



November 21, 2019

3:30-5 pm 410 Hitchcock Hall

Theme: Behind the Scenes in the Life of an Admissions Cycle

Speakers: Kristen LiPuma, Kim Whitman

Attendance: 9

Welcome/Updates

Graduate School (Kate Zinn)

- New hire in registration, Isaiah Back-Gaal
- Question about fellowship training, major change is include transcripts in packets

Grad/Prof Admissions (Kim Whitman, Jon Bullock)

- Evaluation process same as last year
- Iran is without Internet, currently applicants unable to apply, questions from programs (they set their application dates).
- Prospect database now works, no longer says Spring 2017, should be able to enter GRE scores required. Jon is beginning second round of updates.

Behind the Scenes in the Life of an Admissions Cycle (Kristen LiPuma (Evaluation and Outreach, Grad/Prof Admissions and Kim Whitman, Evaluation, Grad/Prof Admissions):

- Their presentation gives look into Grad/Prof Admissions process.
- Evaluation covers Graduate, Professional, and Undergraduate Professional students
- Graduate-level applications:
 - Review of all schools attended
 - Verifying transfer work, degrees received
 - Verify OSU gets final, official transcripts
 - Two application types (internal/AAWS and CAS plus supplemental application)
 - All students pay an application fee or request a fee waiver
 - Staff should request calculations through AME
 - Evaluations can take up to five business days. Requests come to Grad/Prof the day after they are submitted
 - Evaluators can waive up to 15 missing semester hours of transfer work (if missing)
 - International applicants' GPAs cannot be combined
 - Grad/Prof maintains a database of grade scales (in house)
 - AME worksheet now indicates if student is eligible for university fellowship
 - You can batch deny/cancel applications in AME, but have to admit individually
- Professional applications:
 - All use CAS systems
 - Professional programs request GPAs
- Undergraduate Professional
 - Programs determine prerequisites, Grad/Prof creates referral form (evaluate prerequisites)
 - Two evaluators verify referrals
 - Programs can view referrals in EDWARD
- For ALL levels





- Grad/Prof maintains provisions for students, which require final official transcripts, proof of degree earned
- Programs maintain their own checklists
- Fee waiver requests: staff member in Grad/Prof emails students re: deny, approvals move on through application process
- Fee waiver requests can delay applications depending on whether more information needed from applicant
- Recommend applicants apply as soon as possible to ensure time for fee waiver request decision
- Programs can email Grad/Prof admissions if programs want to provide a fee waiver
- Regarding international GPAs, GP evaluators should include international GPA scale (will show up in AME, if missing, program should contact GP)
- Questions about post-matriculation from students (who is contacting them)
 - Check the Activity Summary in SIS
- Regarding GPAs, the Fellowship comment is added to note student eligible for University Fellowship competition (not other fellowships)
 - Quality assurance done by leadership for graduate GPA calculations
 - Transcripts are required to be translated by an accredited translator

Other questions, Discussion:

- Jon notes Grad/Prof's departments also include Outreach and Financial Review. Application systems is separate (part of OSAS), will let programs know when the GP website is relaunched
 - Programs should request GPAs as soon as they know they'll need a calculation. CAS programs' applications automatically flow to Grad/Prof for calculation
 - For GPA Evaluation, changes last year re: University Fellowship and Graduate School Review policies; Last Degree Earned significant to Grad School Review
 - DACA students eligible for Graduate Enrichment Fellowship
- *For more information and resources from the Association of Graduate & Professional Administrators, visit <http://u.osu.edu/agpa/>*
 - *To join the email listserv, visit www.go.osu.edu/joinagpa*

