

University of Tennessee Knoxville's Graduate Programs Applaud New Evaluation Process

Admit gives each department its own customized online system



Inside

The University of Tennessee, Knoxville Graduate School

Knoxville, Tennessee



Product:

Admit Application Evaluation System

Why Admit?

"We needed an evaluation system that allowed us to customize the process to each department's needs while maintaining a centralized database and a repository for all application materials. When we compared systems, we found Admit to be the most flexible and comprehensive among those we considered." – Greg Tipps, associate director for graduate admissions

The Savings:

Administrative time and expense. "Thanks to the Admit system, we've eliminated several manual processes. Now that transcripts and letters of recommendation are automatically attached to each student's application form, we no longer have to manually upload each document, or waste time replacing lost documents or correcting filing errors." – Greg Tipps

Business Profile

The University of Tennessee, Knoxville, is the land-grant institution of the state of Tennessee and is classified by the Carnegie Commission as a research university with very high research activity (RU/VH). The university offers a wide range of graduate programs leading to 52 doctoral degrees, 77 master's degrees and two educational specialist degrees, in addition to two professional programs and 49 graduate

certificate programs. More than 6,000 graduate and professional students are enrolled on and off campus under the tutelage of 1,500 faculty members.

The Challenge

The UT Knoxville Graduate School's old system for processing and evaluating admission applications was labor intensive and inefficient. It required admissions staff to manually open and upload application materials and transfer individual documents and data – including admission decisions – into each student's file. Applications, transcripts, and letters of recommendation were stored centrally as PDFs. Departments had to maintain their own files for their applicant pools because they could not tailor the centralized system to better meet their unique needs. To evaluate applications, departments had to know and enter the name or ID for each applicant and view one application at a time. Evaluators had no way to view all the information in the same place, in a format that was convenient for them. Applicants were required to complete and submit two separate applications – one for the main admissions office and a second for the individual school. Departments frequently reported having to copy and hand-circulate files to evaluators.

The Solution

With the Admit system, the UT Knoxville Graduate Admissions office no longer has to upload transcripts, letters of recommendation, and other supporting documents required by

each academic department. Everything submitted with the school's ApplyWeb® online application flows directly into Admit, saving hundreds of administrative hours and eliminating manual filing errors. Admit enables each department to see all documents – general information required by the admissions office plus information specific to individual programs – in one place.

“One big advantage Admit gives us is the ability to provide each department its own customized set of pools and forms and create custom displays. We can now meet the specific needs of each of our programs.” – Greg Tipps



Departments can customize their application forms to have their required information incorporated into the main Graduate School application. This eliminates the need for a separate departmental application and reduces redundancy. Evaluators can now see multiple applications and supporting documents side by side and view all other evaluators' comments and scores at each department's discretion. “Blind” evaluations are also customizable within Admit. Admission decisions

from each department are now automatically transferred into the SIS daily as they are received back in the Graduate Admissions office. Applicants can track the status of their applications, as well as access their decisions, online. Since decisions are now electronically transferred to the SIS, the school has nearly eliminated all notification errors. Faculty evaluators appreciate the convenience of off-site review. The new system is portable – no more lugging paper folders – and evaluators can review and record comments at any time, exit and return later to an unfinished evaluation, and share comments with other evaluators without scheduling actual conversations, if the department allows.

The Benefits

- Reduced manual uploading of transcripts, letters of recommendation, etc.
- Customizable forms and applicant pools to meet each department's needs
- Ability to view all applicant data at once and compare applications
- Portability – evaluations can be done anytime, anywhere
- Accessibility via all mobile devices
- Improved student experience – only one application required; convenient online decision

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