

MGP Online Admissions Review Training

TRAINING OVERVIEW

- > **Online Admissions Review in MyGrad**
- > **Review Management**
 - Track Applications
 - Manage Score Sheets
 - Assign Reviewers
- > **Review Application**
- > **Ranked List**



Governing Policies and Laws

- > WAC 478-140-015 – Definition of a student
- > RCW 40.14.010 – Definition and classification of public records
- > RCW 42.56.010 – Definitions Public Records
- > Records Retention – Defines the length of time records must be kept
- > I-200 – non-discrimination law



Note from the GEMS Director

As departments review applications and prepare admissions...

- > Be mindful that admission comments are a matter of public record *regardless* if they are recorded through the online application review tool or handwritten on paper.
- > Access to admission materials in MyGrad Program are restricted to authorized users within each department.
 - Applicants/students cannot view your scores, rankings, or comments without:
 - > a public records request (if student does not matriculate) or
 - > FERPA request (if student matriculates)
- > As a matter of practice, the Graduate School does not review scores, rankings or comments, as we do not make admissions decisions. Admission decisions are made by faculty in individual programs.



Holistic Admissions at UW

What is holistic review?

- > No numerical cutoffs
- > Greater weight placed on applicant's relevant experiences (CV, statement, references)
- > Evidence of application's performance within the context of their background, academic institution, life situation, etc. are considered
- > Intentional care is taken by admissions committee members to limit bias (implicit or explicit) and to promote inclusion of people from historically underrepresented groups



Holistic Admissions Reminders

The UW Graduate School recommends graduate programs enact a holistic process for reviewing and selecting applications

- > Selection criteria linked to a program/department's mission and goals
- > Promote and support diversity (backgrounds, experiences, etc.) as an essential element in achieving institutional excellence
- > Evaluation metrics should be transparent



Online Admissions Review in MyGrad

> A brief history

- Created in 2012 to help GPAs and GPCs manage a paperless review process.

> MyGrad Access

- Need to have the Admissions Review Manager role
- Your reviewers will need View Applicant access

> What else?

- Admissions Review is an optional feature. It is your choice to use Admissions Review.



Success

- > **Evaluate the pros and cons of the Online Admissions Review system**
- > **Understand your review process**
- > **Design score sheets for your reviewers**
- > **Manage the review process**



Family Education Rights and Privacy Act:

> Definition:

- Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records.

> What is covered by FERPA?

- “Educational records” are “those records, files, documents, and other materials which...
 - > Contain information directly related to a student; and
 - > Are maintained by an educational institution.
- This includes all information in MyGrad!

> Resources for GPAs to review:

- <https://registrar.washington.edu/staffandfaculty/ferpa/>



Advisor Resources

- > **GEMS Blog for Advisors**
- > **Attend future trainings!**
 - GEMS Training Calendar
- > **Get involved with the GPAA- Graduate and Professional Advisors Association**
 - New GPA Orientation
 - GPAA Mentor Program
 - GPAA email listserv
- > **GPA/GPC Resources Page**
- > **Dates and Deadlines Page**
- > **Graduate School Memorandum**



CONTACT GEMS

We're here to help you be successful in your role as a Graduate Program Advisor (GPA)!

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> **GEMS is located in G-1 Communications on the Seattle Campus**

