Graduate School
Student Services
Graduate School Processes

Applications

- Student applies to the Graduate School through AY
- Graduate School collects basic requirements: transcripts, test scores, application fee
- Complete applications are sent to programs for review

Program Reviews Application

- Program collects program specific requirements
- Optional interview process
- Program submits admissions decision to Graduate School
- May notify student of decision contingent upon Graduate School admission

Graduate School Processes

Admission Decision

- Check baccalaureate degree
- Check international requirements
- Determine residency
- Admit into AY; generate admission letter
- Admit into Banner
Admissions Considerations

- Application Deadlines
  - Selected deadlines dictate when the application will remain open in AY
  - It may take additional time for applications to be completed and sent to programs

- Admissions Requirements
  - Application Fee
  - Transcripts from all postsecondary schools
  - Standardized Test Scores - the Graduate School does not require test scores for masters applications unless programs require them
  - International Test Scores - required for all international applicants
  - Essay - optional for programs to require
  - Resume/CV - optional for programs to require
  - Recommendations - optional for programs to require
TargetX

- New CRM purchased with undergraduate admissions and eLearning

- Implementation process
  - Will go live in Spring 2017
  - During implementation, we will need feedback from programs for configuration
  - Training sessions

- Increased recruitment capability
Policies

- Academic Appeals
  - Non-attendance
  - Medical withdrawal
  - Administrative withdrawal
  - Academic withdrawal
- Non-degree Policies
  - No limit on non-degree credit that can be earned but only 12 hours can later be transferred to graduate credit
  - Registration for courses
  - Students cannot receive financial aid
- Other questions about policies?
Curriculum Requirements and GPS

- Beginning the process of publishing curriculum requirements in the 2017-2018 catalog
- Configuring GPS and testing
- GPS audits will replace paper checklists beginning next academic year
Graduate Catalog

- Process for editing 2017-2018 catalog will take place this fall

- Be aware of your catalog workflow to make sure the appropriate people have editing capability

- Graduate School’s role in the catalog
  - Proofreading every programmatic page - not editing content
  - Editing Graduate School policies and ensuring they are up-to-date and clear
Questions?