

GUARANTEED ADMISSIONS PROGRAM PILOT FREQUENTLY ASKED QUESTIONS DISTRICTS AND SCHOOLS

October 2021

Washington's public four-year colleges and universities in partnership with our communities are committed to meeting the college and career goals of Washington students. Focused on increasing access and credential completion in Washington, many of Washington's public baccalaureate institutions offer guaranteed admissions programs for students who meet set criteria.

The Washington public baccalaureate sector Guaranteed Admission Program (GAP) Pilot supports the guaranteed admissions efforts of participating institutions with the goal of communicating similar processes, expectations and communications across institutions to students, families, districts and schools.

Participating public baccalaureate institutions developed this document. The answers reflect how Washington public baccalaureate participating institutions implement and administer various elements of GAP.

This document does not provide legal guidance. If there are legal questions, an institution should reach out to the appropriate institutional legal contacts.

For this FAQ, the term **participating institution** refers to Central Washington University, Eastern Washington University, The Evergreen State College, Washington State University and Western Washington University.

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General Questions

What is the Guaranteed Admission Pilot (GAP) Program?

The Guaranteed Admissions Pilot Program supports guaranteed admissions efforts at [Central Washington University](#), [Eastern Washington University](#), [The Evergreen State College](#), [Western Washington University](#) and [Washington State University](#).

Is Fall 2022 the first-time institutions have offered guaranteed admissions?

No. Many Washington public baccalaureate institutions have implemented guaranteed admissions programs for years. GAP is a sector effort to increase awareness of this opportunity among Washington students, families and districts.

How does guaranteed admissions differ from “regular” admissions?

Guaranteed admissions offers admissions to a student and then requires the student to apply to the institution. “Regular” admissions require a student to first apply for admissions and then a student may be offered admission.

What are the criteria for “regular” admissions?

Washington public baccalaureate institutions consider the whole student in the admissions review process. Holistic admissions consider grades, courses – both the type and the level at which taken - and assessments, along with other information to make an admissions decision. This may include leadership in activities outside of the school environment or other examples a student may provide.

The state sets minimum admission [criteria](#). The state’s criteria align with institutional holistic admissions. This allows for the opportunity to engage in a more comprehensive review of the application, including areas in which an applicant may not meet admissions standards. If a student has not met the College Academic Distribution requirements, the student may still be offered provisional acceptance to an institution and complete missing coursework in the first year of college. Students have flexibility within the state minimum standards. The 1.2 Alternate First-Year Student Admission Policy provides an option for students who may not meet the state’s first-year students admission policy. The state admissions policy standards can be accessed [here](#).

Admissions is as much a standardized practice as it is influenced by the diverse range of students’ experience and education. While there is no certainty in the admissions process for any student, all Washington public baccalaureate institutions are able, and do, make exceptions for applicants who do not meet CADR and who they believe can

be successful at our institutions. These exceptions are considered on a case-by-case basis. It is challenging to capture the nuance of every application into a single statement for all students and all institutions, therefore, **students and families are strongly encouraged to [reach out](#) and discuss concerns so we can partner together. We invite students and families into conversation with us.**

Student Eligibility

What criteria must high school students meet to be eligible for the guaranteed admissions?

Participating institutions require two criteria be met for a student to be eligible for guaranteed admissions: (1) A minimum GPA or minimum GPA/class ranking and (2) Completion of the College Academic Distribution Requirements (CADRs).

- CWU - GPA 3.0 and CADRs completion
- EWU - GPA 3.0 and CADRs completion
- Evergreen - GPA 2.5 and CADRs completion
- WSU - GPA 3.6 or ranked in top 10 percent of high school class and CADRs completion
- WWU – GPA 3.0 and CADRs completion

If a student meets the criteria or is on track to meet the criteria by high school completion, he/she/they are guaranteed admission to the institution.

If a student is eligible for guaranteed admission are there any additional requirements for admissions to the university or college?

Yes. Once a student has been determined to meet the guaranteed admission criteria and are notified, they are eligible for guaranteed admissions at one or more participating institutions. Eligible students must then complete the following additional steps

- Apply to the institution by completing an admissions application.
- Complete any additional requirements identified by the institution.

- Continue to engage in challenging high school coursework and maintain their high school GPA during their senior year to meet the guaranteed admission criteria.

Is the admissions application fee for students eligible for guaranteed admission waived?

No. Washington’s public baccalaureate institutions are not allowed by the Washington Constitution under [Article 8](#) Sections 5 and 7 or [statute\(s\)](#) to waive admission application fees unless a student demonstrates financial need. Financial need is reviewed on a case-by-case basis by each institution.

Admission application waivers are available for students who demonstrate financial need. To determine if a student is eligible for an admission application fee waiver, students should contact a participating institution [here](#).

If a student does not meet GAP criteria, can they attend a Washington public baccalaureate institution?

Yes. Washington’s public baccalaureate institutions want Washington students. If a student wants to go to college, is thinking of college, or has not considered college, there is a place for the student in Washington to go to college. More information can be found [here](#).

District and School Participation

How does a school or district participate in GAP?

Districts and schools interested in participating in GAP will complete the following steps with one or more of the participating institutions.

1. Connect with a participating institution and commit to participate in GAP.
2. Complete a Data Sharing Agreement (DSA) with a participating institution(s).
3. Complete a Memorandum of Understanding (MOU) with a participating institution(s).

Does GAP allow for schools or districts to participate with more than one participating institution?

Yes. GAP provides the opportunity for districts or schools to engage with multiple participating institutions or a single institution. Districts and schools are strongly encouraged to engage with all participating institutions to maximize postsecondary opportunities for all students. Each participating institution uses the same DSA and MOU, but DSAs and MOUs must be separately signed by each participating institution that a school or district partners with.

Are there additional expectations of districts and schools as participants in GAP?

Yes. Districts and schools are expected to:

1. Provide the data identified through the DSA to the participating institution(s) to identify students eligible for guaranteed admission each semester or quarter to ensure students who may become eligible throughout the year are identified.
2. Meet the objectives and requirements identified in the MOU and DSA.
3. Participate in two meetings with all participating districts and schools and participating institutions. The first meeting will take place in mid-fall to check-in and learn from peers. The second meeting will take place in the spring to debrief GAP and inform the initiative for the following academic year.
4. Engage throughout the school year with the participating institutions to build and strengthen long-term relationships between the district or school and participating institutions.

What can districts and schools expect from the participating institutions?

Each participating institution will:

1. Connect with each district or school that expresses interest in participating in GAP in the 2021-22 academic year. A participating institution may also reach out directly to school districts or schools. Institutions may also engage with districts or schools interested in participating in future years.
2. Provide a Data Sharing Agreement (DSA) to be completed by the district(s) or school(s).
3. Provide a Memorandum of Understanding (MOU) to be completed by the district(s) or schools(s).
4. Intentionally engage with district(s) or school(s) to inform the district(s) or school(s) about all participating institutions and request to share contact

- information with other participating institutions to engage district(s) or school(s) with more than one participating institution.
5. Upon receipt of the data identified in the DSA from the district(s) or school(s), participating institutions will identify eligible students for guaranteed admissions.
 6. Be the primary communicator with students and families about eligibility for guaranteed admissions. The participating institution(s) will send a letter to the student, both in electronic and written form if mailing addresses are provided through the data sharing agreement, regarding a student's eligibility for guaranteed admissions and the requirements and expectations of the institution.
 7. Each quarter or semester data is provided to participating institution(s). The participating institution(s) will provide the district(s) or school(s) with a list of students eligible for guaranteed admissions.
 8. Meet the objectives and requirements identified in the MOU and DSA.
 9. Participate in two meetings with all participating districts and schools and participating institutions. The first meeting will take place in mid-fall to check-in and learn from peers. The second meeting will take place in the spring to debrief GAP and inform the initiative for the following academic year.
 10. Engage throughout the school year with the participating district(s) or school(s) to build and strengthen long-term relationships between the district(s) or school(s) and the participating institutions.

Data Sharing and Management

What student data is required?

All participating institutions are requiring the following student data variables. If a district or school has concerns, they should reach out to the institutional contact(s).

- First and Last Name
- Date of Birth
- Emails (personal, school, etc.)
- Mailing Address
- Cumulative GPA
- Unofficial student transcript

How often will participating institutions query for student data each academic year?

Each semester or quarter, districts and schools should query and provide the data identified through the DSA to the participating institution(s). This will allow participating institutions to identify students eligible for guaranteed admission each semester or quarter to ensure students who may become eligible throughout the year are identified.

Do participating institutions want district or school data for students who do not meet GAP criteria?

Yes. Districts and schools are encouraged to share data for all students regardless of eligibility for guaranteed admission. Guaranteed admission is only one path to applying, being admitted and enrolling in college after high school. By sharing data for all students, participating students can reach out to students to provide them with information about how they can apply and enroll in college.

If districts or schools provide non-eligible GAP student data, how often will participating institutions query for student data each academic year? Each semester or quarter, districts and schools should query and provide the data identified through the DSA to the participating institution(s).

Will participating institutions communicate to students that are not eligible for guaranteed admissions?

Yes. Washington's public baccalaureate institutions want Washington students to enroll in college after high school. We are committed to growing our own to raise educational attainment among Washingtonians to meet workforce and state needs.

Should districts and schools include GPA as a data variable for students who are not eligible for guaranteed admission and how should this data be shared?

Yes. Inclusion of this information will provide participating institutions with important information to inform communications and guide students through the admissions process. Districts and schools should provide separate files for GAP eligible and non-GAP eligible students to participating institutions.

Outreach and Engagement with Students and Families

What is the anticipated timeline for messages to start going out to students and families?

Participating institutions will begin communications with both GAP eligible and non-eligible students once the DSA and MOU are completed and implemented. We anticipate communications will be sent prior to the end of the fall 2021 high school semester.

Can high school staff have access in advance of the information being sent?

Yes. Participating institutions will share institutional letters provided to students with the appropriate staff identified by the district or school.

Is it possible to collaborate with high schools on the wording?

While we believe partnerships between participating institutions and districts, or schools are critical, participating institutions will be the primary communicator with students and families about eligibility for guaranteed admissions. Each participating institution will tailor communications to inform students and families about institutional processes, policies, and other opportunities such as financial aid and advising.

Will the communication differ for students who do not meet guaranteed admission criteria?

Communications for all students will be similar. Institutions will share information about the admissions process, policies and other opportunities such as financial aid and advising. The difference will be focused on the process for admissions. Guaranteed admissions first offer admission to a student and then requires the student to apply to the institution. "Regular" admissions require a student to first apply for admissions and then is offered admissions.

How should districts and schools communicate with students and families who may have a friend who receives a GAP communication from a participating institution, but they did not?

Districts and schools should relay that guaranteed admissions is one way to be admitted to a participating institution. The district or school should first check to see if the inquiring student or family is eligible for guaranteed admission and ensure consent was provided to share the student's information. If both are completed in the affirmative, then districts and schools should reach out to participating institutions to

inquire. If the answer to one or both questions is no, then districts and schools should encourage the student to apply through “regular” admissions.

Outreach and Engagement with Districts and Schools

Will each participating institution engage with each high school within a participating district?

Yes. At this time, participating districts or schools are required to complete a DSA and MOU with each participating institution. The sector hopes to streamline the DSA and MOU process for future academic years.

Participating institutions will engage with all high schools within a district for which student data is provided through the DSA.

Is there joint sector GAP communication for all participating institutions?

Yes. The [Council of Presidents](#), which represents Washington’s public four-year college and universities, has developed joint communication for all participating institutions. This includes a summary of GAP, a plan for implementation, a district and school FAQ, an introductory presentation and a student and family FAQ.

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