New CAS Application Checklist

To create a new CAS application, Graduate Studies requires the following information.

- ❏ Who is the program contact for Graduate Studies to assign completed applications?
- ❏ Please list all application reviewers, their first and last name, and email.

PROGRAM INFO
- ❏ What is the program code in Banner? (Ex. MA-BVHL)
- ❏ What campus(es) can students attend? (Ex. Cheney)
- ❏ What concentrations does the program offer? (Ex. Educational Leadership)
- ❏ Semester, Quarter, or Part-of-Term?
- ❏ What is the first term students can enroll in? (Ex. Fall 2021)
- ❏ Which terms can students start? (Ex. Fall, Winter, Spring, Summer, Rolling)
- ❏ What date do you want the application to open?
- ❏ What date do you want the application to close?
- ❏ What are the modalities? (ex. Face-to-face, online, hybrid)
- ❏ Supply a 1-3 paragraph description of the program.
- ❏ Provide a list of all the materials required for the application to be complete
- ❏ If there are links, please supply them.
- ❏ Are there any admissions requirements (besides a bachelor's from a regionally accredited university and a 3.0 calculated GPA in the last 90-quarter or 60-semester credits)?

QUESTIONS
- ❏ What questions do you need on the application (Are all of these necessary to make an admissions decision?)

REFERENCES
- ❏ How many references are required?
- ❏ How many are allowed?
- ❏ Do you want a letter, a pre-made Likert scale, or both from each reference?

DOCUMENTS
- ❏ What documents need to be uploaded? (Are all of these necessary to make an admissions decision?)