/apply/>

3. *Distribute Recruitment Cards*: The Graduate School has a limited supply of research areas and degree cards for recruitment. These cards lead to our [research areas page](#) and [degrees page](#).
4. *Advertise*: Purchase ads in professional journals (for example, *GSA Today* for Geology, *AMS* for Mathematics, *AHA* for History, etc).
5. *Seek Out Bright Students*: Send out emails with application details to high scoring GRE students—more information is available from the Graduate School on how to purchase GRE score access.
6. *Develop Professional Connections*: Send letter and email messages to colleagues and chairs at other undergraduate institutions.
7. *Recruit Internationally*: Develop strong connections in other countries; speak to Chris Rios, (Chris.Rios@baylor.edu) about recruiting international graduate students. Current international graduate students are also a great resource. Utilize them!
8. *Visit Other Institutions*: Send faculty on recruiting trips to other undergraduate institutions—many have on campus graduate program fairs.
9. *Provide SWAG*: Hand out promotional items (pens, magnets, stress bears, etc) at various meetings and fairs. An excellent local source for items is W Promotions in Waco (2728 Franklin Ave; tel: 254-753-3411)
10. *Involve Current Graduate Students*: If some of your graduate students are going to national meetings or other conferences, ask them to help in recruiting for your department. Many times, they will be excited to have the opportunity to share with prospective students about their time at Baylor.
11. *Attending Recruiting Fairs*: Set up graduate recruiting tables or booths at conferences. Plan to attend graduate affairs when you can to promote and recruit for the program.
12. *Faculty and Student Videos*: Students engage far more often with video content than mere textual content. If you do not have videos featuring your faculty and students’ research and teaching, you can contact the Graduate School.
13. *Social Media*: Set up social media accounts and maintain them regularly. Platforms like Facebook, X, and Instagram are free avenues to promote your program and communicate with interested students. This can be co-managed by graduate students or department staff and is a great way to “befriend” prospective students and applicants early in the process. A successful social media account is an active one! In addition, if you would like to feature work from your program on the Graduate School social media accounts, please send those requests to Tosha Hendrickson (Tosha.Hendrickson@baylor.edu).

When Contact is Made with Applicants

14. *Offer Preview Weekends*: Invite candidates to campus; have your faculty and graduate students chat with them, provide meals, and encourage them to attend classes. You might schedule a special event to coincide with these days. Invite the Graduate School Dean to speak about your program (Appendix A5).
15. *Follow Up with Prospective Students*: Ask faculty to follow up with the applicants in their area – phone calls and personalized email messages.

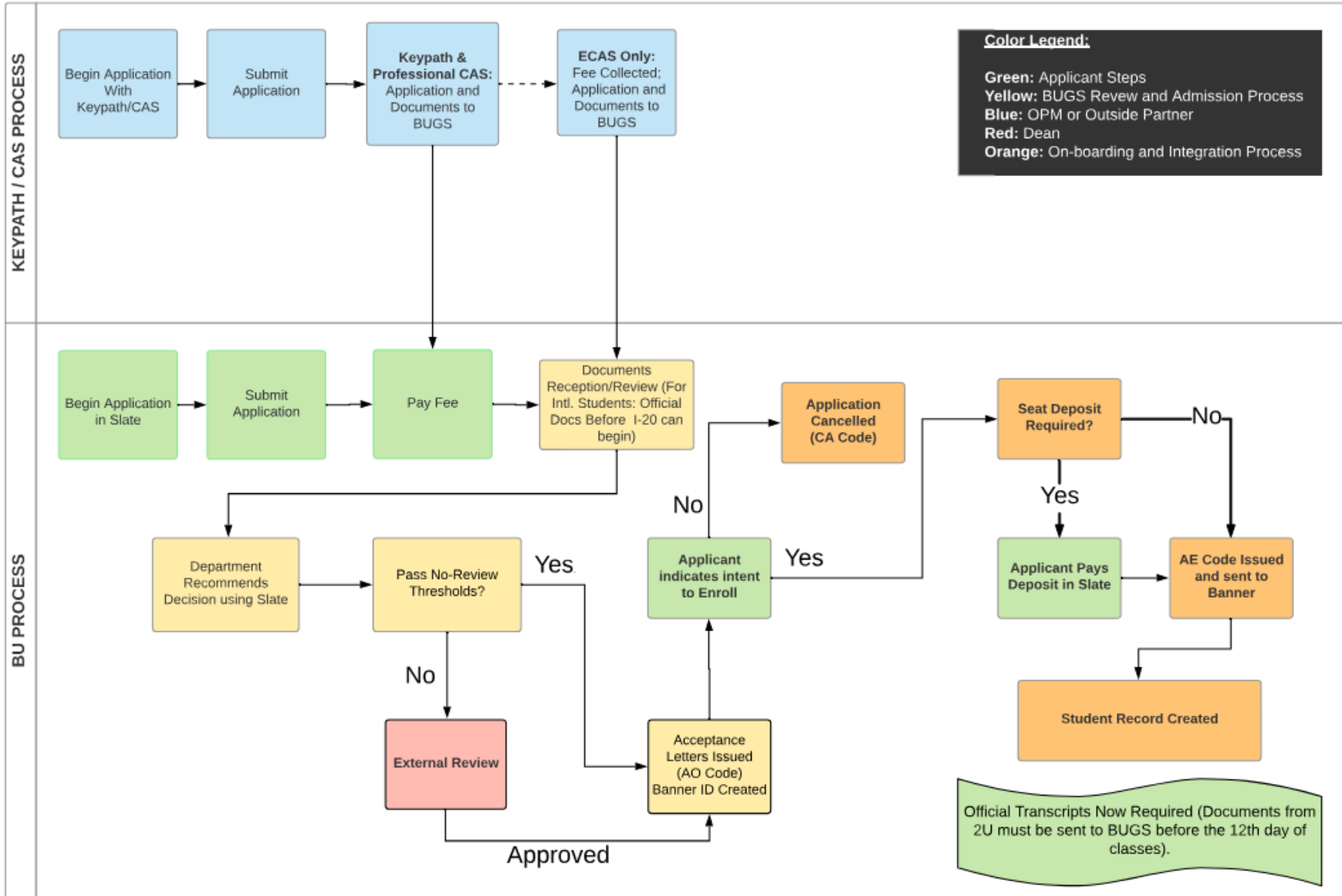
Section 4: The Admissions Process

Overview and Flowcharts

The flowchart describes the application process.

- Most applicants begin in the middle box on the left side.
- Applicants for CAS or KeyPath programs begin in the top-left box.

BAYLOR UNIVERSITY GRADUATE SCHOOL APPLICATION PROCESS



Application Requirements

Standard Requirements

Transcripts

Before the Application Deadline

Domestic and international students are required to submit their *unofficial* academic transcripts to the Graduate School Admissions office before the application deadline. Official academic transcripts are also accepted at this stage but are **not** required. Any document uploaded by the applicant is considered unofficial.

After Accepting an Admissions Offer

Once an applicant accepts an offer of admission, they are required to submit official copies of academic transcripts and any applicable test score reports prior to enrollment.

If students are admitted before receiving their Bachelor's or Master's degree, students are required to provide copies of official transcripts with proof of the conferred degree to the Graduate School by the first day of class, otherwise a class registration hold will be placed on the student's account for the following semester and the student could be asked to leave the program. Official documents must be sent directly from the issuing institution to BU Graduate Admissions.

Sending Transcripts

Applicants can directly upload their unofficial transcripts to their Slate application. The Graduate School accepts both electronic and paper copies of official transcript using the relevant addresses listed below:

Official Transcripts (Electronic): Send to Grad_Transcripts@baylor.edu

Official Transcripts (Paper):

Baylor University Graduate Admissions
One Bear Place #97264
Waco, TX 76798-7264

Test Scores

If required by the program, applicants must upload a copy of their GRE or GMAT test score report, and international applicants also have to submit test score reports for an English proficiency exam (TOEFL or IELTS) requirement. The CEEB code for Baylor is 6032. For IELTS, direct to Baylor University Graduate Admissions. See [Submitting Test Scores](#) for more information.

Letters of Recommendation (LOR)

One section of the online application will request the names, titles, and contact information for a minimum of 3 recommenders. The applicant can include a personal message. Slate then sends an automated email to the recommender with a link to upload their letter directly to the application. LORs may also be emailed from the recommender to GraduateAdmissions@baylor.edu.

Resume and/or CV

Resumes and CVs can be uploaded directly into the application. Applicants must choose to upload at least one of these items for admissions consideration.

Personal Statement

Personal statements can be uploaded directly into the application. Applicants must write a personal statement for any program they apply to. Personal statement requirements and specifics may vary between departments. Communicate to applicants what is expected regarding personal statements.

Waiving Requirements

The Graduate School can waive requirements for the English proficiency exam based on qualifications for exemption. See <https://www.baylor.edu/graduate/englishexam>. Please contact the Graduate School with further questions.

Sample Applications

This sample application page is what students see when they apply through the Graduate School's Slate application system. The student can navigate the application sections through the tabs on the left side of the screen. The student will return to this portal in order to receive official offer letters and confirm their acceptance.

- [Home](#)
- [Instructions](#)
- [Personal Background](#)
- [Program of Interest](#)
- [General Information](#)
- [Academic History](#)
- [Test Scores](#)
- [Recommendations](#)
- [Military Status](#)
- [McNair Scholar](#)
- [Signature](#)
- [Review](#)

General Information

Writing Sample

If you wish to submit a writing sample and have questions regarding content - please contact the department to which you are applying.

Uploaded documents must include your name as well as page numbers.

The following files have been uploaded:

- 11/11/2019 - Michael John Davidson - American Studies MA App Writing Sample.pdf - 28 page(s) [preview](#) [delete](#)
- [add another](#)

Personal Statement

Please attach a 2 to 5 page personal statement that highlights your goals for graduate studies as well as your career.

This document is required for your graduate application. However, you can submit your application without this document, and then upload it later. Please note we will not review your application until this document is submitted.

The following files have been uploaded:

- 12/01/2019 - Michael John Davidson - Personal Statement - American Studies MA Application.pdf - 3 page(s) [preview](#) [delete](#)
- [add another](#)

Resume

Please upload your current resume.

This document is required for your graduate application. However, you can submit your application without this document, and then upload it later. Please note we will not review your application until this document is submitted.

The following files have been uploaded:

- 11/25/2019 - Michael J. Davidson Resume .pdf - 1 page(s) [preview](#) [delete](#)
- [add another](#)

Additional Documents

If you believe that there is additional information that would be beneficial to the Admissions Committee's review of your application, please explain.

The following files have been uploaded:

- 12/01/2019 - Michael John Davidson - Additional Document - American Studies MA Application.pdf - 2 page(s) [preview](#) [delete](#)
- [add another](#)

Recommendations

Three (3) letters of recommendation are required for this program.

[Continue](#)

Customized Questions

The Graduate School can add custom questions to your program's application. Please coordinate with the Graduate School on supplemental questions you would like to require or list as optional on your application.

Assisted Application Process

Please contact the Graduate School as early as possible if your department plans to work with an outside company to recruit and admit students.

There are three major steps in creating a new application: creating the applicant-facing side, creating the faculty-facing side for the review process, and working with Baylor ITS to integrate the application information with the Baylor systems. **Departments should NOT do this work on their own.**

A few things to keep in mind:

1. All applicants must pay the Baylor application fee unless it is reimbursed to the Graduate School by the department. Only McNair Scholars and active-duty military or veterans are eligible for a fee waiver.
2. Unless arranged differently through the provost's office, faculty will review applications within the Graduate School's Slate system.
3. Applications housed by an outside company must mirror the basic Graduate School application. (See attached.) Additional department-specific questions are possible.

Information we need:

1. What organization are you working with?
 - a. Keypath
 - b. A Centralized Application Service (CAS)
 - c. Other: _____
2. What is the name and contact info for the representative of the organization you are working with?
3. What academic calendar will you follow?
 - a. Traditional Semesters
 - b. Trimesters
 - c. Other
4. When do you want to begin accepting applications?
5. What is the first term you will enroll students?
6. How many entry terms will you offer?
7. Would you like the application to include any custom questions?

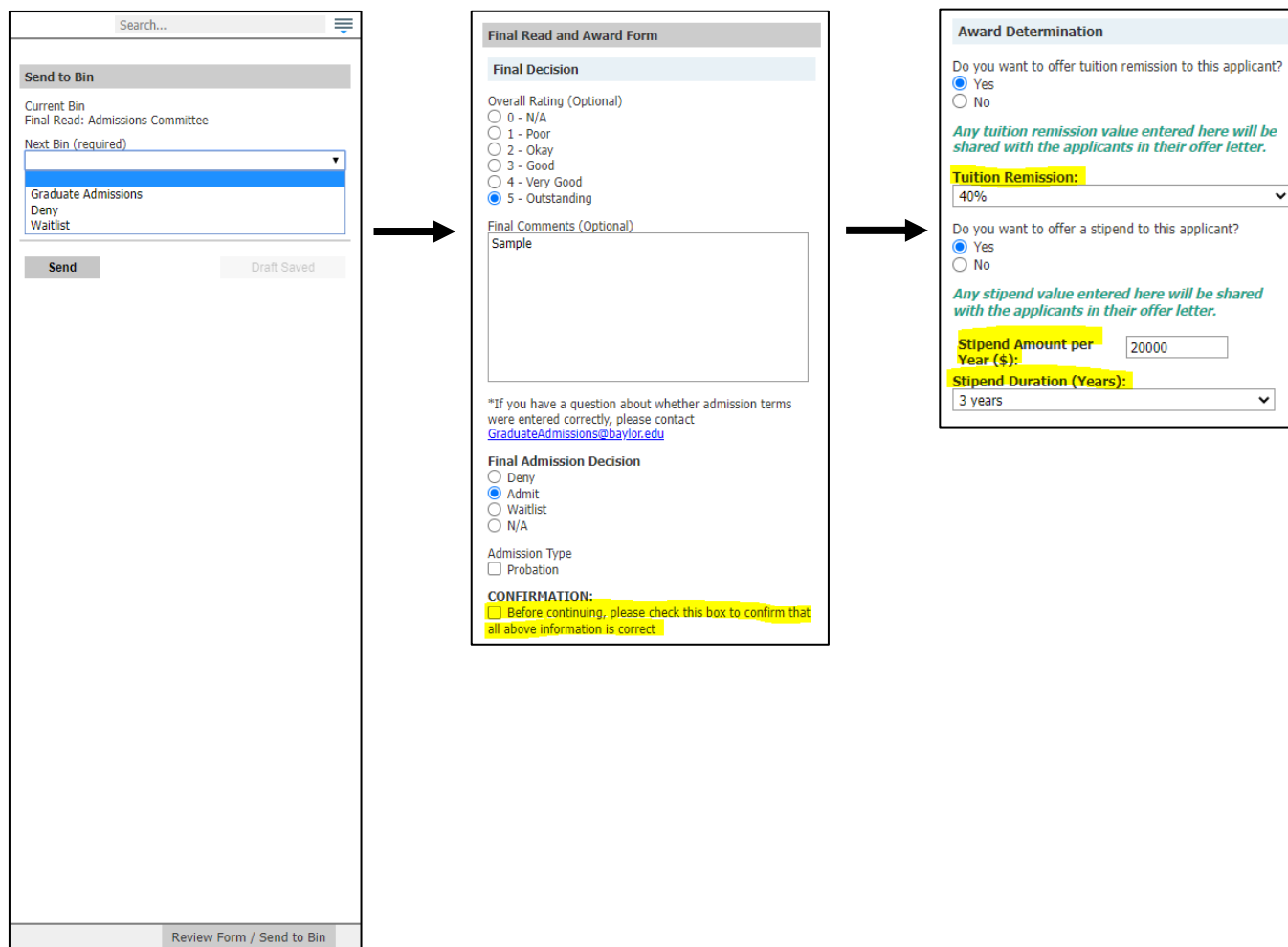
Review Process

Baylor University practices a holistic approach to reviewing applications for graduate admission. Defined by the Council of Graduate Schools as "a process by which programs consider a broad range of characteristics, including noncognitive and personal attributes, when reviewing applications," the holistic review process is intended to help admit applicants with the best chances of success and who advance our efforts to diversify our student body. Additional information about the holistic review process is available [here](#).

Accepting Students

Programs recommend acceptance of applicants in Slate via the Final Read Admission bin. Once an applicant is in your queue, you will have the option to move the applicant to the Accepted bin.

slate Applications (3)											Build Query	Classify	Refresh	-5	+5	Add to Queue (1)
Home	Name	Email	Degree	Term	School 1 Name	School 1 Degree	GPA (self reported)	GRE Score	App Created	Last Login	Prev	Next				
Browse	Gonzalez, Andrew Ed...	• Hannah Phillips, Megan Brahosky, Yunsuk Koh	PHD EXNS	Fall 2020	Texas State University...	MASTER	4.00	144(V) 152(Q)	11/23/2019	03/10/2020						
Search	Ko, Jung-Bo	• Emily Aomani, Hannah Phillips, Yunsuk Koh	PHD EXNS	Fall 2020	Texas A&M University...	MASTER	3.79	154(V) 144(Q)	12/20/2019	03/30/2020						
Queue	Dobbs, Tyler	• Megan Brahosky, Yunsuk Koh	PHD EXNS	Fall 2020	Boise State University	MS	3.80	149(V) 152(Q)	05/16/2019	01/30/2020						
Recent																
Share																
Classify																
Help																
Exit																



Awarding Funding for On-Campus Students

During the acceptance process, you will be asked to answer a series of questions about stipend and tuition (pictured above). Your answers to these questions will go on the official acceptance/offer letters and be used to determine students' eligibility for our insurance and fee subsidies. It will be sent to payroll and HR. Please contact Anna Henderson (Anna.Henderson@baylor.edu) or Chris Rios (Chris.Rios@baylor.edu) if you need to confirm your stipend and tuition budgets awarded by the Graduate School.

The Graduate School provides a \$2,000 transition scholarship for all new fully-funded doctoral students.

Sample Decision Letters

See appendix B.

Application Status Checks

Applicants and reviewers can check on the status of an applicant at any time during the submission process.

GPD Database View

slate

David Winkler

Dashboard
Timeline
Graduate20 Awaiting Decision
Graduate21 Decided
Profile
Materials
Details

2020 Graduate School Application

Awaiting Decision Current Bin: Read 1 No decision on file.

Submitted March 5, 2020
Last updated March 18, 2020

Awaiting Decision

Term: **Fall 2020** Application Source: **ECAS**

Program: Source ID:

Degree:

Banner Term:

Checklist

[Insert Requirement](#)

<input checked="" type="checkbox"/>	03/05/2020 GRE Score Report	Waived	▼
<input checked="" type="checkbox"/>	02/27/2020 College Transcript	Received	▼
<input checked="" type="checkbox"/>	02/27/2020 Recommendation	Received	▼
<input checked="" type="checkbox"/>	03/04/2020 Recommendation	Received	▼
<input checked="" type="checkbox"/>	03/04/2020 Recommendation	Received	▼

Materials

Date ▲	Description	Record	User
New Material			
03/10/2020	TOEFL/IELTS Scores (Official)	Folio	Andrew
03/06/2020	Resume	This Application	
03/06/2020	Additional Documents	This Application	
03/06/2020	Personal Statement	This Application	
03/06/2020	Additional Documents	This Application	
03/04/2020	Recommendation Letter	This Application	
03/04/2020	Recommendation Letter	This Application	
02/27/2020	Recommendation Letter	This Application	
02/27/2020	Transcript (Unofficial)	Folio	

Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Details](#)

Student View

BU | Baylor University | Graduate School

About ▾ | Admissions ▾ | Degrees & Programs ▾ | Benefits & Financial Support ▾ | Student Resources ▾ | Faculty & Staff Resources ▾

2020 Graduate School Application ▾

Fall 2020

Application Checklist

Status	Details	Date
✓ Waived	GRE Score Report	03/05/2020
✓ Received	College Transcript	02/27/2020
✓ Received	Recommendation from Submitted on 02/27/2020.	02/27/2020
✓ Received	Recommendation from Submitted on 03/04/2020.	03/04/2020
✓ Received	Recommendation from Submitted on 03/04/2020.	03/04/2020

Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

We have received the following documents from you:

- 03/06/2020 08:04 AM - Additional Documents
- 03/06/2020 08:04 AM - Additional Documents
- 02/26/2020 11:55 PM - Resume
- 02/27/2020 12:05 AM - Transcript (Unofficial):
- 02/26/2020 11:59 PM - Personal Statement
- 03/06/2020 08:04 AM - Personal Statement
- 03/06/2020 08:04 AM - Resume

Profile Update

Select option below to update your information:

Update

Application Deadlines

Graduate Programs are encouraged to have clearly publicized application deadlines. Since Slate will accept applications until just before the academic term begins, we suggest using a “faculty-hiring” approach by defining a date that guarantees a full review. For example, departments may wish to use variations of the following language on their websites:

- All applications received by January 15 will receive full consideration for admission and financial awards. Applications received after January 15 may not be fully reviewed or eligible for financial assistance.

Or

- The priority deadline for applications is January 15. Applications received after this date will only be reviewed if space is available for our incoming *cohort*.

CGS and April 15 Resolution

Baylor University is a member of the Council of Graduate Schools (CGS). Baylor abides by the [CGS "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants,"](#) that concerns the conditions surrounding the acceptance of offers of certain kinds of graduate student financial assistance, namely, scholarships, fellowships, traineeships, and assistantships.

The general spirit of the Resolution is that students should have an opportunity to consider more than one offer and should have until April 15th to do so, that institutions and students can view acceptances in force after April 15th as binding, that everyone should know what the rules are, and that an offer by the institution and its acceptance by the student constitute an agreement which both expect to honor. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. The intent of the Resolution is to provide a uniform and widely acceptable framework for so doing, one that provides protection for both student and institution.

Admission Code Types

There are 6 main codes that you might see on someone's application: *AE, AO, AR, RJ, DA, CA, & CN*

AE: This is a fully admitted student who has accepted your offer of admission and is ready to register for classes.

AO: Admitted student, needs to reply to their offer of admissions before they can register for classes.

AR: Admitted student, completing another degree at Baylor presently. Or, an admitted student that is completing a joint degree.

RJ: Denied by the department

DA: Used for deferrals and term changes

CA: Student was offered admission but declined admission or never attended.

CN: Student withdrew application before an admissions decision was made.

Changes to an Individual Student's Application

Changes to an Application by Student

- Students can make any changes until they submit their application.
- Once submitted, applicants can upload materials, but cannot get into the application fields.
- If a change needs to be made to a submitted application, applicant should contact GraduateAdmissions@baylor.edu.

Changing Degree Programs on an Application

- If an application is not yet submitted, the applicant can change his/her own degree of interest.
- If an application has been submitted, and the new program is...
 - ...within the same department, program can be changed with approval of both GPDs
 - i. Student must check with both programs about changing application
 - ii. Both GPDs must notify Tosha Hendrickson (Tosha_Hendrickson@baylor.edu) that they approve the change.
 - ...in a separate department, applicant must start a new application including paying the application fee.

Changing Entry Terms

Has the new student attended a class?

- No, not yet: Contact Graduate Admissions
- Yes, even one (even in the Summer): Changes must go through the Registrar

Deferred Enrollment or Earlier Enrollment

- Maximum of two (2) times or up to 1 year from original application.
- After that time, students must re-apply, including paying another application fee.
- How?

- a) Student must check with program about changing entry term
- b) GPD must notify Graduate Admissions (GraduateAdmissions@baylor.edu) that they approve the change and specify new entry term.
- c) Processing the deferral of an ADMITTED student can take 48-72 hours.

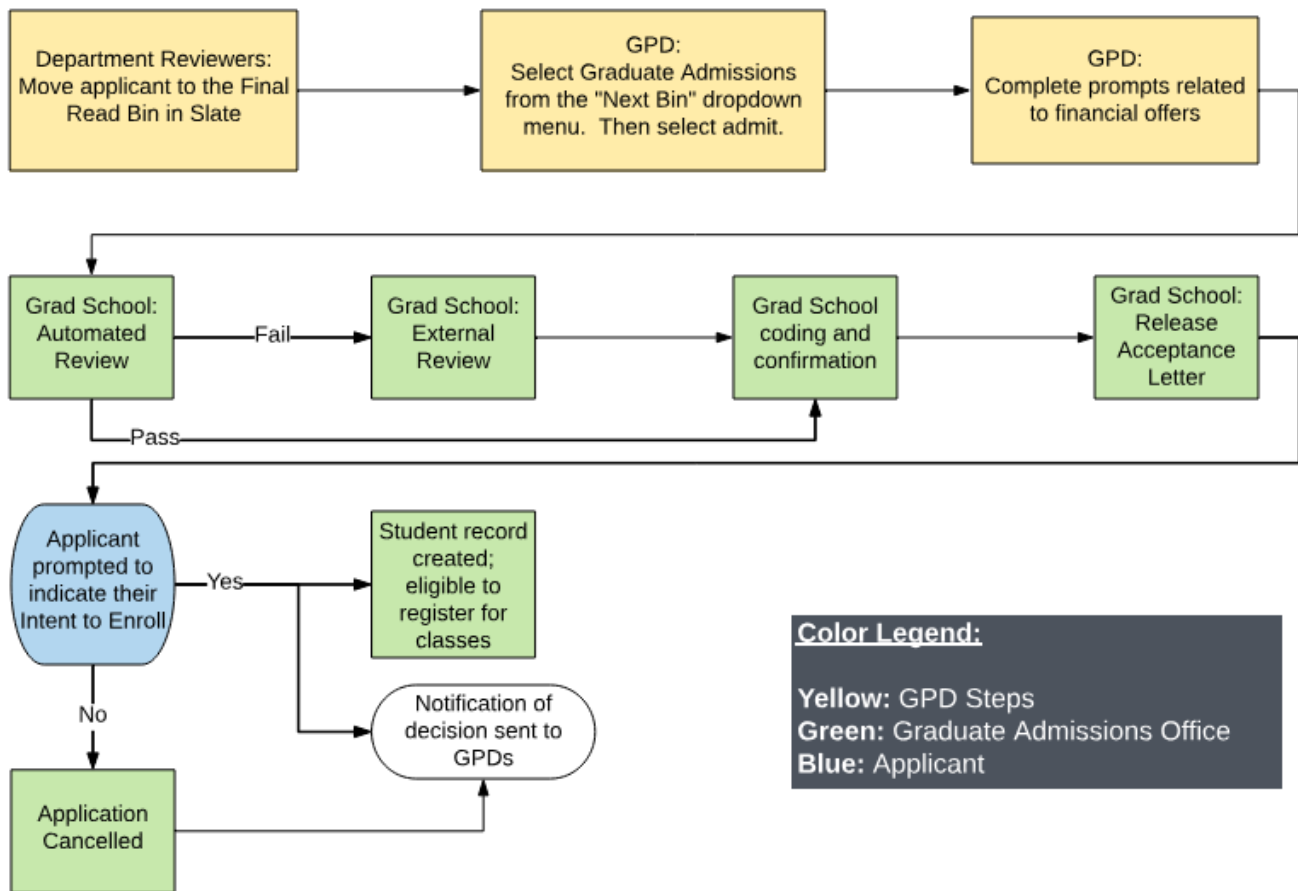
Probationary Admission

Students on probation cannot receive university funding in the form of tuition remission or a stipend. In addition, upon completing 9 hours, the student must have earned an overall GPA of 3.0 or higher to continue in the program.

Section 5: Incoming Students

Journey from Admitted to Enrolled

Once a student is admitted, there is a still a process the Graduate School must follow.



Steps for new Students (To-Do List)

Admission letters refer students to <https://graduate.baylor.edu/admitted>, which covers general steps to activate accounts, register, and move to Waco. Such things covered on this page are:

- Activating Baylor ID/BearWeb
- Health Insurance Subsidy (if applicable)
- Health Records Requirements
- Registration
- Assistantships

Please be sure to communicate department-specific steps to your incoming students.

Orientation Dates

Graduate School Orientation happens the week before the first day of classes.

Departments are encouraged to provide their own orientation events for their programs, coordinating with their faculty and current students, and coinciding with official Graduate School orientation events.

How Do I Hire My Graduate Assistants?

For Academic Departments

1. **Are you trying to award a stipend to an incoming student?** – Enter the tuition and stipend information in Slate during the admission process.
2. **Are you trying to set-up/edit payroll for current students for the upcoming term?** – Contact Anna Henderson in the Graduate School for instructions.
3. **Are you trying to change an individual student’s stipend outside of the process referenced in #2?** – Submit the information at <https://graduate.baylor.edu/grad-student-payroll>.
4. **Are you trying to add supplemental pay for a current GA?** – Use the form at <https://graduate.baylor.edu/grad-student-payroll> and select the form “New Additional Pay or Assignment (ICP)”
5. **Are you trying to pay/hire a current GA from another academic department?**
 - a. If you’re trying to take over a student’s stipend (so they work in your department rather than their own), you need to change the student’s funding source. Contact your Business Officer to initiate the change. If the change involves a grant, please contact your URA.
 - b. If you’re trying to split a stipend so that the student divides her time between two departments, you want to submit a *labor distribution change*. Contact your Business Officer or department Finance Manager for assistance.
 - c. If you’re trying to pay a student for additional work (above the standard 20-hour assistantship), you need to add supplemental pay. Contact the student’s home department to discuss the arrangement and determine who will submit the details at <https://graduate.baylor.edu/grad-student-payroll>. Select the form “New Additional Pay of Assignment (ICP)”
6. **Are you trying to change a student’s funding (e.g., pay them from an external grant or another Baylor account)?** Contact your Business Officer to initiate the change. If the change involves a grant, please contact your URA.

For Non-Academic Departments

1. **Are you trying to post a job to attract applicants?** – Please follow the Student Employment Processes or contact Student_Employment@baylor.edu for assistance in posting jobs to accept applications or hiring a student.
2. **Are you trying to pay all or part of a current Graduate Assistant’s stipend?** - Contact the student’s academic department to discuss the arrangement and then contact your Business Officer for assistance.

It will be helpful to know the following about any students you want to hire

- Does the student currently work for another department? If so, for how many hours? PhD students may not work more than 20 hours/week without approval. Most master’s students will need approval to work more than 29 hours per week.
- Is the student categorized as a Graduate Assistant?
- Is the student on academic probation?

Types of Graduate Students:

1. Graduate Assistant (Monthly)
2. Graduate Student Employee – Monthly
3. Graduate Student Employee – Bi-weekly

Monthly, exempt, Graduate positions includes:

1. A graduate student who is employed as teacher of record for a single course.
2. A graduate student who is employed to conduct research under the direction of a faculty member.
3. A graduate student who is employed in an athletics coaching assignment.

Any other Graduate Student assignment that does not meet the above exempt criteria, will be considered Bi-Weekly and processed through the Student Employment processes. You can find more information on the [Student Employment website](#) or by visiting the [Ignite Training website](#).

A [Student Employment Hiring resource guide](#) is also available for easy review.

Section 6: International Students

Visa Types

There are two basic kinds of international student visas: J1s and F1s

F-1: Degree Seeking Students

The F-1 visa allows students to live, study, and in some cases work in the U.S. for the duration of a scholastic program. In order to qualify, the student must show:

- They are maintaining a permanent residence outside of the U.S. This should be substantial enough to show that they have incentive to return home after their stint.
- They have other assets that would cause them to return home such as property, a car, family, a bank account, or a job offer.
- They can financially support themselves while in the U.S.
- That an institution for education has or will sponsor them for their visa.

J-1: Exchange Students

The J-1 visa is called the “exchange visitor visa”. Rather than have a sponsoring employer, J-1 visa holders have

sponsoring programs that are approved by the Department of State. This visa is intended for people from all over the world to gain skills in the U.S. to take back to their respective home countries. For this reason, each person that enters the U.S. under J-1 status is required to return home for at least two years before coming back to the U.S., a feature called the “home residency requirement”.

Studying and Working in the United States

Both the J-1 and the F-1 are designed with the student in mind. Most people who wish to study in the U.S. choose one of these two options. Both visas allow students to study at any University in the country and obtain any degree or certification that requires earned credits. However, both require students to be sponsored by the institution they will be studying with. This means that a student cannot simply transfer to a new school without also having that school assume sponsorship.

A large difference between the J-1 and F-1 visas is the access the student may have to regular employment. J-1 students are permitted to work if they obtain work authorization. However, most J-1 programs (meaning schools), will only allow the student to work on campus for 20 hours per week (part time).

On the other hand, the F-1 allows students to work off campus. However, it cannot be during the first year of studies and under certain circumstances. F-1 students only must prove finances for one academic year while J-1 students must prove finances for the duration of their stay in the U.S. Baylor graduate students will, in most circumstances, be F-1 visa students.

Transcripts and Evaluations

The Graduate School requires that all applicants have either a bachelor's degree from a regionally accredited institution in the United States or proof of equivalent training at a foreign institution of higher learning.

Unofficial documents will suffice for the application process. Any document uploaded to the application file by the applicant is considered unofficial. If given an offer of admission, official copies must be provided to verify your admission credentials. For more details, see [here](#).

Federal Requirements

International Student Document Requirements

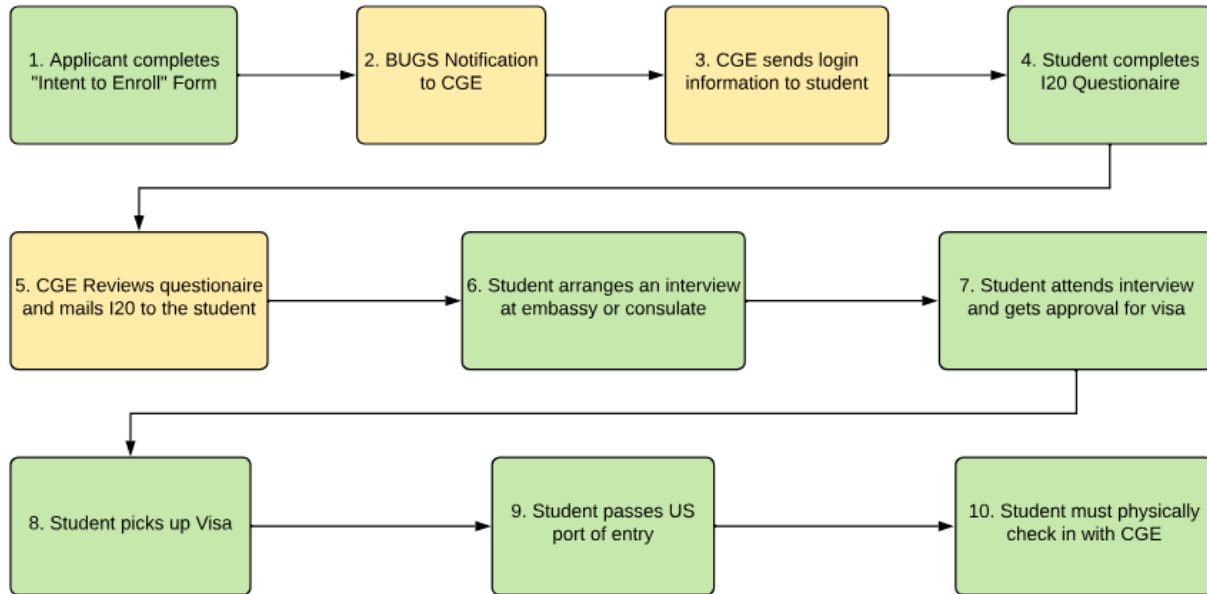
Information about required documentation for international students can be found online through the [Center for Global Engagement](#). There is information for both F-1 and J-1 students regarding arrival, SEVIS records, health insurance, and various other pieces of information that might be important on the same webpage.

Full-Time Enrollment Requirements

1. Federal law requires international students to be enrolled full-time throughout their program.
2. Students do not normally need to be enrolled during the summer. However, students who start their degree in the summer must be enrolled full-time during their first summer. This may be accomplished either by enrolling in nine (9) credit hours or by enrolling in a course that has been designated as equating to full-time.
3. Incoming students who are SEVIS transfers (international students coming from another US institution directly following the **Spring** term) and have been admitted into a degree program for the Fall can dually enroll as a non-degree graduate student in the prior summer and petition to have the credit applied to their degree beginning in the Fall.
4. International students who are not transferring their SEVIS record from another SEVP institution should start their degree program in the Fall unless they qualify per #2.

From Acceptance to Arrival

International students originating from a foreign country must follow a complex and often lengthy process to arrive on campus. This chart illustrates the various steps students need to complete before arriving in the US. Please be aware this process can take anywhere from a couple of weeks to several months (see chart on next page).



Timing:

- Steps 1-3 are completed within a single business day.
- Step 4 depends on the student's successful completion of the form and usually takes one week .
- Step 5 can be completed in a day if all documentation is correct, but it may take a week or more for the student to receive the form.
- Steps 6-8 may take between a week and two months

Note: Students may be turned away by US officials in steps 7, 8, and 9.

FAQ and Graduate School Contact Information

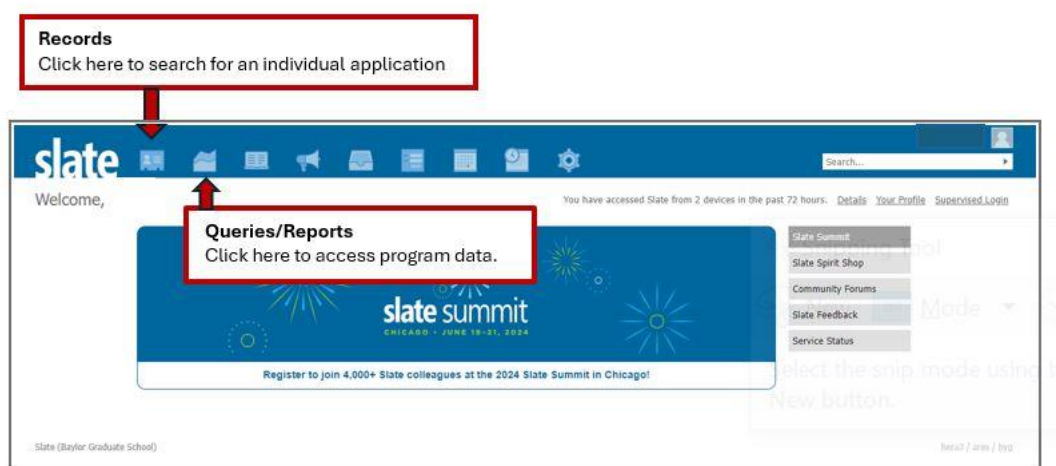
FAQ

Q: I submitted an admissions decision, but the student has not been notified yet. What's happening?

A: After a program moves an applicant to the Graduate Admissions bin, there is a 24-48 hour process in which Graduate Admissions “codes” [assigning the correct admission criteria and admission letter and attaching any department letters] and then “releases” [making the decision available to the applicant]. We typically try to code set decisions to release two times each day at Noon and 5pm CST.

Q: I can't see people in my Admit/Deny bins anymore. Where did they go?

A: Once an admission decision is processed, the applicant file is no longer in Slate Reader bins. Group data is best accessed via Queries/Reports, or any individual can be seen via Slate Database Records (see picture below).



Q: I can't see an applicant who says they submitted their application. Where are they?

A: Most likely the application is in Awaiting Materials or more rarely Awaiting Payment. If you cannot find the applicant in your “Read...” or “Awaiting...” bins, please contact Graduate Admissions.

Contact Information

Admissions

Tosha Hendrickson

Admissions and Recruitment Director

Email: tosha_hendrickson@baylor.edu

Phone: x3593

Dana Matthews

Enrollment Management Specialist

Phone: x3584

Email: dana_matthews@baylor.edu

Eric Hooley

Graduate Admissions Systems Analyst (Slate Specialist)

Phone: x4060

Email: eric_hooley@baylor.edu

Hannah Ukle

Administrative Associate for Admissions

Phone: x3588

Email: hannah_ukle@baylor.edu

Current Students

Laura Sepanski

Assistant for Graduate Studies and Professional Development

Phone: x4063

Email: laura_sepanski@baylor.edu

Final Years

Becca Cassady, Ph.D.

Director of the Graduate Writing Center

Dissertation and Thesis Coordinator

Phone: x3582

Email: becca_cassady@baylor.edu

Alana Schaeper

Assistant Director of Student Records

Phone: x3583

Email: alana_schaeper@baylor.edu

Angela Wolf

Administrative Assistant for Student Records

Phone: x3580

Email: angela_wolf@baylor.edu

Budget, Graduate Faculty, Deans, and Events

Sheila Dooley

Assistant to the Vice Provost and Dean of the Graduate School

Phone: x4327

Email: sheila_dooley@baylor.edu

Anna Henderson

Administrative Manager

Phone: x6473

Email: anna_henderson@bayor.edu

Dean and Associate Deans

Larry Lyon, Ph.D.

Vice Provost and Dean of the Graduate School

Phone: x6475

Email: larry_lyon@baylor.edu

Bill Hockaday, Ph.D.

Associate Dean for Research

Phone: x2639

Email: william_hockaday@baylor.edu

Sara Dolan, Ph.D.

Associate Dean for Professional Development

Phone: x2480

Email: sara_dolan@baylor.edu

Christopher Rios, Ph.D.

Associate Dean for Enrollment Management

Phone: x3427

Email: chris_rios@baylor.edu

Appendix A

Appendix A1

Graduate School Recruitment Filming Process

The content:

1. A brief and informative description of what the program is like
2. 2-3 minutes long
3. Consist of 3-4 faculty interviews and 2 student interviews
4. Faculty should talk about the program in general, areas of specialization and/or distinctiveness, future plans for the program.
5. Students should describe the student experience.

The process:

1. The footage will be shot in an interview format, no script or cue cards.
2. Faculty and students can be interviewed in their offices, teaching, or research space. We will bring cameras, recording, and lighting equipment. If possible, it is most efficient to stack as many interviews as possible back to back on the same day.
3. We want to capture B-roll that consists of students and faculty working together engaged in research or coursework and other key spaces in your department.
4. Once the footage is collected, editing will take approximately two weeks.

What we need from GPDs

1. Help identifying faculty and students to participate. We would like to interview your high-profile faculty or rising stars, as well as those that reflect your diversity in gender, race and age if possible.
2. A 4-hour window with location and people for interviews.

Questions we will ask in the interviews (a few additional, more specific questions may be added depending on who we are interviewing):

- Questions for Faculty:
 1. What is your name and position?
 2. What kind of students are you looking for?
 3. What research or teaching opportunities are available to students?
 4. What funding is available?
 5. How long is the program? What are the different stages?
 6. What are the different tracks or areas of specialization?
 7. How would you describe the relationship between the students and the faculty?
 8. What's your favorite part of being a professor/faculty member in this program?
 9. What make's Baylor's program unique and stand out from other universities?
 10. Can you highlight some of the high-profile research/work being done by faculty in this department?
 11. What gets you excited for the future of this program?
- Questions for students:
 1. What is your name and year in this program?
 2. Tell me why you chose this program?
 3. What is your relationship like with the professors/faculty?
 4. What is your favorite aspect of the program?
 5. Have you been able to take part in any special research or work alongside the professors/faculty in any unique way? If so, what did that look like?

6. How is this program setting you up to succeed?

Department:

Time and Date Block:

Videographer:

Faculty Members	Title	Time	Location
Graduate Students	(Student/Candidate)	Time	Location

**Please complete and return this document to Chris Rios (Chris_Rios@baylor.edu).*

Appendix A2

**Baylor University Department of Religion
Prospective Graduate Student Preview Weekend Schedule
February 21-23, 2020**

Friday, February 21:**2:00 – 5:15 p.m.**

Admissions Committee interviews with individual candidates, **Tidwell, 402 Old Testament and New Testament** candidates will meet with various Old Testament and New Testament faculty members and graduate students for a time of getting acquainted – **Tidwell, B19**

3:00 – 5:00 p.m.

Historical Studies candidates will meet with Historical Studies graduate students and faculty members for a time of getting acquainted – **Tidwell, B23**

5:15 – 5:45 p.m.

Theological Studies Candidates will meet with Theological Studies graduate students and faculty members for a time of getting acquainted—**Tidwell, B28**

6:00 – 7:30 p.m.

Program and Stipend presentation by Graduate Program Director,
Tidwell 402

7:40 p.m.

Dinner with graduate faculty and Prospective Students,
Beckham Room, Bill Daniel Student Center (2nd Floor, room 202) –
Sponsored by Baylor University Press

Pick up by host families. (**Tidwell-parking lot between Tidwell and Bobo Spiritual Life Center**)

Saturday, February 22:**8:00 a.m. – 8:30 a.m.**

Light breakfast for prospective students—**Tidwell, B28**

8:45 a.m. – 9:45 a.m.

Admissions Interviews continue, **Tidwell 402**

8:30 a.m. – 10:00 a.m.

Applicants meet with individual professors (see list below). Please make a concerted effort to meet first with the professors in the area to which you are applying and then also as many of the cognate professors as possible.

Dr. W. H. Bellinger, Jr., Old Testament, Tidwell 109 A

Dr. Joel Burnett, Old Testament, Tidwell B21 B

Dr. Carlos Cardoza-Orlandi, Historical Studies, not available —on Admissions Committee

Dr. Natalie Carnes, Theological Studies, not available —on Admissions Committee

Dr. Deirdre Fulton, Old Testament, not available —on Admissions Committee

Dr. Beverly Gaventa, New Testament, Tidwell 6784

Dr. Barry Harvey, Theological Studies, Tidwell B19

Dr. Kelly Iverson, New Testament, not available —on Admissions Committee

Dr. Bruce Longenecker, New Testament, Tidwell 405

Dr. Paul Martens, Theological Studies, Tidwell 501 A

Dr. James Nogalski, Old Testament, not available —on Admissions Committee

Dr. Lidija Novakovic, New Testament, Tidwell 304

Dr. Mikeal Parsons, New Testament, Tidwell 602 A

Dr. Jonathan Tran, Theological Studies, Tidwell 503

Dr. Doug Weaver, Historical Studies, Tidwell 104 A

Dr. David Whitford, Historical Studies, Tidwell 303

Dr. D.H. Williams, Theological Studies, Tidwell 603 A

Graduate Admissions Committee

Dr. James Nogalski, Chair

Dr. Deirdre Fulton, Old Testament

Dr. Kelly Iverson, New Testament

Dr. Carlos Cardoza-Orlandi, Historical Studies

Dr. Natalie Carnes, Theological Studies

Appendix A2 cont.

Candidates are also invited to get acquainted with current students who have volunteered to come and be available. They will be available in Tidwell B28, 9:00 a.m. – 12:00 p.m.

Saturday, February 22 continued:

10:00 a.m. – 12:00 p.m.	Area faculty interviews with individual candidates O.T. (Tidwell 109A); N.T. (Tidwell 402); Historical Studies (Tidwell 104A); Theological Studies (Tidwell, B19)
10:30 & 11:00 a.m.	Graduate Student Housing Representative Presentation (Tidwell B04)
12:15 - 1:30 p.m.	Lunch with prospective students and all graduate faculty Bobo Spiritual Life Center (next door to Tidwell)
1:45 – 2:45 p.m.	Tour of Campus (Meet in Tidwell lobby – 1 st floor) (Walking Tour if weather permits—wear comfortable shoes)
2:45 – 5:45 p.m.	Free time/return to host homes to rest/freshen up before dinner <u>or</u> participate in an activity around the Waco area with current graduate students
6:00 – 8:00 p.m.	Dinner at Bobo Spiritual Life Center with current students and host families

Sunday, February 23:

6:00 a.m. (Van A)	Meet at 6:00 a.m. for precise 6:15 a.m. departure for DFW. Host families will deliver prospective students to Tidwell (parking lot between Tidwell and Bobo Spiritual Life Center). “Breakfast in a Bag” will be provided upon departure to DFW.
6:30 a.m. (Van B)	Meet at 6:30 a.m. for precise 6:45 a.m. departure for DFW. Host families will deliver prospective students to Tidwell (parking lot between Tidwell and Bobo Spiritual Life Center). “Breakfast in a Bag” will be provided upon departure to DFW.

Graduate Admissions Committee

Dr. James Nogalski, Chair

Dr. Deirdre Fulton, Old Testament

Dr. Kelly Iverson, New Testament

Dr. Carlos Cardoza-Orlandi, Historical Studies

Dr. Natalie Carnes, Theological Studies

Appendix A3

When Do I Need to Contact Graduate Admissions?

Please inform us if...

1. ...a student or applicant is changing entry term to earlier or later (see Deferrals).
2. ...a student who had indicated intent to enroll notifies you they are not coming after all.
3. ...you want to work with an online partner for admissions.
4. ...you are planning to have a new degree program.
5. ...you are changing your application deadline.
6. ...the GPD role is changing hands (sabbatical, change of personnel, role-sharing).
7. ...if stipends are changing.

Appendix B

Appendix B1

APPROVED WITH TUITION AND STIPEND SAMPLE LETTER



May 3, 2022

Mr. Fake McTestApp
1234 S Main St
Goshen, IN 46526

Dear Mr. McTestApp,

Congratulations! On behalf of Baylor University Graduate School and the Department of **Communication Sciences and Disorders**, I am pleased to inform you of your acceptance into the **Communication Sciences and Disorders - MS** program for the **Summer 2023** term. Along with your admission, the Department of **Communication Sciences and Disorders** has awarded you a **\$20,000** annual stipend associated with services to your department that is renewable for up to **3 years** and a scholarship that will cover **40%** of your tuition. You will also receive an **80%** subsidy for Baylor's student health insurance plan. Your department will provide more details about these awards, which represent Baylor's considerable investment in your future.

Please note that it is your responsibility to review all program and degree completion requirements. The [Graduate Catalog](#) provides much of this information. You may also consult with your Graduate Program Director (GPD) for this and other information throughout your studies at Baylor. Please view our [Admitted Students page](#) for answers to many frequently asked questions about registration, financial aid, and other important topics.

Baylor University requires graduate students to maintain health insurance throughout the duration of their program. Please visit our [Graduate Student Health Insurance webpage](#) to learn more about this policy and how to waive the Baylor plan if you have other coverage.

I trust your time at Baylor will be both rewarding and challenging, providing an opportunity to develop your academic and professional abilities by learning from first-rate faculty, working with a talented group of fellow students, and taking advantage of the many [resources](#) Baylor offers.

Please log in to [your GoGrad account](#) to indicate your intent to enroll and ensure that we have received all required documents. I look forward to meeting you soon, and wish you the best as you pursue your graduate degree at Baylor.

Sincerely,

A handwritten signature in cursive script that reads 'Larry Lyon'.

Larry Lyon, Ph.D.
Vice Provost, Dean
Baylor Graduate School



Appendix B2

SAMPLE REJECTION LETTER



Baylor University

GRADUATE SCHOOL

May 3, 2022

Mr. Fake McTestApp
1234 S Main St
Goshen, IN 46526

Dear Mr. McTestApp,

Thank you for your interest in graduate studies at Baylor University. The faculty in the Communication Sciences and Disorders - MS program has carefully reviewed your application for admission to the Graduate School. We regret to inform you that your application was declined.

We hope you will be successful in an alternate plan to achieve your graduate education. If you have any questions, you may email the Graduate Program Contact, Susan Sherman at Susan_Sherman@baylor.edu.

Sincerely,

Graduate Admissions

