

## Master of Architecture

### Admissions process 2009-2010

	Initiator	Action	Recipient
1	Applicant	University application with all required transcripts/GRE scores/ TOEPL scores	TAMU admissions
2	Applicant	Submit Letters of recommendation, Portfolio	Department Graduate Advisor
3	TAMU admissions	Completed application to Department	Department Graduate Advisor
4	Department Graduate Advisor	Portfolio review (blind) by minimum of two faculty using Portfolio review form	Faculty reviewer #1
5	Department Graduate Advisor	Portfolio review (blind) by minimum of two faculty using Portfolio review form	Faculty reviewer #2
6	Department Graduate Advisor	Completed Application file compiled with all material and review forms	Graduate Coordinator
7	Graduate Coordinator	Portfolios reviews check for consistency or discrepancies—if major differences exist then Process #4 and #5 repeated	
8	Graduate Coordinator	Scores are given to each criteria for admission and compiled on Admissions spread sheet for review and recommendations. Applications fall into three groups- Admit, Admit ( space availability), Deny **process approved by the Master of Architecture Faculty Comm. and reviewed by Department Executive Comm.	
8A	Coordinator Comm.	Review and Determination of order for wait list for Admit (space availability) group.	
9	Graduate Coordinator	Process review/ updates on Admissions	Department Executive Comm.
10	Graduate Coordinator	Applicant file completed with recommendation	Department Graduate Advisor
11	Department Graduate Advisor	Admission decision submitted online	TAMU Admissions
12	Department Head	Admission decision confirmed	TAMU Admissions
13	TAMU Admissions	Official notification of Admissions decision.	Applicant.