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Preparing for the Review Process

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The Admissions Corner is designed to help programs with the admissions process for graduate education programs in audiology and speech-language pathology. We want to provide information related to CSDCAS, application management, and multiple other issues related to admissions. We are focusing the next few Admissions Corner articles on preparing for different stages of the application process. This month's focus is on early preparation for the review process.

The majority of programs have application deadlines in Spring 2026, so you have a couple of months before your application deadline hits, and your review process starts. (If your program has a rolling admissions process, the recommendations below still apply.) If you are a new faculty member in charge of the admissions process, thinking about the review process can be overwhelming. You are not alone; even faculty with experience in admissions feel the same pressure. There are steps you can take now to make the workload easier once it hits in the Spring. Here are just a few:

- (1) **Identify past areas of concern:** What issues has your program had in past application review cycles? Once you know where your program needs improvement, you can take the next couple of months to put systems in place to improve your processes. Some you can't control, but some you can. Reach out to the Admissions Committee if you need guidance.
- (2) **Begin communicating with other university/college units about your application process:** What, if any, "university hoops" is your program having to jump through regarding admissions? Many of our graduate education programs that use CSDCAS are required by our respective universities to have supplemental applications (e.g., Graduate School applications). Do not be afraid to argue that these supplemental applications should not require applicants to upload the same materials that they upload to CSDCAS. If you can't change the system, there are multiple options in CSDCAS to help applicants navigate supplemental applications.
- (3) **Begin organizing your admissions committee:** Who on your faculty participates in reviewing? Your entire faculty? A subset? One effective strategy to reduce faculty workload and expand the review perspective is to include community partners who have an investment in your program, including external supervisors, faculty from related disciplines, and alumni. Identify and recruit the best ones who are willing and able to help you with admissions reviews, and let them know your timelines and deadlines.
- (4) **Do not be afraid to ask for advice:** What questions do you have about admissions? Whether you are new to the admissions process or you have experience, please reach out to (a) the Admissions Committee and (b) other Admissions Coordinators with whom you feel comfortable communicating. The latter includes faculty in programs with whom you are not competing for applicants.