

**End of Year Report: July 1, 2013 – June 30, 2014**  
**Graduate Admissions & Academic Progress**

- Received 11,739 online applications
- 4,008 accepted graduate applicants
- Awarded 2,278 degrees and certificates
- Processed 359 Non-VT Graduate Program Faculty requests
- We worked during the 2012-2013 year with STL to have a new application created that reproduced the CollegeNet application. We launched the new application on October 25, 2013. Since the launch, over 9,700 applications have been submitted in the system.
- BDMS and WORKFLOW phase two launched. This allows for automatic emails to be sent to students upon completion of paperwork processing as well as marking student completion checklist items off automatically when received. In the phase we also implemented Immigration workflow and cross instance query where GAAP staff can search and find Immigration documents and Immigration staff can search and find GAAP documents for reference purposes.
- Working with STL we incorporated Final Evaluations into the Electronic Signature System. The final evaluation is used for non-thesis master's students and replaces the Degree Verification form.
- Janice served as a member of the Hobsons implementation team representing admissions and also working with AIS to get the data feeds needed to synchronize Hobsons with Banner created. Data from Banner is now sent weekly via SFTP to the Graduate School for importing into Hobsons. This assists recruitment staff with communication plans.
- As part of the comprehensive review of the Graduate School website, all admissions and academic progress sections were reviewed and edited for clarity, consistency and continuity.
- Continued working with AIS to complete and launch system for acceptance decision letters to be viewed/received online like is currently available for rejection decision letters. There have been setbacks on the side of AIS to get this project completed.
- Continued to meet our prior goal of reviewing submitted plans of study within one month of receipt rather than waiting until September and February (months prior to the application for degree deadlines) to focus on approving plans.
- Matthew Grice joined our GAAP team in July 2013, replacing Nick Vaught. Two staff members, Holly Cromer and Brandi Webb, resigned to pursue career advancement opportunities. Misti Acosta and Ryan Phillips joined our team to replace Holly and Brandi respectively. Linda Falcon joined the GAAP team as the NCR advisor – a newly created position – in January 2014.

### **Goals for July 1, 2014 – June 30, 2015**

- Preliminary examination requests in ESS by start of Fall 2014
- New admission committee application review system (replacement to OGAPS) up and running by end of Fall 2014
- WORKFLOW phase three design and implementation – adding immigration workflow items and processing of documents received in BDMS rather than on paper.
- Adding immigration status form to online application; data push automatically into Banner for verification rather than hand coding by immigration advisors
- Continue to work with AIS in launching acceptance letters online