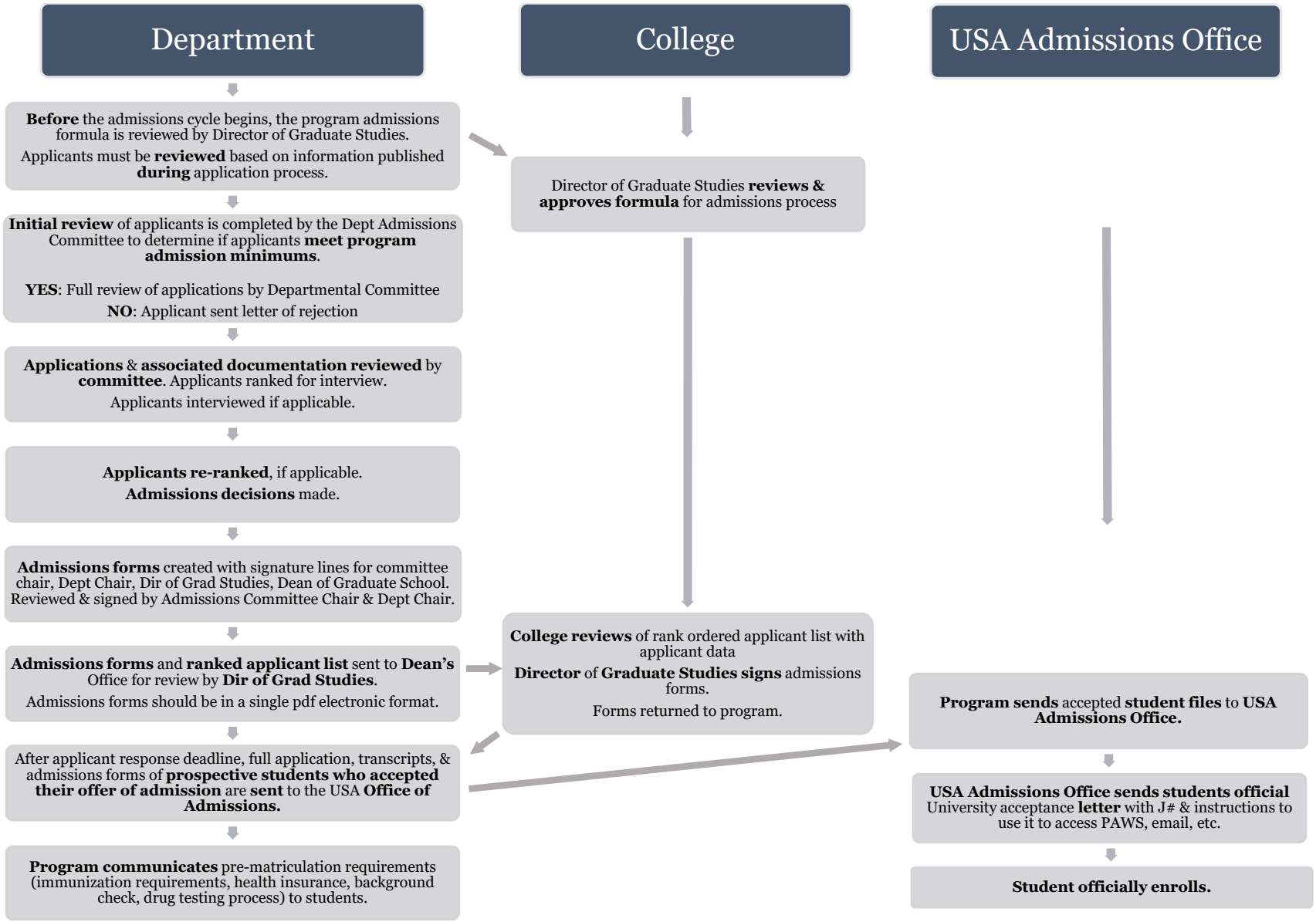
Department
College
USA Admissions Office
Before the admissions cycle begins, the program admissions formula is reviewed by Director of Graduate Studies.
Applicants must be reviewed based on information published during application process.
Director of Graduate Studies reviews & approves formula for admissions process
Initial review of applicants is completed by the Dept Admissions Committee to determine if applicants meet program admission minimums.
YES: Full review of applications by Departmental Committee
NO: Applicant sent letter of rejection
Applications & associated documentation reviewed by committee. Applicants ranked for interview.
Applicants interviewed if applicable.
Applicants re-ranked, if applicable.
Admissions decisions made.
Admissions forms created with signature lines for committee chair, Dept Chair, Dir of Grad Studies, Dean of Graduate School. Reviewed & signed by Admissions Committee Chair & Dept Chair.
Admissions forms and ranked applicant list sent to Dean's Office for review by Dir of Grad Studies.
Admissions forms should be in a single pdf electronic format.
College reviews of rank ordered applicant list with applicant data
Director of Graduate Studies signs admissions forms.
Forms returned to program.
After applicant response deadline, full application, transcripts, & admissions forms of prospective students who accepted their offer of admission are sent to the USA Office of Admissions.
Program sends accepted student files to USA Admissions Office.
Program communicates pre-matriculation requirements (immunization requirements, health insurance, background check, drug testing process) to students.
USA Admissions Office sends students official University acceptance letter with J# & instructions to use it to access PAWS, email, etc.
Student officially enrolls.