

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy & Procedure

AP 51.03

Effective Date: 01//23/2009

SUBJECT: Procedures for Students Applying for Admission to the Graduate School

PURPOSE

To set forth procedures to ensure that the applications of students for admission to the Graduate School are processed in a timely manner and that the academic Program, Chair and college Dean have adequate input into the admission decision of the Dean of the Graduate School.

AUTHORITY

Article VII, Section 4, By-Laws and Regulations of the Board of Supervisors of the Louisiana State University System.

OBJECTIVE: To improve the processing of applications and admission to the Graduate School.

DEFINITIONS

1. Credentials Analysis – a summary of the student’s UNO-equivalent grade point average (GPA), test scores, universities attended and degrees awarded.
 2. Program – the unit awarding the graduate degree, and in some cases, the same as department.
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GENERAL POLICY

Students applying for admission to the Graduate School will complete a single, university-wide application. The Graduate School will be responsible for ensuring that a complete admissions packet is delivered to the respective Graduate Coordinator and for tracking the progress of the application. The Graduate Coordinator or other representative of the graduate Program will return the signed Credentials Analysis (CA) to the Graduate School with a recommendation to either admit the student or deny admission. If the Graduate School determines that a student recommended for admission meets all admission requirements then the Graduate School will direct the Office of Admissions to admit the student to the University. If the Graduate School determines that a student recommended for admission does not meet these admission requirements then the Dean of the Graduate School will determine admissibility based upon written justification of the Graduate Coordinator.

PROCEDURE

1. **APPLICATION.** Students applying for admission to the Graduate School will complete a single, university-wide application for admission to the university. Individual graduate Programs will not have separate applications and if their web pages contain a link to an application it will direct the student to the university-wide application for admission.
2. **ACKNOWLEDGEMENT LETTER.** Application acknowledgement letters currently sent out by Admissions will include a paragraph notifying applicants that some programs require separate application material and a link to an on-line list of Program application requirements specific to the Program that the student is applying to and also contact information for the Graduate Coordinator of that Program.

3. **REQUIRED DOCUMENTATION.** The Graduate School will work with each Program to ensure that the necessary additional items are submitted to the appropriate party.
 - A. **CREDENTIALS ANALYSIS (CA).** For new domestic applicants, the Office of Admissions will generate a Credentials Analysis (CA) once transcripts are on file. For international applicants (for whom conditional admission is not permitted), the Office of Admissions will generate a CA once transcripts and test scores are on file. The Office of Admissions will submit completed CAs electronically to the Graduate School. The Graduate Admissions Coordinator (GAC) in the Graduate School will receive the CA from Admissions and compile each application before delivery to the Program.
 - B. **TRANSCRIPTS, ETC.** The GAC will be responsible for attaching scanned transcripts and other required documents not including those items sent directly to the Program. Once the admissions packet is complete the GAC will send it to the Graduate Coordinator e-mail box.
4. **PENDING APPLICATIONS.** The GAC will monitor the workflow to identify any application packets that are languishing and contact the appropriate parties to resolve the problem. The GAC will provide a monthly listing of the status of all Program applications.
5. **PROGRAM RECOMMENDATION FOR ADMISSION.** Each Program will forward to the Graduate School all *signed* CAs and indicate which applications are recommended for admission, and which applications are *not* recommended for admissions. GAC will conduct a review of all applications recommended by a Program. If GAC's review determines that a student applicant *meets* all eligibility requirements of the University, the CA signature page will be forwarded to the Office of Admissions for processing.
 - A. **APPLICANT DOES NOT MEET ALL REQUIREMENTS.** If a Program is recommending the admission of a student that *does not meet* all University admissions requirements, the Program must include a letter of justification with the CA indicating the areas of deficiency and the reasons the Program believes the student should be admitted.
 - B. **GAC REVIEW.** If the GAC determines that the student *does not meet* all admission requirements, the CA will be forwarded to the Dean of the Graduate School for final review. The Dean of the Graduate School will take one of the following two actions:
 - i. **ADMISSION GRANTED.** If the Dean of the Graduate School grants admission, the CA is forwarded to the Office of Admissions for processing.
 - ii. **ADMISSION DENIED.** If the Dean of the Graduate School *does not* grant admission, the Graduate Coordinator and Chair will be notified and the CA is forwarded to Office of Admissions for notification.
6. **APPLICANT NOTIFICATION LETTERS.** All admissions letters, the application acknowledgement letter, the admit and/or not admit letters will be electronically signed by the Dean of the Graduate School.

RESPONSIBILITIES

Dean of the Graduate School is responsible for determining if the written justification for admission for students who do not meet all University admission criteria is sufficient to justify

admission to the University. If the Dean of the Graduate School does not agree with the admission recommendation the Dean is responsible for notifying the Graduate Coordinator and Chair in writing of the decision.

Graduate Admissions Coordinator (GAC) is responsible for completing the application packet and delivering the completed packet to the Graduate Coordinator. The GAC ensures that the packet is processed in a timely fashion, as well as ensures all recommendations for admission either meet all University admissions criteria or that recommendations for admission that do not meet the criteria are forwarded with a justification to the Dean of the Graduate School for a admissibility determination.

Graduate Coordinator is responsible for ensuring that all applications to the Program are handled in a timely manner. The Graduate Coordinator is responsible for ensuring that any additional Program-specific information required by the Program is included in the recommendation. The Graduate Coordinator is responsible for returning the credentials analysis to the GAC with a recommendation for admission. If the recommendation is not to admit the student the Graduate Coordinator should provide a reason. If the recommendation is to admit a student who does not meet all University admission criteria the Graduate Coordinator must include a written justification to adequately support the request for admission. In addition, Graduate Coordinators are responsible for ensuring that more than one responsible representative is checking the Program mailbox.

Office of Admissions is responsible for securing the application to the University and the generation of the Credentials Analysis (CA). Once the Graduate School has officially admitted or denied the student, the Office of Admissions will process the decision and secure the CA signature page and justification, if appropriate.

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