**MPA Applicant Evaluation Form**

**Applicant Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Reviewer Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

This information will be used to develop a decision concerning the applicant’s acceptance into the Master of Public Administration program.

**Transcript** (refer to transcript from applicant’s most recent degree to complete option 1 or 2 below):

Option 1) Official Non-Evergreen transcript

 Cumulative GPA \_\_\_\_\_\_\_\_\_ Undergraduate major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments on Undergraduate record of student achievement

Option 2) Official Evergreen transcript

Area of Emphasis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments on undergraduate evaluation of student achievement:

Comments on undergraduate evaluations of student achievement

**Transcript** (refer to all official transcripts received and/or applicable categories noted on official transcript to complete the following):

1) Other degrees, certificates, minors, etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Prerequisite: Statistics in the past 3 yrs? Yes\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Purpose** (circle your response)

1) Main reasons noted for wanting to be in the program are:

 Excellent…………….good……………………..fair

2) Expectations noted about what can be gained in the program are:

 Excellent…………….good……………………...fair

3) Quality of writing (includes organization, composition, correct grammar & spelling)

 Excellent…………….good……………………..fair

**Resume**

1) Record of **Employment** Relevant to MPA content focus:

\_\_\_\_\_\_**YES** (If yes, number of years \_\_\_) \_\_\_\_\_\_\_\_**NO** \_\_\_\_\_\_\_\_\_**N/A**

2**)** Record of **Public Service** (criteria: amount, range, increasing responsibilities)

\_\_\_\_\_\_**YES** (If yes, number of years \_\_\_) \_\_\_\_\_\_\_\_**NO** \_\_\_\_\_\_\_\_\_**N/A**

3) Record of **Community Service** involvement and or **Volunteer Work**

\_\_\_\_\_\_**YES** (If yes, number of years \_\_\_) \_\_\_\_\_\_\_\_**NO** \_\_\_\_\_\_\_\_\_**N/A**

4) **Internship required** (based upon the resume and statement of purpose, applicant **does not have** a significant record of experience related to public administration **for more than one year**)

\_\_\_\_\_\_**YES \_\_\_\_\_\_\_NO**

**Public Policy Essay** (circle your response)

1) Followed Instructions……………………………… excellent………..good…………fair

 (includes use of correct grammar and spelling)

2) Organization…………………………………………excellent………..good…………fair

 (includes composition)

3) Analysis & Critical Thinking………… ……………excellent………..good…………fair

 (includes arguing a non-personal point of view supported with evidence)

**Letters of Recommendation**

Name of Each Reference Highlights Noted

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Comments**

1) Follow FERPA guidelines regarding any comments you choose to make. 2) Do not comment on criteria outside of what the MPA application requested.

**Reviewer’s Recommendation**

 \_\_\_\_\_\_\_\_\_\_ Accept for regular admission (no provisions or conditions)

 \_\_\_\_\_\_\_\_\_\_ Accept Provisionally (needs to complete Baccalaureate degree)

 \_\_\_\_\_\_\_\_\_\_Accept Conditionally (needs **stats**)

 \_\_\_\_\_\_\_\_\_\_Accept Conditionally (needs **internship**)

 \_\_\_\_\_\_\_\_\_\_Hold for later decision—interview, etc

 \_\_\_\_\_\_\_\_\_\_Deny

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