Graduate Admissions

CGS New Deans Institute
San Juan, PR
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College of Graduate Studies
Outline

1. Enrollment
2. Applications
   a. Fees
   b. Deadlines
   c. International
3. Decisions and Structure
4. Communications and Data
5. Legal Issues
6. Policies
1. Enrollment

The Funnel

Inquiries
Complete Applications
Offers
Enroll
1. Enrollment – Recruiting!

- 60% UI freshman say they are going to graduate school (40% are 1st generation)

- 25% of UI seniors cite graduate school as their principal activity after graduation

- Importance of McNair Scholars and similar programs
1. Enrollment – Why students don’t apply

- U.S. students don’t see graduate education as necessary to career path
- Unaware of “Idaho”/UI (“curb appeal”)
- Unaware of specific programs offered
- Non-competitive funding
- Size of the university
- Facilities and technology available
- Culture and climate of the school

......we have LOTS of competition
1. Enrollment – Challenges

- Competitive offers
  - Stipends; fees (in- and out-of state); Insurance;
  - Length of offer
- Program/faculty/employment capacity
- IH vs. RAs; Instructors vs. TAs;
- Post-docs vs. Ph.D. students
1. Enrollment – Challenges

- Loss of faculty may affect graduate more than undergraduate student numbers
- Loss of out of state waivers
- Loss of recruiting/advertising budgets
- Loss of international students (Immigration policies (EU, UK, Canada, Australia) and in-country capacity (India, China))
2. Applications

- Application form
- Application Fee
- Official transcripts and Degree Certifications from all previous colleges/ universities
- 3 Letters of Recommendation
- Statement of Career Objectives
- Resume/Curriculum Vitae
- All Departmental Requirements
Letters of Reference
2. Applications – Fees

- **Amount**
  - Peers; State or system limits
  - At UI: Paper: $85
  - Online: $55 dom.; $60 int’l

- **Online payment or process manually**

- **Waiver policy (e.g., programs such as McNair)**
“I’d give my right arm to be in your program”
UI uses “Priority Application Deadlines”

Fall–February 1
Spring–September 1
Summer–February 1
2. Admissions – Int’l

U.S. Bachelor degree equivalent
• Bologna Process in EU & 3 year degrees

Language Requirements (test < 2 years old)
• TOEFL score of 550 or 79 (internet) – university minimum – or equivalent.
• IELTS 6.5
• MELAB 77
• UI American Language & Culture Program (ALCP) with a Level 6 Pass
• U.S. degree at accredited institution
2. Admissions – Int’l

Official Transcripts
• Certified Translations
• Credential evaluation in house and/or professional services

Financial Requirements
• Certificate of Financial Responsibility and Dependents Forms
• SEVIS Record Transfer Request
• Copy of Passport & visa
3. Decisions and Structure

Use Multiple Criteria for Admission Decisions

- personal statement
- undergraduate GPA
- letters of recommendation
- samples of academic work
- relevant professional experience
- GRE scores
- ...SKYPE more!
3. Decisions and Structure – Deadlines

CGS resolution regarding admission offers with funding
- Inform students of admission and financial offer before April 15
- Students not obligated to respond to offers prior to April 15
3. Decisions and Structure

Organizational structure:
- 51% Centralized
- 19% Collaborative
- 30% Decentralized

Who decides?
- 71% Program
- 12% Administrative staff
- 7% Academic Dean
- 10% Other

NAGAP, 2003
3. Decisions and Structure

• Who decides and why
• Provisional – low GPA?
  Asked for faculty justification
• “Say no for me!”
4. Communications and Data

To applicant

- Application status
- Admission decision
- Enrollment encouragement (dept. !)
- Enrollment deposit
4. Communications and Data – Faculty

MUST OVERSELL ACCEPTANCES

Inquiries

Complete Applications

Offers

Enroll

45%

59%
4. Communications and Data – Faculty

Number Applications Received during Year (Time↑ GPA↓)

MAKE OFFERS EARLY
“Why did accepted student go elsewhere?”

Maybe the most polite and most politic answer!

4. Communications and Data

- Financial support: 39%
- Personal Contact: 34%
- Ongoing communications: 10%
- Fac/Program Quality: 7%
- Other: <4% each

Campus Location, Timely admits, Reputation Rankings, Placement data
4. Communications and Data

“Why did accepted student go elsewhere?”

- > 50% of depts. don’t ask
- Sources of info:
  - National Clearinghouse Education Stats. (NCES)
  - GRE – where else sent?
  - Financial Aid Applications
  - Interview
4. Communications and Data – Records

- Federal requirements for data on race and ethnicity
- CGS survey on international applicants
- NRC survey on demographic data for enrollees
5. Legal Issues

• Collect only info you need
• Do not discriminate based on race, gender, age, disability or citizenship
• Publish and adhere to admission standards
• Base decision on total application
• Document admission decision
  - Deny
  - Admit: Full or Provisional
Legal Issues

“You should have accepted my son”
5. Legal Issues – FERPA

• Rights of ADMITTED STUDENT to admission
  – records, except for confidential recommendations which have a waiver to access signed by student
• Does NOT apply to unsuccessful applicants or applicants who do not enroll
• Faculty and staff cannot discuss student record with student’s family
6. Policies

- Fraudulent applications will be denied or student terminated (transcripts, test scores, recommendations, personal essay, etc.
- Electronic submission of materials are randomly checked to ensure compliance
- Appeals – whose rule is it?
- Re-admission
- Transfer
- Application to more than one program
References

• [www.cgs.net.org](http://www.cgs.net.org) : CGS An Essential Guide to Graduate Admissions: A Policy Statement

• [www.accrao.org/nyc/presentations/W2_483.pdf](http://www.accrao.org/nyc/presentations/W2_483.pdf) Evaluating International Transcripts

• [www.nagap.org](http://www.nagap.org) National Association of Graduate Admissions Professionals