I. APPLICATION CYCLE CALENDAR

January
- All remaining admission decisions made (sometimes through early-January)
- Incoming spring class begins program

February/March
- New applications (for summer) begin to arrive
- Some admission decisions made

April
- OTD summer deadline (April 1)
- Summer application deadline (April 15)
- Summer deadline extension (April 30)
- New applications continue to arrive
- Application review is ongoing (heavy volume)

May
- Ongoing application review for extended admission deadline (heavy volume)
- All remaining admission decisions made (sometimes through mid-May)
- Orientation course opens for incoming summer students
- Conditions tracking for spring admits with post-matriculation conditions

June
- New applications (for fall) begin to arrive
- Some admission decisions made

July
- Fall application deadline (July 15)
- Fall deadline extension (July 30)
- Application review is ongoing (heavy volume)

August
- OTD fall deadline (August 11)
- Ongoing application review for extended admission deadline (heavy volume)
- All remaining admission decisions made
- Orientation course opens for incoming fall students
- Conditions tracking for summer admits with post-matriculation conditions

September/October
- New applications (for spring) begin to arrive
- Some admission decisions made

November
- Spring application deadline (Nov 1)
- Spring deadline extension (Nov 15)
- New applications continue to arrive
- Application review is ongoing (heavy volume)

December
- Ongoing application review for extended admission deadline (heavy volume)
- Orientation course opens for incoming spring students
- Conditions tracking for fall admits with post-matriculation conditions
II. INQUIRIES

Email, phone and in-person inquiries are received year-round. Prospective students request transcript reviews, ask questions regarding the requirements and the application process. Email and phone are the most common inquiries. Some programs have virtual open houses during the semester.

III. ADMISSION REQUIREMENTS (UNDERGRADUATE)

All applicants must submit an online application through Apply Yourself (AY). Applicants pay the application fee, unless they meet the waiver criteria.

Associate’s Degree in Health Sciences (Military only)

- Meet occupation restriction or have 60 credits of military courses.
  a. No status restrictions: May be active-duty, retired, or separated.
- No prerequisite course requirements for admission consideration. All general education courses can be completed at another institution, or may be taken in part or in whole at GW.
- May be admitted with just military course work, no formal GPA required.

Bachelor of Science in Health Sciences (BSHS): Clinical Health Sciences (Military only)

- Meet occupation restrictions (i.e. Army 18D, Navy IDC, or Air Force IDMT).
- Meet status restriction.
  a. Service member must be on active duty for at least a year with access to direct patient care to complete the four clinical practicum courses.
  b. Previous clinical hours cannot be considered for practicum courses.
- No prerequisite course requirements for admission consideration. All general education courses can be completed at another institution, or may be taken in part or in whole at GW.
- May be admitted with just military course work, no formal GPA required.

Bachelor of Science in Health Sciences (BSHS)

- 60 credits of college-level, academic coursework
  a. 3 semester hours of English Composition within coursework
    i. Will also accept courses designated by the offering institution as writing-intensive or writing in the discipline
    ii. May be considered for conditional admission, if student successfully completes HSCI 2100: Writing and Composition in the Health Sciences in first semester (no other courses permitted).
  b. Non-traditional learning experiences (e.g. eligible military coursework, hospital-based training) may be considered, if the credit complies with the undergraduate transfer credit criteria policies.
  c. No other prerequisite course requirements for admission consideration. All general education courses can be completed at another institution, or may be taken in part or in whole at GW.
  d. If a student has just under 60 credits (51-59 credits), they may be considered on a case-by-case basis by the program director.
- Minimum 2.5 overall undergraduate GPA
  a. May be considered with lower than 2.5 overall GPA for conditional admission by program director on case-by-case basis
- For BSHS in EMSM only: Completion of EMT-Basic or program director approval

Dual Degree: Bachelor of Science in Health Sciences (BSHS)

- 60 credits of college-level, academic coursework
  a. 3 semester hours of English Composition within coursework
i. Will also accept courses designated by the offering institution as writing-intensive or writing in the discipline
b. Non-traditional learning experiences (e.g. eligible military coursework, hospital-based training) may be considered, if the credit complies with the undergraduate transfer credit criteria policies.
c. No other prerequisite course requirements for admission consideration. All general education courses can be completed at another institution, or may be taken in part or in whole at GW.
d. If a student has just under 60 credits (51-59 credits), they may be considered on a case-by-case basis by the program director.

- Minimum 3.3 overall undergraduate GPA
  a. Applicants with below a 3.3 GPA should apply for the standard BSHS program. Student can petition to transfer into the dual degree after successfully completing beginning GW coursework.

Transferable coursework for the undergraduate programs can only be satisfied with a grade of C or above (C-grades and lower do not transfer). All prerequisites must be completed at a regionally accredited institution. Courses generally do not have an expiration window. Non-traditional learning experiences may be considered towards the admission requirements on a case-by-case basis. For more information, review the Process Database for individual scenarios.

Credit-by-exam practices:
- Up to 12 credits of credit-by-exam can be considered towards the degree program from CLEP or DSST. Refer to the exam website for credit and score recommendations; the transcript also includes a companion document with the break down. We do not accept credit-by-exam for English Composition. We do not accept the College Mathematics CLEP exam. All other credit-by-exams are reviewed to ensure they are academic in nature. We use the ACE minimum score for recommending credit (typically 50).
- We do not use ACE exams or other non-military credit recommendations.
- The undergraduate programs do not accept Advanced Placement (AP) or International Baccalaureate (IB).
- We do not accept institutional credit-by-exam programs (e.g. testing out of English Composition) for transfer credit.

Pass/Fail practice:
- We do not accept pass/fail grades for transfer credit for civilian transcripts. On military transcripts, (see below), we will accept a grade of “Pass” or “Satisfied” to satisfy transfer credit criteria.

Military Credits:
- Military credits can be considered for general education and elective credits, as appropriate to the program of study. Military credits cannot be considered “exact equivalents” for GW major courses or general education courses. Use the college-level and academic in nature standards to ensure the course is applicable to the degree plan. There are no earned grades on the military transcript, and we assume the student passed with an acceptable minimum grade or score, if it is reported on the service transcript.
  - If a student completed a military course that has not been reviewed, but we have previously awarded credit for the military course, we will honor the block credit, but cannot do individual course articulations. These should be handled on a case-by-case basis involving the program director only.
- Joint Services Transcript (JST): This is used by the Army and the Navy as the academic credit recommendations for military courses and training. We can only consider credit in the military courses section. No credit can be awarded for the training or occupation section, as this is considered on-the-job training.
- Community College of the Air Force (CCAF): This is used by the Air Force and CCAF is regionally accredited. CCAF does not assign letter grades. All courses may be considered, if deemed academic in nature.

Credit for professional licensure:
- Block credit may be awarded for professional licensure on a case-by-case basis. It may only be considered toward the general electives (39 credits) required for the degree.
- If a student earned a professional license and the work is supported through academic credit, use the credits on the academic transcript, and do not also award a block credit (to avoid double-counting credits). For example, if a student has an associate’s degree in paramedic science, and a NREMT-P license, you use the associate’s degree credits, not the license. Common block credit:
  - National Registry Emergency Medical Technician-Paramedic (NREMT-P) = 28 credits
  - Registered Nurse (RN) License = 48 credits

Hospital-based training programs:
- Credit from an accredited, hospital-based training program may be reviewed for transfer as general elective credit.

GPAs

The following calculated GPA is considered in the application review process:
- Undergraduate GPA (all grades, all levels, all undergraduate institutions)
  - Use “Undergraduate GPA” in AY.
  - Use the stated institutional GPA information for overall GPA calculations. If the previous institution had academic forgiveness or repeat policies, we honor these policies. No recalculations within transcripts for overall GPA.
  - If student is applying for the associate degree or BSHS in Clinical Health Sciences and has no previous GPA, enter 0.0 in Undergraduate GPA and include a note to the reviewer that the student has no other college classes.

Transcripts

Applicants submit an official transcript from every college and university attended, whether or not a degree was earned. Active-duty service members and veterans should send official military transcripts (e.g. JST, CCAF).

All non-U.S. transcripts (including those in English) must be evaluated by an accredited foreign credential agency. Evaluations are also accepted from AACRAO.

Applicants may submit unofficial copies of transcripts in order to allow the admissions process to continue. If an applicant chooses to do this and is admitted, the admission will be on the condition that official copies be received prior to the start of their first semester.

Standardized Achievement Tests (e.g. SAT)

No standardized achievement test is required for the undergraduate (associate and BSHS) programs.

English Language Tests

Applicants who are not U.S. citizens are required to submit official test scores for either Test of English as a Foreign Language (TOEFL), Pearsons Test of English (PTE) Academic, or the academic International English Language Testing System (IELTS) completed within the last two years. Scores expire after two years for each
of the three English language tests. **Exemptions for international applicants are available on a case-by-case basis. Program should inquire with the Health Sciences Admissions Office.**

The official scores for TOEFL are stored in Banner on the SOATEST screen. For students taking the PTE or IELTS, they must send the official score report. The following are the minimum scores for admission consideration:

1. TOEFL: 250 computer-based or 100 Internet-based
2. PTE: overall score of 68
3. IELTS: an overall band score of 7.0, with no individual band score below 6.0

**International Applications**

The undergraduate (associate and BSHS) programs are 100% online; for this reason, the programs are not student visa-eligible. International applicants can complete the programs from their home country.

**Resume or CV**

A current resume or CV is submitted electronically through AY. Active-duty service members are not required to submit a resume; the JST or CCAF transcript serves as the resume.

**Letter of Recommendation**

The letter of recommendation is submitted electronically through AY. One letter of recommendation is required. The recommendation should be from academic or professional source. Recommendations cannot be from family or friends. A letter received outside of the AY system is not encouraged. However, we can accept letters in two other ways (a) recommender sends letter/email from professional email account (e.g. @nih.org) directly to the advisor, or (b) applicant submits recommendation on professional letterhead with signature directly to the advisor.

**Statements of Purpose**

Applicants must provide a general statement of purpose between 250 and 500 words via AY. For the BSHS in HIDR, applicants must include specific reference to their international health care experience.

**Tuition Discount (Military Rate Code)**

In the distance education BSHS degree programs, active-duty service members are eligible for a special, discounted rate code (HS5). Orders must align with the enrollment period to be eligible. For example, orders for active status for a few days of the semester would not be eligible for the discounted rate during that semester. **Applicants upload their orders in the financial aid section of the online application.**

1. For students on **active-duty**, we need:
   a. Copy of Enlistment Contract AND
   b. Statement from the Personnel Section (e.g. S-1 Army, N-1 Navy) providing statement of employment and end date of the enlistment contract.

For **active-duty personnel who will retire or separate before they complete their program**, the discounted rate is granted during the enrollment period that aligns with the contract. Students will be returned to the standard DE rate once they retire or separate.

2. For **Reserve and National Guard** who have been activated, we need:
   a. Orders for Mobilization **OR**
   b. Orders for Active Duty for Training (Annual Training not included)
For Reserve and National Guard, the discounted rate is granted during the enrollment period that aligns with the orders. Students will be returned to the standard DE rate once the orders expire.

IV. ADMISSION REQUIREMENTS (GRADUATE)

All applicants must submit an online application through Apply Yourself (AY). Applicants pay the application fee, unless they meet the waiver criteria.

Master of Science in Health Sciences (MSHS)

- Bachelor’s degree from a regionally accredited college or university prior to matriculation into the program
- Minimum 3.0 overall undergraduate GPA
  - a. May be considered with lower than 3.0 overall GPA for conditional admission by program director on case-by-case basis
- Related health care experience to field of study

Graduate Certificate

- Bachelor’s degree from a regionally accredited college or university prior to matriculation into the program
- Minimum 3.0 overall undergraduate GPA
  - a. May be considered with lower than 3.0 overall GPA for conditional admission by program director on case-by-case basis
- Related health care experience to field of study

Doctor of Occupational Therapy (OTD)

- Minimum 3.0 overall undergraduate GPA
  - a. May be considered with lower than 3.0 overall GPA for conditional admission by program director on case-by-case basis
- For currently practicing occupational therapists:
  - a. Master’s degree from an accredited entry-level occupational therapy program (MSOT) college or university prior to matriculation into the program; current and active license to practice occupational therapy AND/OR
  - b. Completion of a bachelor’s degree from an accredited entry-level occupational therapy program (BSOT) plus a master’s degree in a related field; current and active license to practice occupational therapy
- For students who are currently enrolled in an accredited entry-level MSOT program:
  - a. Good standing and completion of at least 30 credits toward the MSOT.

GPAs

The following calculated GPAs are considered in the application review process:

- Undergraduate GPA (all grades, all levels, all undergraduate institutions)
  - o Use “Undergraduate GPA” in AY.
  - o Use the stated institutional GPA information for overall GPA calculations. If the previous institution had academic forgiveness or repeat policies, we honor these policies. No recalculations within transcripts for overall GPA.
- Last 60 GPA (evaluated, if necessary)
  - o Last 60 is important for applicants with an undergraduate GPA of 3.2 or lower. Applicants with a cumulative GPA above 3.2 do not need a last 60 GPA calculation.
- Graduate GPA (evaluated, if applicable)
Transcripts

Applicants submit an official transcript from every college and university attended, whether or not a degree was earned. Active-duty service members and veterans should send official military transcripts (e.g. JST, CCAF).

All non-U.S. transcripts (including those in English) must be evaluated by an accredited foreign credential agency. Evaluations are also accepted from AACRAO.

Applicants may submit unofficial copies of transcripts in order to allow the admissions process to continue. If an applicant chooses to do this and is admitted, the admission will be on the condition that official copies be received prior to the start of their first semester.

Resume or CV

A current resume or CV is submitted electronically through AY. Active-duty service members are not required to submit a resume; the JST or CCAF transcript serves as the resume.

Standardized Achievement Tests (e.g. GRE, MAT)

No standardized achievement test is required for the graduate (MSHS and certificates) or doctoral (Occupational Therapy) programs.

English Language Tests

Applicants who are not U.S. citizens are required to submit official test scores for either Test of English as a Foreign Language (TOEFL), Pearson's Test of English (PTE) Academic, or the academic International English Language Testing System (IELTS) completed within the last two years. Scores expire after two years for each of the three English language tests.

The official scores for TOEFL are stored in Banner on the SOATEST screen. For students taking the PTE or IELTS, they must send the official score report. The following are the minimum scores for admission consideration:

4. TOEFL: 250 computer-based or 100 Internet-based
5. PTE: overall score of 68
6. IELTS: an overall band score of 7.0, with no individual band score below 6.0

International applicants who meet the following conditions may be considered for admission without submitting TOEFL, PTE or IELTS or scores:

- They are a citizen of countries where English is the official language (as identified by GW ISO list of Exempt countries) OR
- They hold at least a bachelor degree from a country where English is the official language as well as language of instruction OR
- They hold at least a bachelor degree from an institution accredited by a U.S. regional accrediting agency

International Applications

The graduate (MSHS and certificates) and doctoral (Occupational Therapy) programs consist of online, and few low-residency programs (i.e. Occupational Therapy, Clinical & Translational Research). For this reason, the programs are not student visa-eligible. International applicants can complete the programs from their home country.

Letters of Recommendation
Letters of recommendation are submitted electronically through AY. Two letters of recommendation are required. Recommendations should be from academic or professional sources. Recommendations cannot be from family or friends. Letters received outside of the AY system are not encouraged. However, we can accept letters in two other ways (a) recommender sends letter/email from professional email account (e.g. @nih.org) directly to the advisor, or (b) applicant submits recommendation on letterhead with signature directly to the advisor.

Statements of Purpose

Applicants must provide a general statement of purpose between 250 and 500 words via AY.

GW and Children’s National Medical Center faculty applying to the Clinical and Translational Research program are required to submit a Career Development Statement instead of a statement of purpose.

Writing Sample

In addition to the statement of purpose, applicants to the graduate programs in Clinical Research Administration require an additional writing sample.

Interviews

Interviews are only used in the Doctor of Occupational Therapy program. No other program uses interviews in the admission review and decision process.

V. PROCESSING APPLICATIONS

Applications and application status can be viewed in the AY portal at any time. Applications are exported from AY to Banner daily. In order to check the status of the application, run a query in AY (Admission System → Search for Applicants → User Queries → Select the Applicable Query). The applicant dashboard has indicator boxes visible on the right side of the screen. When a transcript is received by the front desk, the indicator will be marked. Similarly, the person processing applications will note when other supplemental application pieces are received. Depending on volume, we may have received transcripts, but they may not be marked in the system. In the event a transcript is not checked off in AY, check the transcript drive and with the front desk to review mail, as needed. Please note some student send their transcripts before they submit an application, so be sure to check the transcript drive when reviewing applications in case the transcripts arrived before the submission date.

Preparing Applications for Review

1. Open Applicant and view Application Fee, Transcript and Letter of Recommendation area. If complete (boxes are gray/black; see below), make sure items are uploaded into application (can be found in transcript drive).
   a. Application Fee – Verify received or eligible for waiver.
      i. Note: Continue processing even if application fee is not received, but cannot inform applicant or refer to department for review or decision until fee received.

2. Resume and Statement of Purpose
   a. Resume not required for active duty service members, but must be completed for all others for admission review.
   b. Statement of Purpose must be complete for admission review.

3. Letter(s) of Recommendation indicators are as follows:
   a. Gray box = Official received through system
   b. Black box = Received via email or hard copy
   c. Half gray/half white = Unofficial received

4. Transcript(s) indicators are as follows:
a. Black box = official transcripts received
   i. Transcript may not be immediately accessible in transcript drive even if box is black.
      Usually, this is because it has been received, but not yet scanned and saved to drive. In
      some cases, the transcript was submitted in previous year, in which case it should be
      saved in GWDocuments (if previously admitted) or on the external hard drive. For
      transcripts older than one year old, contact the Admissions Office for access to the
      external hard drive. In the event the transcript is not found, the student will need to send a
      new official.

b. Half-marked box = unofficial transcript received
5. Undergraduate programs only: Once all items have been received, review transcripts for general education
   and elective courses. Courses should be highlighted within the PDF versions of the transcripts using the
   corresponding colors.
6. Upload any additional documents to application – Under “View Full Application” click “Internal
   Document Uploads” to upload transcripts and any other possible documents. Be sure all documents are
   OCR and in portrait view.
7. View “Print Application” to make sure statement of purpose, resume, and application are complete.

Conducting a Preliminary Review

A preliminary review is conducted to determine if an application should be referred for program director
review. Run a query in AY for applicants. For each individual record, open AY Admissions Checklist and
proceed with the following steps outlined the boxes below for the program. Under “View Full Application”
open Admissions Checklist and fill out with necessary information. Advisors should be communicating with
applicants weekly regarding outstanding application materials. Reminders can be sent via AY regarding the
outstanding documents.

The advisor should complete first-round denials, if appropriate. If a student does not meet minimum criteria for
consideration, then they may be denied before being referred to the program director. Students who are close to
meeting the minimum requirements should be reviewed by the program director.

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<td></td>
<td>Writing sample (CRA only)</td>
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Referring Applications

If the application is complete, it can be prepared for the reviewer. In some cases, a program director will ask for
applications where unofficial transcripts are present, understanding a conditional admit can be granted with pre-
matriculation conditions. Once the checklist below is reviewed, it can be sent to the program director for an
admission decision. Under “View Full Application” open Admissions Checklist and fill out with necessary
information.

1. Refer to program: Make sure to add necessary committee notes
2. Save and then close Admissions Checklist
   a. On applicant quick view change in process status to: “CRL-Referred to Department”
i. Add date and “save.”
  b. Do not add date if applicant has not paid application fee.

3. Close quick view and check box to the left of the applicant’s name.
   a. Select “send email” from the Select an Action drop down menu and select “go.”
   b. Select “CRL: Misc Application” under Review.
   c. Edit phone number and email address and “send.”
   d. Do not send email if applicant has not paid application fee.

4. For undergraduate programs only: Add transfer credits into Banner using the Transfer Credit Guide.

5. Send program director an email with applications ready to be reviewed.
   a. Program directors should send a decision with 72 business hours.
   b. If program directors have not sent decision, follow up with an email re: applications ready to be reviewed.

VI. PROGRAM DIRECTOR REVIEW PROCESS

1. The program director login to AY, and selects the Application System. The program director selects Application for Admission. On the left tool bar, select Search for Applicants. Chose the applicant from the list given, and click on the name to open the application.

2. The program director selects “View Application” to open the application PDF. Open the Reviewer Form screen in AY via the View Full Application menu. The Reviewer Form is pre-populated with the relevant GPA information, and notes from the admissions process.

3. The program director reads the entire application including essay(s) and letter(s) of recommendation. To open the letter(s) of recommendation, select “View Recommendations.”

4. After reviewing the completed application, the faculty member fills outs the committee decision section of the Reviewer Form. The program director can select:
   a. Admit
   b. Conditional Admit
      i. If the appropriate conditions are not listed in the check boxes, please insert the language for the conditions in the comment box.
      ii. Any students with unofficial copies of transcripts or missing other documentation must be conditionally admitted; the condition would be receipt of outstanding documents.
   c. Deny

5. Once the decision is made, scroll to the bottom of the review form and fill out the bottom portion. Check ONLY the first box: “Please check this box when the review is complete.”

6. Exit out of the application and choose a new applicant to review.

VII. PROCESSING ADMISSION DECISIONS

The following outlines how individual admission decisions are processed in AY and Banner. You can only release the decision, if application fee has been paid. When a decision is made about an applicant by the program director, you will be notified by email via AY. When processing admission decisions, advisors can choose to go into individual records OR proceed with batch updates as volume and complexity dictate. The instructions below are for manual updating.

1. Identify applicants to be processed within AY via Application Checklist query.

2. Open application and review the “Reviewer Form” for admission specifics, check if conditional admit.

3. Open Admissions Checklist and update the following fields:
   a. Add decision (see Admission Decision Coding below for reference)
   b. Decision date
   c. Decision publish date (date you want applicant to see decision)
d. Enrollment publish date (deadline for declaration of intent)

e. Enrollment deadline date (one day after enrollment publish date). Schedule Decision Notification email to be sent a day or two out (for buffer and for Banner overnight processing).
   i. The standard enrollment date is two weeks from acceptance, but for late applicants (i.e. close to the start of the semester), the timeline may need to be adjusted.

f. If a decision is conditional, add conditional statement.
   i. Populate “Conditions of Admission” field and add conditional statement in the “Conditions Language” field.
   ii. Conditional statement templates are found in the shared Transcript drive.

g. Save and then close window.

4. Select application box and send email: Decision Notification.
   a. Add program advisor name, phone number, and email address.
   b. Select Submit.

5. Open Banner: SAADCRV under Application Decision, Decision Code enter decision (see Admission Decision Coding below for reference), and Save.

Deny

Denied applicants submitted an application, but did not meet referral minimums (e.g. prerequisite credits, degree requirement). Applicants not submitting the AY application are handled as withdrawals. See Institutional Withdrawal section ahead.

1. Pull up Applicant Summary and update the following fields in the Status Information section:
   • Decision
   • Decision Date
   • Decision Publish Date
   • Detailed Decision

2. Schedule Decision Notification email to be sent a day or two out (for buffer).

3. Update Banner SAADCRV with appropriate codes.

4. See Admission Decision Coding table that follows for appropriate coding.

Applicant Withdrawal

Applicants may decide to withdraw from consideration before an application decision is issued.

1. Pull up Applicant Summary and update the following fields in the Status Information section:
   • Decision
   • Decision Date
   • Decision Publish Date
   • Detailed Decision

2. Schedule Decision Notification email to be sent right away.

3. Update Banner SAADCRV with appropriate codes.

4. See Enrollment Decision Coding table that follows for appropriate coding.

Institutional Withdrawal (a.k.a. incomplete applicants)

We may withdraw an application because it is ultimately deemed to be incomplete. Please refer to the Admission Decision Coding and the Enrollment Decision Coding for the appropriate scenario.

1. Pull up Applicant Summary and update the following fields in the Status Information section:
   • Decision
- Decision Date
- Decision Publish Date
- Detailed Decision

2. Schedule Decision Notification email to be sent right away

3. Update Banner SAADCRV with appropriate code (see Admission Decision Coding tables for appropriate coding).
## Admission Decision Scenarios Coding

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<td>Add conditional statement in Admissions Checklist to populate in admission letter</td>
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<tr>
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<td>50 – Denied Admission</td>
<td>Examples: (1) all application materials received, but admission requirements not met; (2) Missing too many credits/courses; (3) Required degree or coursework from non-accredited school; (4) TOEFL/PTE/IELTS does not meet minimums; (5) CHS applicant is not an IDC</td>
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<tr>
<td>Applicant withdraws before decision</td>
<td>82/Applicant Withdrawed</td>
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<td>Examples: (1) Missing application materials never supplied (transcripts, LORs, statement of purpose, clinical site info, writing sample, WES, TOEFL, etc)</td>
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<td>Institution withdraws</td>
<td>83/Institutional Withdrawn</td>
<td>83 – Institution W/draws Application</td>
<td>Update the term/year in AY now and select “Deferred” in Detailed Enrollment Decision field for tracking purposes; wait until new review period to manually add a new SAAADMS record for new term in Banner (Deltak programs are an exception)</td>
</tr>
<tr>
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<tr>
<td>Applicant changes intended major and/or degree w/in CRL (prior to admission decision)</td>
<td>N/A (no decision made yet)</td>
<td>N/A (no decision made yet)</td>
<td>AY program and degree fields needs to be manually updated; Banner SAAADMS screen needs to have the Field of Study and/or Degree fields updated (see Adding and Editing Banner Screens)</td>
</tr>
<tr>
<td>Waitlist</td>
<td>30/Waitlist</td>
<td>30 – Applicant Waitlisted</td>
<td></td>
</tr>
<tr>
<td>Waitlist admit (grad or undergrad)</td>
<td>01/Waitlist Admit</td>
<td>01 – Offer Admission</td>
<td></td>
</tr>
<tr>
<td>Waitlist conditional admit (undergrad)</td>
<td>24/Waitlist Conditional Admit</td>
<td>07 – Provisional Admission Offer</td>
<td></td>
</tr>
</tbody>
</table>
### Waitlist conditional admit (grad)
- 25/Waitlist Conditional Admit
- 25 – Conditional Admit-Grad Sch.

### Applicant withdraws from waitlist
- 30/Waitlist Withdrawn (the original code remains)
- 82 – Applicant W/draws Application

---

**Enrollment Decision Scenarios Coding**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>ApplyYourself (Detailed Enrollment Decision)</th>
<th>Banner (SAADCRV)</th>
<th>Notes/Specific Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coming</td>
<td>Coming</td>
<td>70 – Applicant Accepts Admission</td>
<td>Not Coming Unofficial is used for applicants who do not formally respond “No” to the offer via AY (e.g. via email or phone instead)</td>
</tr>
</tbody>
</table>
| Not coming             | Not Coming
                          Not Coming Unofficial | 80 – Applicant Declines Admission | Examples: (1) Applicant never responds to admission offer; (2) Failed background check; (3) Unmet conditions at the end of first semester; (4) No communication from a deferred applicant
  - Applicants who never respond to an offer need to be sent the CRL: Offer Rescinded – No Response email via AY
  - Applicants not meeting conditions at the end of the first semester need to be sent the CRL: Offer Rescinded - Conditions Not Fulfilled email via AY. |
| Offer rescinded        | Offer Rescinded Institutional Withdrawal
                          Manually select “No” on the Declaration of Intent link on the applicant summary screen
                          Do not change the original admit decision code | 83 – Institution W/draws Application |  |
| Declined after accept  | Declined After Accept
                          Manually select “No” on the Declaration of Intent link on the applicant summary screen | 80 – Applicant Declines Admission |  |
| Deferral (admitted, prior to registration) | Deferred
                          Add Enrollment Note: “Deferred from spring 2014”
                          Update the year/term in AY now | 87 – Admission Deferral Approved (on original record)
                          Create the new Banner SAAADMS record now |  |
### Deferral (admitted, post registration and pre-matriculation)
- Deferred
- Add Enrollment Note: “Deferred from spring 2014”
- Update the year/term in AY now

### Applicant changes intended major and/or degree w/in CRL (admitted, prior to registration)
- Original admission and enrollment decisions remain
- AY program and degree fields need to be manually updated

### Applicant changes intended major and/or degree w/in CRL (admitted, post registration and pre-matriculation)
- If approved, original admission and enrollment decisions remain
- AY program and degree fields need to be manually updated

<table>
<thead>
<tr>
<th>Scenario</th>
<th>ApplyYourself</th>
<th>Banner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferral (allowed if request comes in prior to the 90% refund grace period)</td>
<td>Original admission and enrollment decisions stays • Detailed Enrollment Decision = Deferred • Add Enrollment Note: “Deferred from spring 2014” • Update the year/term in AY now</td>
<td>• SAADCRV = 87 – Admission Deferral Approved (on original record) • Create the new Banner SAAADMS record now</td>
</tr>
<tr>
<td>Applicant changes intended major w/in CRL</td>
<td>Original application remains as-is</td>
<td>Report to Student Services for assistance with modifications in Banner (student will need to complete a change of major form)</td>
</tr>
<tr>
<td>Applicant changes intended degree w/in CRL</td>
<td>Original application remains as-is; brand new application must be submitted</td>
<td>New application is exported to Banner creating new SAAADMS and SAADCRV record</td>
</tr>
</tbody>
</table>
VIII. PROCESSING ENROLLMENT DECISIONS

A daily report of received declarations is shared by the dean’s office with all advisors via email. This report includes admitted applicants who have recently accepted or declined an offer and prompts the advisor to code the enrollment decision in AY and Banner. As a related task, the advisor is responsible for tracking upcoming enrollment deadlines, sending out reminder emails to those who have not responded and ultimately coding them properly if a response is not received.

**Common Rate Codes** (see annual HSP Tuition Rate Codes for all available rate codes)

<table>
<thead>
<tr>
<th>Code</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS5</td>
<td>Undergraduate, active military, documentation required</td>
</tr>
<tr>
<td>HS6</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>HS7</td>
<td>Graduate</td>
</tr>
<tr>
<td>HS13</td>
<td>CTR, CRP all students</td>
</tr>
</tbody>
</table>

**Coming**

1. Pull up the applicant in AY and code “Coming” on the following field on the Admissions Checklist  
   a. Detailed Decision
2. Open Banner: SAADCRV – Confirm term, under Application Decision, Decision Code enter enrollment (see Enrollment Decision Codes for reference), and Save.
3. SGASTDN – Confirm term, under Fee Assessment Rate enter rate code (see rate codes above for reference)
4. Student will be sent link to NetID and email information (Newly Admitted Students webpage)

**Not Coming (official or unofficial)**

1. Pull up the applicant in AY and code “Not Coming” on the following field on the Admissions Checklist  
   a. Detailed Decision
2. If the applicant did not electronically submit a response (e.g. called instead or emailed), the Declaration of Intent record will need to be added on the AY summary screen. Be sure to use “Not Coming Unofficial” in the Detailed Decision section of the Admissions Checklist instead of “Not Coming.”
3. Open Banner: SAADCRV – Confirm term, under Application Decision, Decision Code enter enrollment (see Enrollment Decision Codes for reference), and Save.

**Offer Rescinded (applicant never responds to offer)**

1. Pull up the applicant in AY and code the following field on the Admissions Checklist  
   a. Detailed Decision
2. Add the Declaration of Intent record on the AY summary screen, selecting “No”.
3. Update Banner SAADCRV with appropriate codes (see Enrollment Decision Codes for reference).
4. Send the appropriate program [CRL: Offer rescinded-No Response] email via AY to notify applicant of rescinded offer.

Note: If an applicant fails to meet admission conditions such as a sufficient grade earned in a prerequisite, the situation is discussed with the program director and the offer is rescinded. The applicant would be notified and steps #1-4 above completed.
Declined After Accepted

1. Pull up the applicant in AY and code the following field on the Admissions Checklist
   • Detailed Decision
2. Modify the Declaration of Intent record on the AY summary screen, selecting “No”.
3. Update Banner SAADCRV with appropriate codes (see Enrollment Decision Coding for reference).
4. Confirm withdrawal by responding to the applicant’s notification email.
5. Add a Comment in AY that includes text and dates of the email conversation between the advisor and applicant to confirm applicant’s intent.
   a. To add a comment, click on View Comments on AY summary screen, then click the Add button on the window that pops up. Once done typing, click Save and close.

Deferrals and Post-Matriculation Scenarios

1. Pull up the applicant in AY and code the following field on the Admissions Checklist
   a. Detailed Decision
2. Modify the Declaration of Intent record on the AY summary screen, selecting “No”.
3. Update Banner SAADCRV with appropriate codes (see Enrollment Decision Coding or Post-Matriculation Decision Coding table for reference).
4. Confirm deferral by responding to the applicant’s notification email.
5. Add a Comment in AY that includes text and dates of the email conversation between the advisor and applicant to confirm applicant’s intent.
   a. To add a comment, click on View Comments on AY summary screen, then click the Add button on the window that pops up. Once done typing, click Save and close.

IX. TRACKING ADMISSION CONDITIONS

The department has pre-matriculation and post-matriculation conditions. Pre-matriculation conditions are defined as any outstanding official documentation needed for admission (e.g. official transcripts, letter of recommendation). Post-matriculation refer to minimum grades required in first semester, or course requirements.

Pre-matriculation

All pre-matriculation conditions should be resolved before the first day of classes. Applicants who fail to submit all documentation will need to have a hold placed on their account to prevent them from future registration.

1. Create admission hold in Banner SOAHOLD.
2. Enter 56 in Hold Type.
3. Type in reason: Condition not met.
4. Enter today’s date in From: date
5. Enter 31 Dec 2099 in To: date.
6. Save.

To release a hold: Overwrite “To;” field to today’s date. Save. Student will be able to register the next day. If same day registration is required, then use yesterday’s date to permit registration today.

Post-matriculation

Post-matriculation conditions are reviewed at the end of the first semester. Students who fail to meet post-matriculation conditions will retroactively have their offer rescinded. Prior to rescinding the offer, the advisor
should notify the program director. If the program director wants to retain the student, the Admissions Office should be consulted regarding policy and next steps. If the program director wants to rescind the offer, then:

1. Update Banner SAADCRV with appropriate codes (see Enrollment Decision Coding for reference).
2. Send the appropriate program email via AY to notify applicant of rescinded offer.

X. CREATING STUDENT RECORDS

Following the start of the program, a student record must be initiated in GWDocuments for all matriculating students. The student record should include the following documents: AY application, all official transcripts, CLEP or DSST score reports (if applicable), admission letter, and Declaration of Intent. Administrative support can assist with this process if available. Specific instructions for creating records in GWDocuments are outlined in the “GW Docs Training – Admissions” document located in the shared drive:
\HSP_Transcripts\TRANSCRIPTS\Administrative\Policies and Procedures\Procedures\GW Docs Training-Admissions.

XI. DUAL DEGREE STUDENTS

Dual degree students are in the combined bachelor’s and master’s degree programs. A student can be admitted directly into a dual degree program. A student may also petition to enter the dual degree program after matriculating into the standard bachelor’s degree. While dual degree programs exist in the University, Banner is not set-up for dual degree majors, meaning that a dual degree student does not have a different major or degree code than a standard bachelor’s degree student.

Applicant not eligible for dual degree

If the applicant applies for the dual degree and is not approved, they may be eligible to be admitted to the standard BSHS program. If so, then only AY is updated in degree field. No changes in Banner.

Incoming dual degree student (or for student who switch to dual degree after matriculation)

1. After coding enrollment decision, add attribute code in Banner SGASADD. On the bottom half of the screen, enter the dual degree attribute code. Enter “CMBD” and Save.
2. The description will read BS/MS dual degree when coded correctly.
3. To test if the coding posted correctly, bring up the student’s DegreeMap. Instead of listing “9 credits of Upper Division Electives,” a dual degree student will list “Strategic Leadership Courses” and have the 3 graduate courses listed.

Undergraduate to graduate conversion

Since the dual degree programs do not have unique Banner coding, we must manually re-code a student for the graduate program. The conversion is at the advisor’s discretion. The student must apply for graduation, and the advisor must confirm the student is eligible to enter the MSHS program for the next semester (i.e. has the minimum GPA and will be completed the BSHS). Be sure to update the rate code!

1. Create a new application in Banner via SAAADMS. Page down to enter a blank entry term.
2. Under Application – Hit the down arrow and enter the correct term (i.e. the term they are starting the MSHS program). Enter the application date and the following information in the fields:
   a. Admission type: 50
b. Student type: T
   c. Residency – If U.S. citizen, then Y. If not, then N.
   d. Save.
3. Under Curriculum. Enter the following information in the fields:
   a. Level: 02
   b. Campus: OE
   c. College: 10
   d. Degree: 94
4. Under Field of Study tab. Enter new MSHS major code. Save twice.
5. Select Curriculum and save twice.
6. Select Application and save twice.
7. Check SAADCRV in Banner. Confirm the entry term under Application Decision.
   a. For Decision code, enter enrollment (should always be 01). Save.
8. Update the rate code. Go to SGASTDN in Banner. Confirm the term it should start (i.e. should be the same as the entry term for the MSHS).
   a. Under Fee Assessment Rate enter the graduate rate code: HS7.
   b. Save three times.
   c. After coding enrollment decision, add attribute code in Banner via SGASADD. On the bottom half of the screen, you can enter the dual degree attribute code. Enter “CMBD” and save. This is sometimes needed if you need to see both programs/degrees at the same time (e.g. MLT to HSLT).

XII. RE-APPLICANTS

Students who re-apply to the program fall into three categories: (1) students who applied and were denied, (2) students who applied and did not matriculate, and (3) students who matriculated, but broke continuous enrollment. Please be advised information stays in the AY system for three years. The transcript drive is purged after one year.

Denied

Denied applicants have the option of re-applying in a future semester. The applicant must create a new AY username and submit a brand new application. If the applicant is re-applying within on calendar year of their first application, the advisor may pull official transcripts from the original application, if available. If the official transcripts have been purged, as is our practice after one year, then the applicant will need to re-submit any missing materials. Applicants may not recycle statements of purpose or letter(s) of recommendation. A previously denied applicant should re-submit these materials. A re-applicant will need to pay the application fee again.

Admitted, but not matriculated

Admitted students who did not matriculate must re-apply to the program. The applicant must create a new AY username and submit a brand new application. If the applicant is applying within one calendar year of their first application, the advisor may pull official transcripts from the original application, if available. If the official transcripts have been purged, as is our practice after one year, then the applicant will need to re-submit any missing materials. Applicants may not recycle statements of purpose or letter(s) of recommendation, and the applicant should re-submit these materials. We typically waive the application fee, if the applicant is re-applying within one year of the original application.

Matriculated, but broke continuous enrollment
A matriculated student must re-apply if they break continuous enrollment (i.e. did not register every fall and spring semester until graduation). Re-applicants are not eligible to return to previous programs of study; the current program of study is the available curriculum for a re-admit. Courses do not expire, but program directors will review the previously completed GW coursework and determine what courses may apply to the degree program.

A matriculated student who is applying for re-admission LESS than three years after breaking enrollment has a more streamlined process. The applicant must create a new AY username and submit a brand new application (just demographic information). The advisor will pull the old application from GWDocuments, including old transcripts. If the applicant completed any new coursework during their absence from GW, they must submit the new transcripts. Re-applicants will be required to submit a new statement of purpose. We waive the application fee for matriculated students re-applying within three years.

A matriculated student who is applying for re-admission MORE than three years after breaking enrollment must complete the full application process. The applicant must create a new AY username and submit a brand new application with all the supplemental material. The advisor will pull the GW transcript for the application. If GWDocuments holds other transcripts, then the advisor may pull these, but any outstanding transcripts will need to be resubmitted by the applicant. A re-applicant will need to pay the application fee again.

XIII. GUARANTEED ADMISSION AGREEMENTS

Applicants coming into the program via the Guaranteed Admission Agreements (GAA) must adhere to the minimum program criteria for the BSHS and dual degree programs. The AY application asks applicants to indicate if they are seeking admission via the Guaranteed Admission Agreements. Applicants are prompted to list their institution. This field can be queried in AY. GAA students may receive pre-matriculation and/or post-matriculation conditions, if appropriate. Applicants follow the same process as other students, except for the following:

- No application fee
- No letter of recommendation
- No English Language Test (international applicants only)
- No Undergraduate GPA re-calculations

Criteria

Students must have an earned associate’s degree (AA, AS, or AAS) from one of the approved community college partners. All transcripts are required; however, the Undergraduate GPA should just utilize the calculation from the earned associate’s degree, no additional coursework included, and no additional overall calculations.

- **BSHS**: GAA students must have a minimum 2.75 overall GPA from their GAA associate’s degree.
- **Dual degree**: GAA students must have a minimum 3.3 overall GPA from their GAA associate’s degree.
- **Time limit**: There is no time limit on associate’s degree, if student’s meet other minimum criteria.

If a student does not meet the criteria to be considered as a GAA student (i.e. does not meet the GPA or earned degree requirements, they may apply as a regular admit. They would be required to submit a letter of recommendation and application fee. The GPA would be re-calculated using all transcripts. International applicants would be required to submit an English Language Test per our policy.