

Annual CAS Application Update Checklist

Each spring, Graduate Studies emails all graduate program directors a copy of the content of their application. Directors must review and update the following categories in the application:

PROGRAM INFO

- Is the program code correct?
- Has the campus changed?
- Are the start terms correct?
- When will the application open?
- When will it close?
- Any change in modality?
- Read over the program description, application, and admission requirements for accuracy.
- If there are links, check to make sure they are correct.

QUESTIONS

- Review the application questions? (Are all of these necessary to make an admissions decision?)
- What's missing?
- If there are links, check to make sure they are correct.
- If there are concentrations, are they correct?

REFERENCES

- How many references are required?
- How many are allowed?
- Do you want a letter, a pre-made Likert scale, or both?

DOCUMENTS

- What documents need to be uploaded? (Are all of these necessary to make an admissions decision?)