Graduate Student Files Inventory

Graduate Non-Matriculated (GNM)
- Complete application materials—including ability to scan and upload various extra materials
- Detailed transcripts from UW
- Email—before, during, after admission
- Offer letters
- Registration approval forms? (i.e., http://www.outreach.washington.edu/nondegree/register/ApprovalForm.pdf)
- Department letter – recommendation to continue status as GNM student
- Application checklist
- Tracking/transition to degree student status

Visiting Graduate
- Complete application materials—including ability to scan and upload various extra materials
- Detailed transcripts from UW
- Email—before, during, after admission
- Application checklist
- Letters for housing, etcetera
- Internal forms (e.g., Independent Study agreements, etcetera)
- Offer letters
- Visa tracking?
- Tracking/transition to degree student status

Master's
- Complete application materials – including work sample
- Prospective student advising notes
- Email—before, during, after admission
- Interactive degree planning forms
- Credit breakdown for concurrent students
- Current student advising notes
- Exchange credit conversion info, transcripts, and exchange paperwork (e.g., IPE's http://ipeweb.admin.washington.edu/_customtags/ct_FileRetrieve.cfm?File_ID=02054E0375727672050770690 60B7308157C72787514777271720474000103000672 06760403)
- Internal forms—e.g., waivers and their documentation (e.g., syllabi), Independent Study forms with signatures, Thesis/Professional Project Agreement forms with committee members' signatures
- Student credit checks – coursework remaining (viewable to student – maybe enable automated email?)
- On-leave petitions
- Student contact info – permissions to give out info within Department, separate from the directory release
- Presidential Management Fellowship application submission documentation and the like
- Degree warrants with signatures
- Scholarship, award, and non-scholarship letters
- "Action" notes from GPA/GPC
- Professional organization memberships that are processed through the Departments
- Low scholarship, disciplinary documentation – privacy/permanent file issues may come into play with this?
- Thesis/Professional Project Abstracts
- Alumni contact info and correspondence

From Nursing

- Evaluations of student performance in courses (clinical evaluations in Nursing not sure if other people would have something similar)
- Annual Progress letters
- Warning cards
- Committee Appointment request letters (for doctoral students)