THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Educational Services	**Number:**	301.1
		Revised:	6/23/87
SUBJECT:	Admissions, Horace H. Rackham School of Graduate Studies	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Horace H. Rackham School of Graduate Studies		

I. Purpose

To set forth standardized procedures for processing admission, readmission, change-of-field, and guest admission applications to the Horace H. Rackham School of Graduate Studies (Graduate School) in the several departments and interdepartmental programs and in the Graduate School Domestic and International Admissions Offices.

II. Procedures

FEE PROCESSING: Applications with $20.00 application fees are submitted to the Mail Office, Room 118 Rackham Building. Fees are deposited and fee code numbers assigned. Requests for application fee grants are processed. If neither fee nor request for grant is received, the application is held and a reminder about the fee is sent to the applicant. Readmission, change-of-field, and Guest applicants are not required to pay the $20.00 fee. Dual degree applicants need to submit only one $20.00 fee.

DEADLINES FOR ADMISSION APPLICATIONS: Deadlines are set by departments and are listed in Rackham Application Brochures. Applicants should contact the department for deadline information. Non-U.S. citizens should submit their applications at least a month ahead of the departmental deadline. Readmission, Spring/Summer Guest, and Unclassified applications may be processed until one week before classes begin.

INITIAL APPLICATION PROCESSING IN RACKHAM GRADUATE SCHOOL FOR U.S. CITIZENS AND PERMANENT RESIDENTS: Applications are forwarded by the Mail Office to 110 Rackham where they are screened for Residency status and for missing or incorrect information, and coded for data entry. Data is then entered into the on-line Admission Information System. The following day, the Admissions office receives a computer generated Application Verification Form which is mailed to the applicant, and an Action Form which is mailed to the department along with the application. A xerox copy of the front page of the application is retained in the Domestic Admissions Office.

Applications of U.S. Citizens and Permanent Residents who have received degrees from international colleges and universities are referred to International Admissions for evaluation before being forwarded to the department (applications are held in International Admissions pending receipt of transcripts). Applications that have been evaluated will include a referral slip indicating the status of their credentials.

INITIAL APPLICATION PROCESSING IN RACKHAM GRADUATE SCHOOL FOR NON U.S. CITIZENS: Applications are forwarded by the Mail Office to 122 Rackham where they are screened for missing or incorrect information, and coded for data entry. Data is then entered into the on-line Admission Information System. The following day, the Admissions office receives a computer generated Application Verification Form which is mailed to the applicant, and an Action Form. A xerox copy of the first page of each application is sent to the department to give notice that the application has been received. Applications are checked for relevant academic credentials. If credentials are missing, a letter requesting the credentials is sent to the applicant; a copy of the letter is sent to the department. Once the application is complete with all the necessary credentials, the applicant's academic qualifications, English proficiency, and financial needs and resources are evaluated, the application and Action Form are sent to the department for admission consideration.

QUESTIONS ABOUT AFFIRMATIVE ACTION, HANDICAPPED, TITLE IX, AND COMPLIANCE WITH SECTION 1.14 OF REGENT'S BYLAWS MAY BE DIRECTED TO: Director, Affirmative Action, 764-3425.

ADMISSIONS DATA: Data on each applicant is entered into the on-line Admission Information System and stored for two years. Alphabetic lists indicating Status and Quality of applicants are distributed to each department monthly. Updates and corrections on the Status List and Quality List can be forwarded to Domestic Admissions for U.S. Citizens and Permanent Residents (110 Rackham, 764-8129), and to International Admissions for non-U.S. Citizens (122 Rackham, 764-2229). GRE scores which do not appear on the Lists are available by calling the Domestic Admissions office, 764-8129.

APPLICATION PROCESSING IN DEPARTMENT FOR U.S. CITIZENS AND PERMANENT RESIDENTS: In department offices, information is collected (such as transcripts, letters of recommendation, GRE-GMAT-MAT scores, portfolios, auditions, papers and other documents). Faculty admission committees take action on applications. Admission or rejection letters are sent directly to applicants from departments. The application form including all contents is retained by the department for at least one year. A decision and any conditions of admission are recorded on the Action Form and returned to Domestic Admissions (110 Rackham). In addition, one official copy of the bachelor's degree transcript with degree posted and official copy of the master's degree transcript (if relevant) with degree posted are returned for admitted students.

APPLICATION PROCESSING IN DEPARTMENT FOR NON U.S. CITIZENS: Department requests any missing support documentation required for admission decision. If admission is recommended, the department returns the application to the International Admissions Office with completed Action Form and all documents regarding academic qualifications, financial support and English proficiency. The department may send a letter to the applicant advising that their admission had been recommended to the Graduate School; a copy of this letter is returned to the International Admissions Office with applicant's file. For rejection or withdrawal of international application, department returns completed Action Form to the Graduate School with a copy of the department's

letter to the applicant. Application and all support documents are retained in department files for a minimum of three years.

SPECIAL ADMISSIONS: Types of special admission status available are listed below. For information on these special programs contact the Special Admissions Office, 763-4115.

Committee on Institutional Cooperation (CIC), Traveling Scholar
Michigan Intercollegiate Graduate Studies (MIGS)
Unclassified, NCFD
Concurrent Undergraduate/Graduate Study (CUGS)

For information on Visiting Scholar status contact the Academic Services Director, 764-8221.

FINAL ADMISSION PROCESSING IN THE GRADUATE SCHOOL FOR U.S. CITIZENS AND PERMANENT RESIDENTS: Admission decisions are forwarded to Domestic Admissions via the Action Form, along with one copy of the official bachelor's transcript with degree posted, one copy of the official master's transcript with degree posted (if relevant), and a copy of the departmental admission letter. A calculated undergraduate grade point average for admitted students (if official bachelor's transcript has been included with admission) along with the department's decision and conditions of admission (if applicable) is entered into the Admission Information System. When admission is entered into the System a registration segment is created in the Student Characteristic Data Base (SCDB).

Fall and Winter Term, Ann Arbor campus, first-time admittees are sent a $100 Enrollment Deposit Request (EDR). The EDR is waived for admittees for other terms, any off-campus registration, or sponsorship by the department (in order to waive the EDR, Rackham needs to be notified that the admittee has been offered an award). Upon payment of the EDR, or return of the Award Response Form with acceptance of sponsorship indicated, the database is updated and admissions forms and materials are mailed to the student.

Readmission, Change of Field, Dual Degree: When the Action Form, official transcripts (if not previously received), and a copy of the departmental admission letter is received by the Graduate School, the database is updated, and a Modification Certificate is generated and mailed to the student with accompanying admissions materials.

FINAL ADMISSION PROCESSING IN THE GRADUATE SCHOOL FOR INTERNATIONAL STUDENTS: Applications recommended for admission are returned to International Admissions along with the academic credentials (transcripts, mark sheets, diploma, etc.), the Action Form, the Financial Summary Sheet (along with any documentation concerning financial support), and TOEFL or MELAB score reports (if applicable). If applicant is lacking English proficiency and/or documentation of financial support, a letter notifying him/her of admission recommendation and requesting additional information is sent; a copy of this letter is forwarded to the department. When an international applicant recommended for admission has met all requirements, the database

is updated; an admission letter from the Graduate School, a document required for obtaining a student visa, and a packet of general information is sent to the applicant. The application form is then returned to the department with a copy of the Graduate School's admission letter.

Readmitted applicants must meet the financial requirement as stated above in order for the Modification Certificate and the I-20 to be issued. Change-of-Field and Dual Degree admittees are issued Modification Certificates after the Action Form is returned by the department to the International Admissions Office. (Depending on the original financial support, it may be necessary for these applicants to provide updated documents.)

For more information, please contact the Domestic Admissions Office (764-8129) or the International Admissions Office (764-2229).