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**MEMORANDUM**

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**TO:** GRADUATE COUNCIL  
**FROM:** GRADUATE ADMISSIONS COMMITTEE, FREDERICK RHODEWALT, CHAIR  
**SUBJECT:** CLARIFYING GRADUATE ADMISSIONS POLICIES AND PROCEDURES  
**DATE:** 7/31/2007

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The Graduate Admissions Committee is comprised of two members of the Graduate Council and is chaired by the Associate Dean for Academic Affairs of the Graduate School. Its primary function is to review appeals from programs to waive either the minimum GPA (3.0) or four year bachelor's degree admissions requirements for individual applicants. The committee has encountered a number of situations in recent years that compromise its ability to weigh the interests and qualifications of the applicant versus the integrity and quality of the graduate program. For example, the committee is asked to consider an appeal in the middle of a semester after the student has been enrolled by the department for more than the 9 credit hours (nonmatriculated) that may be counted toward the degree. The Graduate Admissions Committee is proposing a set of procedures and guidelines for admissions appeals which will be posted on the Graduate School's web site and distributed to Directors of Graduates Studies in all graduate degree granting programs. Most of these policies and practices are already in effect, others are intended to aid departments in the admission of these students.

The Graduate Admissions Committee will meet on the first Monday of each month. This fixed meeting date replaces the *ad hoc* meeting schedule of the past. Appeals made after the monthly meeting will be scheduled for review at the next monthly meeting. Departments and programs are strongly encouraged to obtain approval from the Graduate Admissions Committee prior to communicating to the applicant that they are recommending acceptance.

The Graduate Admissions Committee will not consider appeals for admission after the semester has begun. Appeals for the admission into in the Fall semester should be submitted for review no later than the July Graduate Admissions Committee and appeals for admission into the Spring semester should be submitted for review no later than the November meeting. These deadlines permit a second appeal in the event of a negative decision.

The Graduate Admissions Committee considers a number of factors when evaluating an applicant's potential for successful graduate performance. It is not necessary that all factors be addressed in each appeal, however, Departments and programs should attempt to make as complete and convincing a case as possible in support of their appeal. The Graduate Admissions Committee considers the following information when reviewing an applicant's record:

1. Time since degree, applicants who are two to three years post degree are viewed more favorably than are recent graduates.

2. Experience as it relates to intended plan of study.
3. At least one letter from a supervisor which speaks to the applicant's motivation and maturity. At least one (preferably two) letter(s) from individuals who are knowledgeable about the applicant's academic potential.
4. The quality of the undergraduate program from which the baccalaureate degree was earned as well as the applicant's academic standing in that program especially in coursework related to the intended plan of study.
5. Standardized test scores when available.
6. Performance in nonmatriculated graduate courses.