

GRADUATE ADMISSIONS

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WHY IS APPLICATION PROCESS SO IMPORTANT?

Goals of Admission Processes

- Provides closure to recruitment program
- Facilitate the matriculation of applicants with greatest potential to complete graduate degree
- Matches applicant's knowledge, skills, attributes, and interest with program characteristics and a graduate mentor

Administration of Admissions

- Technical functions
- Policy making

Technical Functions

- Collecting application materials
 - By Graduate School/Program
 - Contract with Outside Agency
- Evaluating credentials
- Entering and maintaining admissions data
- Tracking applicants through the system
- Communicating with applicants throughout process

Policy Functions

- Establishing and maintaining admissions standards
- Determining and assessing admission policies

Structure of the Admission Process

- Centralized Admission
- Decentralized
- Blended or Collaborative Model

Centralized Model

- Governing policies and baseline (minimum) standards (admission's requirement) determined by governing body in collaboration with the graduate unit (College, School)
- Centralized collection of application materials
- Initial review of credentials
- Program/departments make admissions recommendation

Centralized Model (Continued)

- Admissions processed centrally
- Communication with applicant
- Maintenance of records
- Review of policies and procedures

Decentralized Model

- College/Department
 - Sets admission standards
 - Determines admission processes
 - Administers the review and processing of applications
 - Communicates with students
 - Maintain records

Blended or Collaborative Model

- Distributions of processes varies
 - Size and complexity of college or university
 - Available resources
 - Efficiency of operations if centralized
 - Online application
 - Collection of application fees
 - International credential review
 - Review requiring discipline specific expertise

Distribution of Model

- 62% Centralized excluding Medicine and Law
- 22% Decentralized
- 16% Blended/Collaborative Model

(Source: NAGAP, 2003)

Policy Decisions

- Decision on degree of selectivity
- Minimum admission standards
 - GPA
 - GRE and other standardized test scores
- International admission's requirements
 - Language Proficiency
 - Degree equivalency

Policy Decisions (Continued)

- Stipend level and benefits
 - Monthly stipend
 - Tuition and fees paid
 - Health insurance
- Application fees
 - Amount
 - Waiver policy
 - Allocation of fees

Policy Decisions (Continued)

- Admission deadlines
- Fixed date vs rolling admission dates
- Cohort vs individuals
- Admission categories and criteria
 - Regular
 - Probationary
 - Provisionally

Policy Decisions (Continue)

- Legal authority to offer admission
 - Administrative person who has sole authority to offer admission to a graduate program
 - Example: Dean of Graduate School
- Admission offer in writing
 - PDF document sent electronically via email
 - Letter mailed or shipped
 - E-ship Global service for international admission

Application Processes

- Collecting application materials
- Evaluating credentials
- Selecting applicants
- Notifying applicants
- Maintaining accurate admission records
- Assessing admissions processes

Resolution Regarding Graduate Scholars, Fellow, Trainees and Assistants

April 15th

Data Driven Decision Making From Admission Information

- Admitted vs matriculated/enrolled
- Assessment of reasons for not enrolling
 - Financial support packet
 - Ability to work with faculty member
 - Physical facilities
 - Research expertise of faculty
 - Personal factor
 - Other factors

Data Driven Decision Making From Admission Information

- Retention rate
- Graduation rate
- Demographic profile of students
- Enrollment management
- Feeder schools
 - STEM field
 - Underrepresented students

OUTCOMES

- Higher retention
- Higher graduation rates
- More satisfied graduate students, faculty and alumni
- Higher quality graduate programs
- Effective enrollment management