

Add a withdraw decision

You add a decision like you normally would in the Complete-Send to Grad Studies bin and select 'Withdraw.' Then you have to enter in the box below if the withdraw was dept or student requested. Move it to the Department Recommendation – Withdraw bin. Graduate Studies will confirm and release the decision and then the applicant can view the online letter.

There is a different letter for each scenario.

Submit Decision to Grad Studies Form

Admission Decision

Allow Admit – Graduate Studies Provisional Override

☐ Yes
☒ No

Select a decision
Withdraw

Degree

Change Degree
☐ Change degree from Doctoral to Masters

Withdraw

Withdrawal confirmation (indicate if department or student requested)
Student requested

Petition

Petition needed
☐ We will submit a petition for this applicant

Send to Bin

Current Bin
Complete - Send to Grad Studies

Next Bin (required)
Department Recommendation - Withdraw - Department

Next Reader (optional)

Send Saving in 14s...

The letter below is for a student initiated withdraw:

We are sorry to learn that you have chosen not to pursue your graduate studies at Brigham Young University. As a result, we have withdrawn your application.

If you wish to be considered for a future semester or term, you must submit a new application along with other admission materials including but not necessarily limited to new letters of recommendation, ecclesiastical endorsement, test scores etc. as some items do expire. Please refer to the specific admission requirements for your respective graduate program/s at <https://gradstudies.byu.edu/programs>.

We wish you success in all your endeavors.

Sincerely,
Logan Gillette JD/MPA
Dean of Graduate Admissions & Recruitment