Standard for Provisional and Conditional Tracking

As of 9.28.2021

After an applicant has a decision made by the graduate program, the graduate program sends the list of decisions to graduate admissions. (see admissions processing standard)

The graduate program’s assistant directors track and update the status of those admitted students with provisional or conditional admission decisions.

Provisional admissions

Code in Banner (SAAADMS, Curricula, Field of Study):

VMES, VMIT, VMPA

Conditional admissions

Code in Banner (SAAADMS, Curricula, Field of Study):

XMES, XMIT, XMPA

If an admit is both Provisional and Conditional, enter the code of VMES, VMIT, VMPA. When the provision is met (receive proof of completed bachelor’s degree), the code will be changed to Conditional: XMES, XMIT, XMPA.

Tracking process:

Each graduate program’s assistant director maintains a list of admitted students and their provisions/conditions.

Graduate Admissions may receive proof of completion for some of these provisions/conditions. If Graduate Admissions receives documentation (official transcript, official letter showing degree completion, etc.), they contact the graduate program assistant director with details of what was received. They then add the original document to the application file stored in Graduate Admissions. If the application file has already moved to Registration & Records to become their student file, Graduate Admissions connects with Reg & Records to deliver the received documents and asks to add it to the student record.

For MiT, check with MiT Assistant Director to confirm if a copy is needed for the certification file housed in the MiT Program’s records.

We have not been logging receipt information in Banner for all documents received after admission. We have also not found a place to track provisional/conditional admission data within Banner, our student information system. This would be a good best practice to develop with discussions among graduate programs, Admissions, Registration and Records, CRM and our Banner experts.

There are fields in Radius created to help track Provisional/Conditional admits. These fields have not been developed into a best practice followed by all graduate programs. For more details on fields available, please contact Jo Bernier, CRM Manager.