

**Fall 2016 Meeting of the Directors of Graduate Studies
October 13, 2016**

Admissions Updates and Reminders

When entering an admit code in Banner for applicants that have deficiencies and/or are being admitted on limited standing, please follow the guidelines, as delays with the decision will occur otherwise, and the process for everyone is slowed.

Justifications

- A reminder that justifications must be uploaded into BDMS when entering an admit code in Banner for an applicant with a deficiency with the Graduate College GPA, and, for international applicants, with an English language test (TOEFL/IELTS/PTE).
 - The justification need only be a few sentences, unless the deficiency is extreme. Basically, the justification needs reflect the severity of the deficiency.
 - The justification should directly address the situation for that applicant, not a general statement such as “review of all the application credentials make us believe the student will succeed.” However, a short one sentence statement such as “Good grades in four graduate level courses from our discipline offset the low ug GPA.”
 - A justification statement is not needed for English deficiencies that fall within the allowable range for the program to admit (see the DGS Manual for more information).
 - The *Exception for English Proficiency Admission Standard* form should be used if the English deficiencies do not fall within the allowable range for exceptions.

- If accepting a previously earned master’s degree from another institution, the *Advanced Standing Credit for a Previously Earned Master Degree* form needs to be completed and uploaded into BDMS when entering the admit and Grad II codes in Banner.

English proficiency

- The ITA Program has established Speaking and Listening score standards for new international admits who will be given a Teaching Assistantship. These minima give a fairly good indication that they will be able to function as TAs in the classroom. It is important to follow these, otherwise there is a chance that the student will not be certified to teach, or may have restrictions on what they can do.
- the Graduate College minimum standards for admission need to be followed (see DGS Manual for allowable exceptions). This is important to ensure the student will succeed.
- Students who have greater deficiencies need to be admitted to the international bridge program (nondegree) and take English courses from the Tutorium of Intensive. If passed (one term or up to one year) they can matriculate into the degree program.

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Limited standing

- Copies of limited standing letters (or text if using BRM) that are sent to the applicant must be uploaded into BDMS at the time and admit code is entered into Banner. (If a justification is needed, that needs to be uploaded as well.)
- Recent changes in F-1 and J-1 regulations do not allow for limited admission based on English ability. The limited standing letter cannot include language that the reason for limited admission is due to TOEFL scores, for example, nor can it any longer state that the student is on limited standing and must take an English instruction course, such as ASP 050 (Speaking, Reading, and Writing in English as a Second Language, 3 hours), ASP 051 (Advanced Communication Skills in English as a Second Language, 3 hours), GC 510 (Communication and Teaching Methods for International Teaching Assistants, 3 hours), or GC 511 (Oral Communication and Interaction Skills for International Teaching Assistants, 3 hours).
 - Applicants can be admitted on full standing and the letter can state they must take, for example, ASP 050 (i.e. one or more of the four courses listed above).
 - Applicants admitted on limited standing for English deficiencies have to have conditions for limited standing such as “no grade below B in your first 16 hours of 400 and 500 level coursework.” The reason for the limited standing should not be mentioned (i.e. low TOEFL scores).
 - You may request the student to enroll in the ASP or GC courses listed above if they display deficiencies upon arrival. ASP courses cannot count towards the 9-hour minimum registration requirement.
- If a student needs to take prerequisite courses, and the courses are 300 level or lower, the student must take a minimum of 9 hours of 400 or 500 level hours while taking the prerequisite courses. If your admission letter states prerequisite courses, it must also include the information about the 9-hour minimum 400/500 level courses.
- The Office of International Services will continue to monitor these types of recommendations and consult with the Graduate College for clarification when necessary. They cannot issue the I-20 if there is an issue with the wording of the limited standing letter. I-20s were recently delayed due to this.