

## Suggested Checklist in Admissions Review Process

Before your department extends an offer to an applicant, please confirm that the applicant has met the **three** minimum Graduate School requirements. <http://grad.uw.edu/admissions/understanding-the-application-process/>

This checklist will cover the regionally accredited **BA degree** and the **English proficiency** requirements. Note that effective 11/17/16, a petition to the Graduate School is required before offering admission to an applicant with a self-reported or computed GPA **below a 3.0** within their last 90 quarter or 60 semester graded credits.

### Does my applicant meet the BA degree requirement?

*(If you answer “No” to any of these four questions, please do not admit before consulting GEMS).*

1.) **Is the BA roughly four years\* in duration (around 8 semesters or 12 quarters of coursework)?**

\*Notable Exception: European BA degrees earned under the Bologna Process may be three years in duration. Such a degree will note “180 ECTS credits” (or more) were completed for a BA, or “90-120 ECTS” for a Master’s. The Graduate School recognizes these degrees.

2.) **For a US degree, was the institution accredited by one of the below regional organizations?**

*Middle State Association of Colleges and Schools; Northwest Commission of Colleges and Universities; North Central Association of Colleges and Schools; New England Association Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges; Western Association of Schools and Colleges*

>>If you don’t see any information about US accreditation on the transcript: <<

- Check the back of the transcript (often information is provided on the reverse side).
- Google the school’s name plus “accreditation.” (Example: “LSU accreditation” pulls up an LSU webpage about its Southern Association of Colleges & Schools accreditation).
- Search AACRAO’s website: [http://tcp.aacrao.org/search/search\\_main.php](http://tcp.aacrao.org/search/search_main.php)
- If you still cannot find information, please contact [GEMS](#) for help.

3.) **For an international degree, does the institution hold academic accreditation through the appropriate educational authority in that country (see below), and is the degree equivalent to a US bachelor’s?**

*Educational authorities: Ministries of Education, University Grants Commission (UGC), International Association of Universities (IAU), Association of Indian Universities (AIU) and other educational government authorities.*

The [World Higher Education Database](http://whed.net/home.php) is a search engine maintained by the International Association of Universities, which provides information about affiliations and accreditations. <http://whed.net/home.php>  
If you are strongly considering an offer of admissions, please contact [GEMS](#) with any unresolved questions about accreditation or degree equivalency.

4.) **Was the applicant officially graduated & conferred (awarded) the degree?**

- Verify that the applicant **has earned the degree** or *will* by time of enrollment at the UW.
  - Best practice:** check transcript to see a notation such as “Degree Conferred: Bachelor of Arts; Awarded: June 2015.”
  - If there is no notation on the transcript, another **best practice:** confirm a separate degree statement or diploma (with degree title and date of conferral).
- You may reference the applicant’s information in the online application, but be wary of applicant error, or intentional misrepresentation (it’s best to rely on the transcript and degree statement).
- Students have the option to check “**I did not / will not earn a degree**” for each school attended. The student in the below example did not earn the Colorado degree, but did earn the MD degree.

CALIF INST OF TECHNOLOGY	September 2013 - July 2015	Doctor of Medicine (MD)
COLORADO ST UNIV	July 2003 - April 2007	N/A

## **Does this applicant fulfill the English proficiency requirements as per Memo 8?**

**Best Practice:** departments are encouraged to ask applicants to fulfill English requirements **before an offer** is extended to prevent registration problems.

*If the applicant has not met the requirements before registration, they will be flagged for [Academic English classes](#) and must register for AEP during the first quarter of Autumn, Winter, or Spring enrollment.*

To check your applicant's English requirements (No. 2 – No. 5 refers to test scores; skip to No. 6 & No. 7 for transcripts):

- 1.) Check the Graduate Applicant Detail Page >> English Proficiency Section: how did the applicant answer the question "Native English Speaker?"**
  - a.) The applicant chose "YES." (Applicant fulfills AEP requirements.)
  - b.) The applicant chose "NO."
- 2.) Review the applicant's "AEP Required?" field in the English Proficiency Section.**
  - a.) The "AEP Required?" field says "Not Required." (Applicant fulfills AEP requirements.)
  - b.) The "AEP Required?" field says "Required."
- 3.) Go to the top left of the Graduate Applicant Detail Page >> Online Application Materials Section. Click "Tests."**
  - a.) The Official Scores section shows a TOEFL under 92. (The applicant is required to enroll in AEP.)
  - b.) There is no score in the Official Scores section. But the Self-Reported score is 92 or above.
- 4.) Ask the applicant: "Did you send your official IELTS / TOEFL score?" (Instructions [here](#), under "Tests.")**
  - a.) If the applicant says "No, but I will send them today," monitor the Test Scores section. The official score should appear within two weeks. (Applicant fulfills AEP requirements.)
  - b.) If the applicant says "Yes, I sent the scores two months ago via ETS," then there may be a score mismatch problem.
- 5.) In the Student Database, go to the SRF536 Unmatched Test Scores screen and search by name combinations and/or TOEFL registration number.**
  - a.) If you find the test score, e-mail [GEMS](#) a screenshot and the application ID number. GEMS will match the score. (AEP requirements fulfilled).
  - b.) If you don't find the test score, e-mail [GEMS](#) with the application ID number. GEMS will work with you and the applicant to resolve the situation before registration.
- 6.) The applicant intends to use an English-medium transcript instead of a test score. Does the transcript fulfill requirements under (1) or (2) in [Memo 8](#)?**
  - a.) Yes, the transcript meets the requirements of (1) or (2).
  - b.) No, the transcript does not meet the requirements of (1) or (2). (The applicant is required to enroll in AEP.)
- 7.) How do I ensure that the qualifying transcript is used to fulfill English requirements before registration?**
  - a.) When you extend the offer on the Graduate Applicant Recommendation page for the applicant, you will choose a degree[s] for "verification." Select the qualifying transcript for verification.
  - b.) Inform the applicant of the importance of sending the transcript as soon as possible. Express recommended.
  - c.) GEMS receives the qualifying transcript, verifies it, and removes English holds. (AEP requirements fulfilled.)

### **Other Resources:**

>>Review the "Bridging the Enrollment Gap for New Students" video on the [GPA Resources page](#).

>>Non-native English speakers who are intended to be **Teaching Assistants** have special English requirements to fulfill. Please refer to [Memo 15](#) if you are considering offering a TA position, and contact [GEMS](#) with questions!