



UF GRADUATE SCHOOL

Graduate Student Records Workshop: Conditional and Special Admissions

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Admissions: Workshop Objectives

- ▶ Introduction - Slate system
- ▶ Application Review
- ▶ Application Issues
 - ▶ Conditional Admission
 - ▶ Special Admission
- ▶ Missing Credentials

**NOTE: PPT will be posted to the Graduate School website.*

Introduction

- ▶ The Office of Admissions is the campus unit responsible for organizing, routing, and maintaining **all** admission applications, including graduate applications. Their office is responsible for technical oversight of applications in the Slate system.
- ▶ All admitting departments, schools, and colleges are responsible for performing holistic evaluations of application materials and rendering decisions on all applications submitted to their respective programs.
- ▶ The Graduate School evaluates all graduate applications that do not meet minimum requirements for graduate admission to the University of Florida.

Application Review in Slate

slate Browse

Home

Browse

Search

Queue


Recent

Share

Help

Exit

Graduate Review

| Review | Decision Hold | Decision |
|--|----------------------------|--------------|
| Review  11737 | Admissions Review 140 | Admit 24178 |
| | Referred to College 9 | Deny 19778 |
| | Referred to Grad School 14 | Cancel 13073 |

Best Practice in Application Review

slate

1 / 13, Application

Application

Residency

Reader Forms

Official Transcr...

Test Scores

Test Scores

Unofficial Tran...

International R...

Letters of Reco...

App Checklist

Communications

External Imagi...

Material Uploa...

UF UNIVERSITY of FLORIDA 2023 Graduate Application
Personal Information

UFID: [REDACTED] Date of Submission: 05/31/2022

Full Name: [REDACTED]

Alternate First Name: _____ Alternate Last Name: _____

Permanent Address: [REDACTED]

Email Address: [REDACTED]

Phone Number: [REDACTED] Mobile Number: [REDACTED]

Date of Birth: [REDACTED] Sex (Optional): M

Hispanic (Optional): No Ethnicity (Optional): Black or African American

Nation of Citizenship: [REDACTED]

Legal Misconduct Indicator: No Educational Misconduct Indicator: No Conduct Review Status: Conduct None

Best Practices in Application Review

- ▶ General Application Review
 - ▶ Admitting departments are required to review each application holistically for minimum requirements and for accuracy in the application.
 - ▶ If the department notices any errors in an applicant's Slate file, they must work with the applicant and the Office of Admissions to request the appropriate updates to the Slate application **prior** to any admission decision made by the department in Slate.
 - ▶ Examples of application areas that require detailed review are the self-reported GPA, accuracy of the Academic History page, transcripts matching the self-reported Academic History, or potential test score requirements.
- ▶ Please note that there are issues flagged by the Slate system through the Review Form, but additional issues can be identified by the department through holistic review.
 - ▶ Identifying these issues can prevent issues flagged in error once the Admit decision has been made by the department in Slate.

Best Practices in Application Review

(continued)

▶ Self-reported GPA

- ▶ Please review every applicant's self-reported GPA. Check to ensure the bachelor's transcripts align with the applicant's self-reported upper-division undergraduate GPA.
- ▶ If it appears the student's self-reported GPA is inaccurate, the department must request the Office of Admissions recalculate the student's GPA via the Communications tab in the Slate Application.

▶ Language Test Score Requirements

- ▶ Please review all applications where there is a language test score requirement for any potential exemptions to this requirement.
- ▶ <https://admissions.ufl.edu/apply/graduate/international>

▶ Accreditation

- ▶ Please review the Academic History of each application. Prior degree requirements for graduate admission to UF state that every applicant must obtain a prior degree (bachelor's or higher) from a US regionally accredited institution.
- ▶ <https://admissions.ufl.edu/apply/graduate/accreditation>

▶ International Admissions

- ▶ The International Admissions team in the Office of Admissions reviews all international applicants who have reported earning an international degree and determines international degree equivalency.
- ▶ Please practice careful review of applicants with prior international degrees, as International Admissions could make unexpected degree equivalency determinations for prior degrees.

Standard Slate Application Issues

| Slate Issue | What It Potentially Means |
|---------------|--|
| Academic Test | Missing GRE/GMAT/FE scores; unofficial score report |
| Degree | No prior bachelor's degree; prior bachelor's is not accredited |
| GPA | Low upper-division undergraduate GPA; missing GPA; admissions has recalculated applicant's GPA |
| Language Test | Missing language test scores; language test scores below minimum requirements |

Specific situations may be different depending on the application materials and program—holistic review is essential before pressing admit!

Slate Application Review Form Issues

▶ Academic Test Issue

- ▶ Academic Test issues are typically flagged for missing either GRE, GMAT, or FE scores, depending on the required minima set by the department/degree program.
- ▶ Additionally, applications with unofficial GRE/GMAT/FE test score reports will still be flagged for an Academic Test issue and forwarded to the Graduate School for review.

▶ Degree Issue

- ▶ Degree Issues are flagged for applications that do not contain a prior bachelor's from either a US higher education institution accredited by one of the UF-recognized regional accreditors or a prior bachelor's degree that has been determined to be US equivalent by the International Admissions team.

▶ GPA Issue

- ▶ GPA Issues are flagged in applications where the self-reported or UF-calculated upper-division undergraduate GPA does not meet the 3.0 minimum requirement for graduate admission to UF.
- ▶ Additionally, applications may be flagged for GPA issues if an applicant did not report a GPA in their application or if their prior baccalaureate institution utilizes a non-traditional grading scheme.

▶ Language Test Issue

- ▶ Language Test Issues are flagged in applications where required language test scores are missing.
 - ▶ IELTS or TOEFL scores are not required of all non-US applicants. See the country exemption list here: [Grad International - University of Florida \(ufl.edu\)](https://www.gradinternational.com/university-of-florida)
- ▶ Additionally, applications with unofficial IELTS/TOEFL test score reports will still be flagged for an Academic Test issue and forwarded to the Graduate School for review.

Conditional and Special Admission Overview

- ▶ Once an issue is identified in Slate, the application is routed to the Graduate School for review. All graduate applications that do not meet minimum requirements for graduate admission require Graduate School review, per Graduate School policy.
- ▶ An application approved for conditional admission by the Graduate School relays conditions to the admitting department. A student's continued enrollment in their graduate degree program is contingent upon the student meeting the conditions laid out in their admission letter.
- ▶ An application approved as a special exception admission does not contain any conditions relayed by the Graduate School. This subset of applicants does not meet various minimum admission requirements for graduate admission and require review from the Graduate School. Petitions may or may not be necessary to address the issues in various applications.

Conditional Admission

- ▶ Below Minimum Grade Point Average and/or GMAT Scores
 - ▶ Petitions are required for applicants with below 3.0 upper-division undergraduate GPA's.
 - ▶ Petitions are required for applicants with a GMAT score below 465.
 - ▶ Admitting faculty should demonstrate in the petition a detailed, academically based rationale for the request. This should include multiple counterbalances such as better postbaccalaureate grades, strong letters of recommendation, or a substantial work history of related professional experience.
 - ▶ Service indicator registration holds will be placed on these conditionally admitted students, blocking a second term of enrollment contingent upon their admission conditions being met.
- ▶ Missing Scores (GRE/GMAT/FE or Language Test Scores)
 - ▶ The Graduate School will approve a conditional admission with no petition required for applicants missing required scores on the basis of a viable unofficial score report.
 - ▶ Service indicator registration holds will be placed on these conditionally admitted students, blocking first term enrollment contingent upon their admission conditions being met.
 - ▶ Departments must follow-up with the Graduate School once verified official score reports are posted by the Office of Admissions in Slate for our office to remove the “No Scores” hold blocking first term enrollment.

Conditional Admission Hold Check

- ▶ The Graduate School conducts a hold check once a term, after the final term grades posted deadline and degree certification, for students conditionally admitted for low GPA and GMAT scores.
- ▶ The Graduate School will not review holds during the term. If your program functions on off-calendar or module courses, departments and students must wait until after the posted deadlines for the holds to be reviewed.
- ▶ **Students who do not meet the terms of their conditional admission will not be permitted further enrollment.**

Special Admission

- ▶ Below Minimum Grade Point Average with Alternate >3.0 GPA
 - ▶ The Graduate School will approve a special exception admission with no conditions for applicants with below minimum upper-division undergraduate grade point averages who have a > 3.0 GPA from a prior master's, doctoral, or professional degree.
 - ▶ Although no petition is necessary, Graduate School review is required per Graduate Council policy.
 - ▶ The prior degree must be US regionally accredited or deemed US equivalent by International Admissions.
- ▶ Alternate Degree in Lieu of a Bachelor's Degree
 - ▶ The Graduate School will approve a special exception admission with no conditions for applicants either missing a prior bachelor's degree or with an unaccredited US bachelor's degree who have a prior master's, doctoral, or professional degree.
 - ▶ Although no petition is necessary, Graduate School review is required per Graduate Council policy.
 - ▶ Prior degree must be US regionally accredited or deemed US equivalent by International Admissions.

Special Admission

- ▶ Prior US Enrollment in Lieu of IELTS/TOEFL Scores
 - ▶ The Graduate School will approve a special exception admission with no conditions for any non-US applicants without IELTS or TOEFL scores who previously attended a US higher education institution for at least one year and successfully completed academic, non-ESL coursework. No petition is required, but transcripts must be present in the Slate application.
 - ▶ Applications for non-US applicants with missing language test scores who have a prior degree from a US regionally accredited institution are programmed in Slate to bypass Graduate School review.
- ▶ Below Minimum IELTS/TOEFL/Verbal GRE Scores
 - ▶ Petitions are required for applicants with below minimum IELTS, TOEFL, and/or Verbal GRE scores.
 - ▶ Admitting faculty are required to conduct a synchronous audio-visual interview via Skype, Zoom, or in-person to assess whether the applicant's English fluency is adequate for graduate study. This interview should provide the basis for the request.

Missing Credential Spring 2023 Update

- ▶ Beginning with Spring 2023 admits, the Office of Admissions will no longer place an “Admissions Credential” hold on students’ records to block second term enrollment for missing credentials.
- ▶ Moving forward, the Office of Admissions will place holds for all students with missing credentials to block their third term of enrollment.
- ▶ The Graduate School will still require third term Missing Credential requests for students with international credentials. The process for these requests will not change:
 - ▶ <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/missing-credentials.pdf>
- ▶ Students with missing domestic credentials must work directly with the Office of Admissions to resolve their third term registration hold.

Student Information System (SIS) - External Education

- ▶ The Office of Admissions will place holds for all reported prior bachelor's and graduate degree credentials that are missing and incomplete.
- ▶ Please monitor your newly admitted graduate students to confirm their credentials have been posted to their SIS - External Education page.
 - ▶ Pathway: Records and Enrollment → Transfer Credit Evaluation → External Education
 - ▶ Includes two tabs:
 1. External Education - indicates transcript action, type, and status (among other items) that should correspond with ADM Transcripts imaged by Admissions in OnBase
 2. Courses and Degrees - indicates verified credential award type and date (XBD = External Bachelor's Degree, etc.)

SIS - External Education

Student Center General Info Admissions Transfer Credit Academics

Service Indicators
 Student Groups
 National ID
 Addresses
 Email Addresses

Initiated Checklists
 Personal Data
 Names
 Phones

Positive Negative

| | 1-4 of 4

| Type | Details | Reason | Start Term | End Term | Start Date | End Date | Department |
|------|----------------------------|----------------------------|--------------------------------|----------|------------|----------|-------------------------------|
| ★ | Don't Get Phished | Don't Get Phished | Begin Term - Srvc Indicatr Use | | | | INFORMATIO N TECHNOLOG Y |
| ★ | Student Active-No Cancel | Administrative | Fall 2022 | | 09/15/2022 | | UB- INSTITUTION AL ACTIVITIES |
| ⊘ | Admissions Credentials | Final Transcripts | Summer 2023 | | | | EM-OFFICE OF ADMISSIONS |
| ★ | Enrolled in Direct Deposit | Enrolled in Direct Deposit | Begin Term - Srvc Indicatr Use | | 11/14/2022 | | UB- INSTITUTION AL ACTIVITIES |

No initiated checklists found.

Student Center General Info Admissions Transfer Credit Academics

ID ⊘ ★

Institution / Career / Application Nbr / Program

Application Term

UFLOR - University of Florida
 GRAD - Graduate
 GRAGL - Agricultural and Life Sciences

You have no access to this information.

Transcript Information

| External Career | Data Num | Transcript Type | Transcript Status | Action | Date Received |
|-----------------|----------|-----------------|-------------------|----------|---------------|
| Undergraduate | 1 | Official | Final | Received | 05/28/2019 |
| Undergraduate | 2 | Official | Final | Received | 09/18/2018 |

Education Summary

| External Career | Data Num | Acad Level | Summary Type | Attempted | Completed | GPA |
|-----------------|----------|------------|--------------|-----------|-----------|-----|
| | | | | | | |

External Courses External Degrees

Transcript Information

| External Career | Data Num | Transcript Type | Transcript Status | Action | Date Received |
|-----------------|----------|-----------------|-------------------|----------|---------------|
| Undergraduate | 1 | Official | Final | Received | 05/31/2019 |
| Undergraduate | 2 | Official | Final | Received | 05/31/2019 |

Education Summary

| External Career | Data Num | Acad Level | Summary Type | Attempted | Completed | GPA |
|-----------------|----------|------------|--------------|-----------|-----------|-----|
| | | | | | | |

External Courses External Degrees

Graduate School Administration: 392-6622, gradschool@aa.ufl.edu

Graduate Student Petitions: graduateschoolpetitions@aa.ufl.edu

Graduate Student Records: 392-4643, gradrecords@aa.ufl.edu

Editorial Office: 392-1282, gradedit@aa.ufl.edu

Data Management: 392-6623, graddata@ufl.edu

Office of Admissions: 392-1365, gradpro@admissions.ufl.edu (Staff Use Only)

UF MyAdmissions Toolkit: [MyAdmissions - Learn & Grow \(ufl.edu\)](#)

Graduate School Website: <http://www.graduateschool.ufl.edu/>

Faculty & Staff Forms: <http://www.graduateschool.ufl.edu/faculty--staff/forms/>

Faculty & Staff Resources: <http://www.graduateschool.ufl.edu/faculty--staff/resources/>