

## **HCD ADMISSIONS PROCEDURE**

1. The deadline for applications will be January 15<sup>th</sup> of each year. Late applications will not be accepted.
2. The Director of Graduate Programs will be the chair of the Admissions Committee. She or he will also be responsible for overseeing and coordinating general inquiries from applicants, making certain that applications are available for review by faculty, and for communicating with applicants whom the committee decides to admit.
3. HCD only admits on the regular once-per-year calendar; we do not allow mid-year admissions.
4. The Director of Graduate Programs will assign at least 3 faculty reviewers to each application. All faculty are allowed to review all admission files at their discretion. However, assigned reviewers are responsible for assessing academic quality and the applicant's fit with the program to which they are applying. They then communicate their assessment of each applicant to the Director of Graduate Programs
5. An offer of admission will only be made if:
  - a. The applicant has been reviewed by at least 3 faculty members
  - b. At least one faculty member wants to advise the student
  - c. The applicant's academic record is sufficiently strong to indicate probable success in graduate school
  - d. The applicant's research interests and career goals are a good fit for their chosen program
  - e. Faculty and/or HCD have the money to provide funding at our standard level