



# INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

IUPUI Graduate Office

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## **Purdue Admissions Workshop: Diving Deep**

September 27, 2016

10:00 A.M. to 12:00 P.M.

UL 1116

- I. Nomenclature
- II. The Prospective Applicant
- III. The IUPUI Graduate eApp
- IV. English Proficiency Options
- V. Foreign Credential Analysis (FCA)
- VI. Conditional Admission -> Conditions of Continued Enrollment
- VII. Processing Applications
- VIII. PU Admission Letters in Slate
- IX. EAP – English for Academic Purposes
- X. Questions/Additional Resources
- XI. West Lafayette PhDs in Slate

## Purdue Admissions Nomenclature

OIA.....	Office of International Affairs
eApp.....	electronic graduate application
PU, WL.....	Purdue University, West Lafayette
FCA.....	Foreign Credential Analysis
TOEFL.....	Test of English as Foreign Language
IELTS.....	International English Language Testing System
GINT.....	International graduate applicant/student code in SIS
GRAD.....	Domestic, Permanent Resident, Refugee, Asylee, or Undocumented graduate applicant/student code in SIS
SIS.....	Student Information System
eDoc.....	electronic form used to pass info from department to department
EAP.....	English for Academic Purposes
ESL.....	English as a Second Language
GRE.....	Graduate Records Exam
PhD.....	Doctor of Philosophy degree
MS.....	Master's of Science degree

## Pages to Bookmark

<p><b>SIS</b></p> <ul style="list-style-type: none"> <li>• Academic Test Summary</li> </ul> <p><b>One.IU</b></p> <ul style="list-style-type: none"> <li>• Action List</li> <li>• Box             <ul style="list-style-type: none"> <li>○ Fee Waiver Form(for access, please contact <a href="mailto:gradoff@iupui.edu">gradoff@iupui.edu</a>)</li> <li>○ Transcript Tracking <a href="https://iu.box.com/IUPUITranscripts">https://iu.box.com/IUPUITranscripts</a></li> </ul> </li> <li>• Document Search</li> <li>• eApp Administrative Center</li> </ul> <p><b>OIA</b></p> <ul style="list-style-type: none"> <li>• iStart - <a href="https://istart.iu.edu">https://istart.iu.edu</a></li> <li>• PIE - <a href="http://www.iupui.edu/~inpie/">http://www.iupui.edu/~inpie/</a></li> </ul>	<p><b>IUIE</b></p> <ul style="list-style-type: none"> <li>• Appls – Current Rows</li> <li>• GRE Test Scores</li> <li>• eApplication Recommendation Report</li> </ul> <p><b>Examples of Helpful Department Websites</b></p> <ul style="list-style-type: none"> <li>• <a href="http://psych.iupui.edu/graduate/admissions/application">http://psych.iupui.edu/graduate/admissions/application</a></li> <li>• <a href="http://grad.medicine.iu.edu/how-to-apply/to-the-ph-d-program/">http://grad.medicine.iu.edu/how-to-apply/to-the-ph-d-program/</a></li> </ul>
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## **Implementation of new Admit Coding Policies**

For Spring 2017 admits and beyond, all admission coding should be Admit (ADMT) Fully Qualified (AFQL). All department and OIA admission letters should only reference “Conditions of Continued Enrollment,” replacing any terminology referring to “conditional admission.”

See official policy statement for examples of acceptable “Conditions of Continued Enrollment.”

Note about prerequisites: if applicants need some undergraduate prerequisites, they can still be admitted ADMT AFQL as long as they are able to take at least one graduate course toward their degree during their first semester.

### **Department Responsibilities:**

Effective October 1, 2016:

- Graduate program dean / graduate program director and or admissions committee should conduct a holistic review and determine that the totality of the application fulfills regular standards of preparation for the program.
  - For IU University Graduate School applicants whose GPA falls below the 3.0 required minimum a **justification letter** to the Associate Dean, Dr. Janice Blum, needs to be attached to the eDoc for review.
- As of October 1, Code all admits on the edoc as ADMT AFQL.
- Revise language in department admission letters and on transmittal sheets—only refer to “Conditions of Continued Enrollment.” See sample language from Graduate Office/OIA.
- If needed for tracking purposes with regard to enrollment conditions, you will need to implement a new system. One possible solution is a negative service indicator placed on the student record in SIS. If used, please be sure to add NSI or other tracking to these records prior to October 1.
  - You can utilize an IUIE report to track this group once the service indicator is placed

### **Graduate Office Responsibilities:**

Effective October 1, 2016:

- Return any edocs to department that are coded as COND to be resubmitted with ADMT as admissions action
- Check admission letters and transmittal sheets for correct terminology for University Graduate School (both IU and PU) programs only
- Provide a holistic review of those IU University Graduate School justification letters for those applicants that do not meet the 3.0 GPA requirement
- Grant waivers for programs that request exceptions.

### **Office of International Affairs (OIA) Responsibilities:**

Effective immediately:

- OIA Admission letters revised to change “conditions of admission” to “conditions of continued enrollment.”
- All Spring 2017 conditional admits prior to October 1 will have coding changed in SIS to ADMT AFQL by OIA.

## Recommended Language for Admission Letters

### Condition(s) for Continued Enrollment for ALL Graduate / Professional Programs:

#### **Example 1: Missing Final Transcript**

In order to continue your enrollment in the X program past your first semester, you must submit a final transcript from X University as a condition of your continued enrollment. You will be unable to register for the next term until this condition has been met.

#### **Example 2: Three Graduate-Level Courses with a B or Higher**

You are required to complete three graduate-level courses (including one core course) with a grade of at least a “B” as a condition of your continued enrollment past your first year. You will be unable to register for your second year of coursework in the *Doctor of Philosophy in X* program until this condition has been fulfilled.

#### **Example 3: Low GPA**

As a condition of your continued enrollment, you will be required to achieve at least a 3.0 GPA by the end of your first year of study in the *Master of Science in X* program. You will be unable to register for your second year of coursework until this condition has been met.

### “Recommended for Admission” Wording:

#### **Required for International Admits (GINT):**

The Office of International Affairs (OIA) will conduct a final review of your application to determine that all institutional and USCIS (U.S. Citizenship and Immigration Service) requirements have been met. Please do not apply for a visa or make travel plans until you receive an official confirmation of admission and visa documents (if applicable).

#### **For Graduate School Admits:**

The Graduate Admissions Committee of the Department of X has recently met to consider your application for admission to the X program. I am pleased to inform you that the Committee has recommended your admission to the Purdue/ Indiana University Graduate School. You will receive a final decision on your admission once the Graduate School performs a verification of your credentials.

**\*This serves as a reminder for IU and PU graduate school programs**