

ADMISSIONS PROCEDURES

- 1) Applicant completes online application and uploads materials to Admissions Profile
- 2) Graduate Program Coordinator makes a file for each eligible applicant (by discipline) and once the deadline has passed and files are uploaded (Art History: Dec 15th and Art: Feb 1st) informs the Area Heads the files are ready to view.
- 3) Each discipline makes their decisions and fills out the Admissions Form for each accepted applicant (no need for the rejected ones) and submits to the Area Head for approval. (Note: If the discipline wishes to keep a waitlist let the Graduate Program Coordinator know not to reject those applicants.)
- 4) Area Head submits form to DEO for approval.
- 5) Graduate Program Coordinator retrieves forms from DEO and processes acceptances in the MAUI system then informs the respective disciplines so that they may then contact the applicant.
- 6) Graduate Program Coordinator
 - a) e-mails each accepted applicant and sends congratulations letter from DEO and asks for a response by April 15th (the national deadline)
 - b) rejects the applicants not accepted (or on the waitlist if informed of who those are)
- 7) Each discipline decides who they will nominate for scholarships and teaching assistantships and notifies the DEO and the Administrative Services Coordinator.
- 8) Scholarship meeting takes place sometime in March
- 9) Teaching Assistant contracts are sent out by the Administrative Services Coordinator by April 15th (the COGS deadline).