

Issue: Amount of time it takes to process graduate admissions paperwork in the academic departments. The longer the time taken, the higher the probability of losing potential students. One element of the process is evaluation at the departmental level.

Request for this committee: Analyze the issue and recommend solutions to reduce the time it takes academic departments to review and then approve/reject graduate applications.

Report of Time to Application Decision.xlsx

Q. What departments are taking the most time to process admissions?

- R. Determine factors that would inform thresholds for approval (best practices, applicant loss, department requirements/procedures).
- R. Flag departments and clarify approval process and designated approvers.
- R. Compare department level international admission processing with domestic admissions.
- R. Establish clear liaison with international admissions office.

Q. What specific factors are resulting in longer processing times?

A. Many programs are required to match funding to applicants before approval

- R. Determine the date of application submissions with respect to program start dates and department approval windows

Q. What measures can be taken to reduce the time it takes departments to approve/reject graduate applications?

- R. Determine what activities/communication are involved with applicants during the wait time.