

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
- 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.

>> Some departmental reviewers may already be familiar with a particular country’s educational institutions. 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!