

# 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 15<sup>th</sup>

# 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