

## Graduate Selection Procedures

---

### *Recruitment*

In the late spring, materials for graduate recruitment (including web-based materials) are revised as needed. The department encourages individuals, research groups, or areas to conduct advertising campaigns throughout the year and especially in the fall and provides support for those that wish to do so. Recruitment materials are distributed in the early fall.

### *Application Information*

Applicants are required to submit all relevant transcripts, three letters of recommendation, GRE scores taken within the last two years, and a statement of research interests. They also need to select up to three faculty members who would be acceptable provisional supervisors. Although a file may be reviewed without original transcripts and GRE scores, original documents must be obtained before an offer of admission can be made. Files are reviewed by the Admissions Committee only when they are substantially complete. TOEFL scores are required if the applicant does not have a degree from an English-speaking institution; the internet-based version is required where available. Applicants are encouraged to apply as early as possible but no later than a deadline set early in the new calendar year.

### *Admissions Deliberations*

Each member of the Admissions Committee and at least one potential supervisor independently review each file. Reviews from other potential supervisors and other interested faculty will also be solicited. Each of these reviewers are encouraged to consider grades and other measures of academic performance, research experience, GRE scores, fit with the department, and match to the research interests of potential supervisors. However, this information needs to be interpreted intelligently in light of the student's circumstances. An overall assessment is also made concerning the student's admissibility. In making this assessment, reviewers are encouraged to pool the information at their disposal flexibly to arrive at the best estimate of whether an applicant is likely to be successful in graduate school; rigid cutoffs or criteria are discouraged.

### *Early Admissions*

Graduate Admissions Committee will begin reviewing files that are substantially complete in the fall with the aim of quickly identifying outstanding applicants. Offers to a few such applicants can be made as soon as the relevant files are complete and the Committee unanimously agrees that the applicants are clearly outstanding. Early offers to such applicants improves the chances of recruiting the student and obtaining recruitment

scholarships. When an offer is made to an outstanding applicant, the provisional supervisor is encouraged to coordinate recruitment efforts.

### *Admissions Decisions*

As soon as possible after the admissions deadline, the Admissions Committee meets to make admissions decisions. The Committee applies two criteria: “Admissible” means that the student is judged likely to succeed in our graduate program; “competitive” means that he or she is assessed among the best applicants that the Department anticipates being able to fund. Students who are admissible but not competitive can be admitted if there is a reasonable expectation that the applicant can be funded substantially through other sources for the duration of his or her program (e.g., through grants). “Competitive” decisions (but not “admissibility” decisions) may take into account the viability or “critical mass” of the student body in different research areas.

### *Notifications*

At the discretion of the Committee, some applicants who are admissible but not competitive may be informed that they are on a waiting list for admission. Applicants who are clearly not admissible will be informed that they are no longer being considered for admission as early as possible. In keeping with the agreement among North American psychology departments, applicants are required to accept or reject an offer of admissions by April 15, but they are encouraged to make a decision as early as possible. In the event that not all offers are accepted, the Admissions Committee may decide that applicants previously assessed as admissible are now competitive, and further offers may be made. (However, the goal is to complete the graduate admissions process as early in the spring as possible.) Any decisions regarding an applicant are copied to the potential supervisor who reviewed the application, as well as any other faculty members interested in that applicant.

**Revision History**

Approved April 11, 2006

Editorial Revision November 2008