




The Florida State University
Tallahassee, Florida 32306-1047
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Office of the Dean
Graduate Studies

February 14, 1990

MEMORANDUM

TO: Academic Deans

FROM: Russell H. Johnsen, Dean, Graduate Studies 

SUBJECT: Admissions Records

I wish to remind you of the policy which was adopted by the GPC in November 1988 which requires that you maintain accurate admissions records for the year and submit these on an annual basis to the Office of Graduate Studies. Records should include for each enrollee GRE or equivalent score, Undergraduate GPA, any previous Graduate GPA, and GPA for first year of study at FSU. The report will be due by May 30 of each year for the previous academic year. Students admitted by "exception" should be so noted.

This report should reflect enrollment for the academic year beginning with the Fall semester 1989.

Thank you for your cooperation.

RHJ/jm

Attachment