

GRADS TRAINING

GRADUATE REVIEW & ADMISSION DECISION SYSTEM

Full Administrative Access

The best student-centered learning experience in America



OHIO
UNIVERSITY

INTRODUCTIONS

Nikole Morris

Director of E-Systems, Graduate College

*Contact the Director of E-Systems or the Graduate College
if you have any GRADS training needs.

TRAINING AGENDA

- Permissions & Login Info
- Integration Overview
- Review GRADS Navigation & Search Options
- Applicant Tab
- Student To Do Tab
- Prior Education Tab
- Documents Tab
- Action History Tab
- Admission Recommendations
 - Review Waiver Request Processes
 - Review Post-Waiver Person Comments
- Collaborating with OU Staff
- Q&A

PERMISSIONS & LOGIN

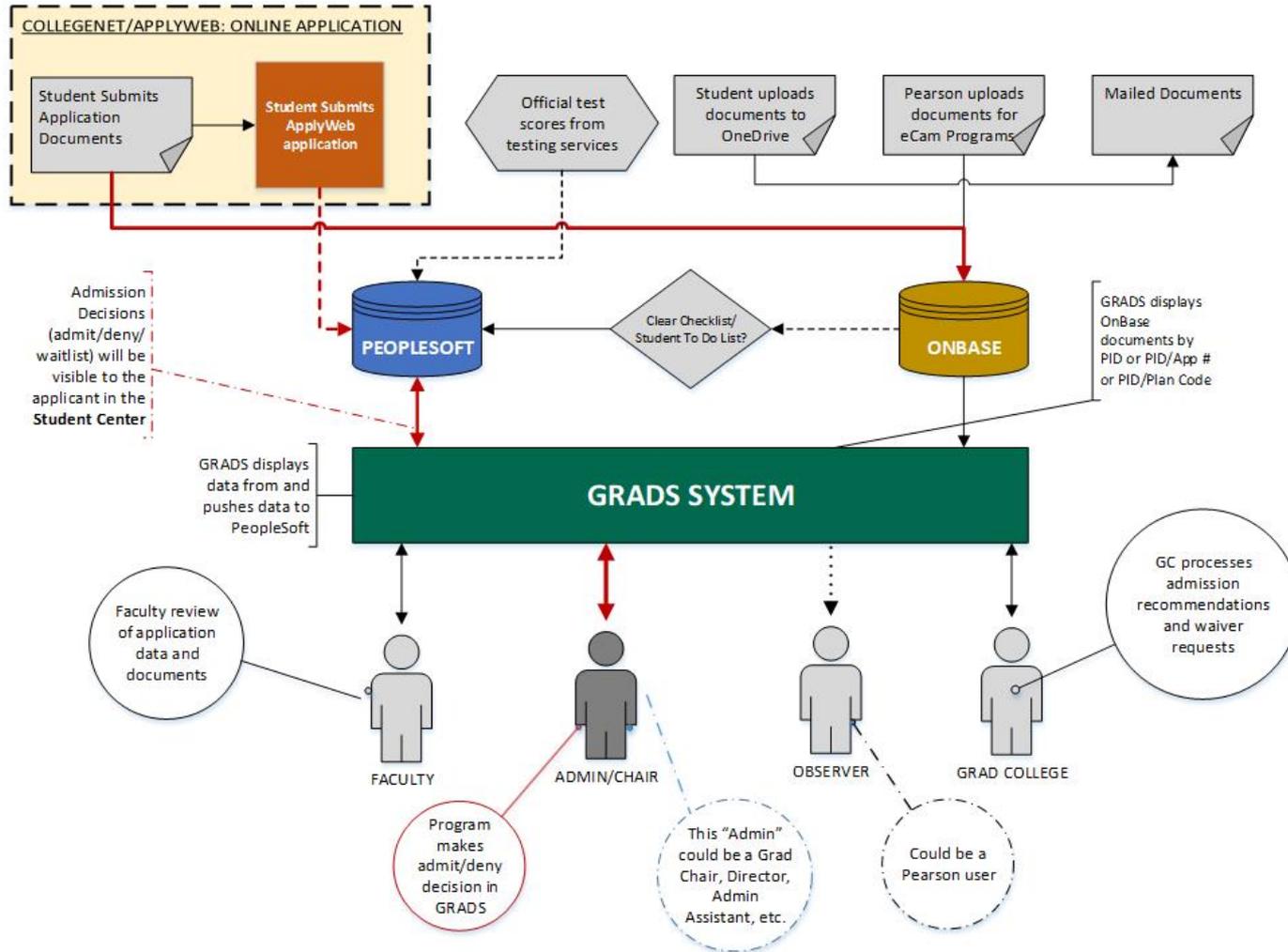
Chrome is the preferred browser.

Please note that using other browsers may cause login or page rendering issues.

Production System URL:

<https://webapps.ohio.edu/grads>

INTEGRATION OVERVIEW



CONTROL FOR YOU. TRANSPARENCY FOR EVERYONE!

- **All admission decisions will be processed electronically through GRADS.**
- **All application documents will be viewable in GRADS.**
 - No need to print documents!
 - Any staff member can be granted access to GRADS – just ask the Graduate College to assign permission.
- **If necessary, leverage **OBI reporting** to access reports with the data included in GRADS.**
 - Create reports with applicants by term, program, department, status, TOEFL/IELTS/GRE scores, etc.
 - If you do not have access to OBI, send a request to the Graduate College, Director of E-Systems.

ENGLISH PROFICIENCY LEVELS

- Throughout GRADS, the user will see English Proficiency Level Person Comments for each application record. The English Proficiency Level determines the type of Admission Offer that can be extended to the applicant: Full Admission, Full Admission with Funding, English Provisional Admission, etc.
- The English Proficiency Level is based on current Graduate College policies. However, there may be times where, due to pending system change requests, the English Proficiency Level showing in GRADS may not be accurate.
- The Graduate College will communicate any discrepancies with departments.

Person Comments:

ENGL6 Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE.

03/29/2017



GRADS NAVIGATION

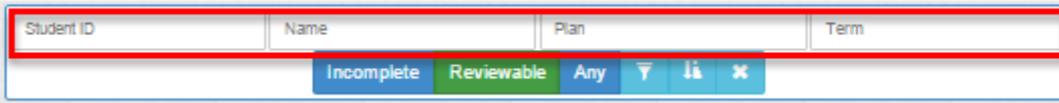
Applicant **TAGS**:

Applicant **FILE**:

The screenshot shows the Ohio University Grads navigation interface. On the left, a table titled 'Complete Applications' lists various application entries. A red arrow labeled '1' points to this table. At the top of the main content area, there is a search bar with a red arrow labeled '2' pointing to it. Below the search bar, there are several tabs: 'Application', 'Student To Do', 'Prior Education', 'Tests', 'Documents', 'Comments', and 'PS Comm'. A red arrow labeled '3' points to these tabs. On the right side of the application details view, there is a blue icon with a white document symbol, labeled '4', which is used to view the applicant's file. A red arrow labeled '4' also points from this icon to the 'FILE' text above it.

GRADS NAVIGATION

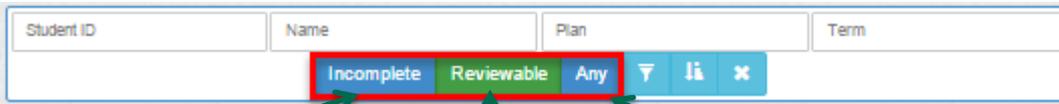
Search



A search interface with four input fields: Student ID, Name, Plan, and Term. Below the fields are three filter buttons: 'Incomplete' (blue), 'Reviewable' (green), and 'Any' (blue). To the right of the filters are three icons: a downward arrow, a list icon, and a close 'x' icon.

TIP: If you use the search box to search by PID, make sure you click on the “Any” list. When searching by name, if you don’t find a record, you’ll need to apply the term code.

Incomplete, Reviewable and Any Lists



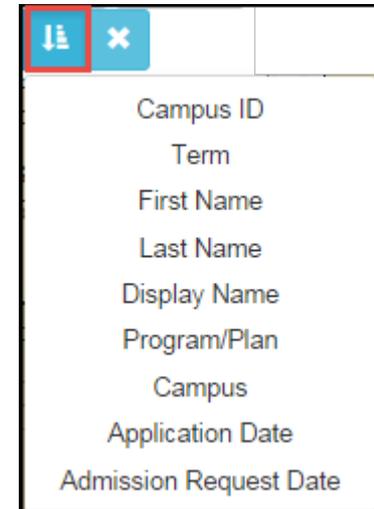
The same search interface as above, but with three green arrows pointing to the 'Incomplete', 'Reviewable', and 'Any' filter buttons respectively.

Applications not yet admissible, likely missing documents.

Applications ready to review for admission documents.

Unsure if the application status? Use the Any list to find the app.

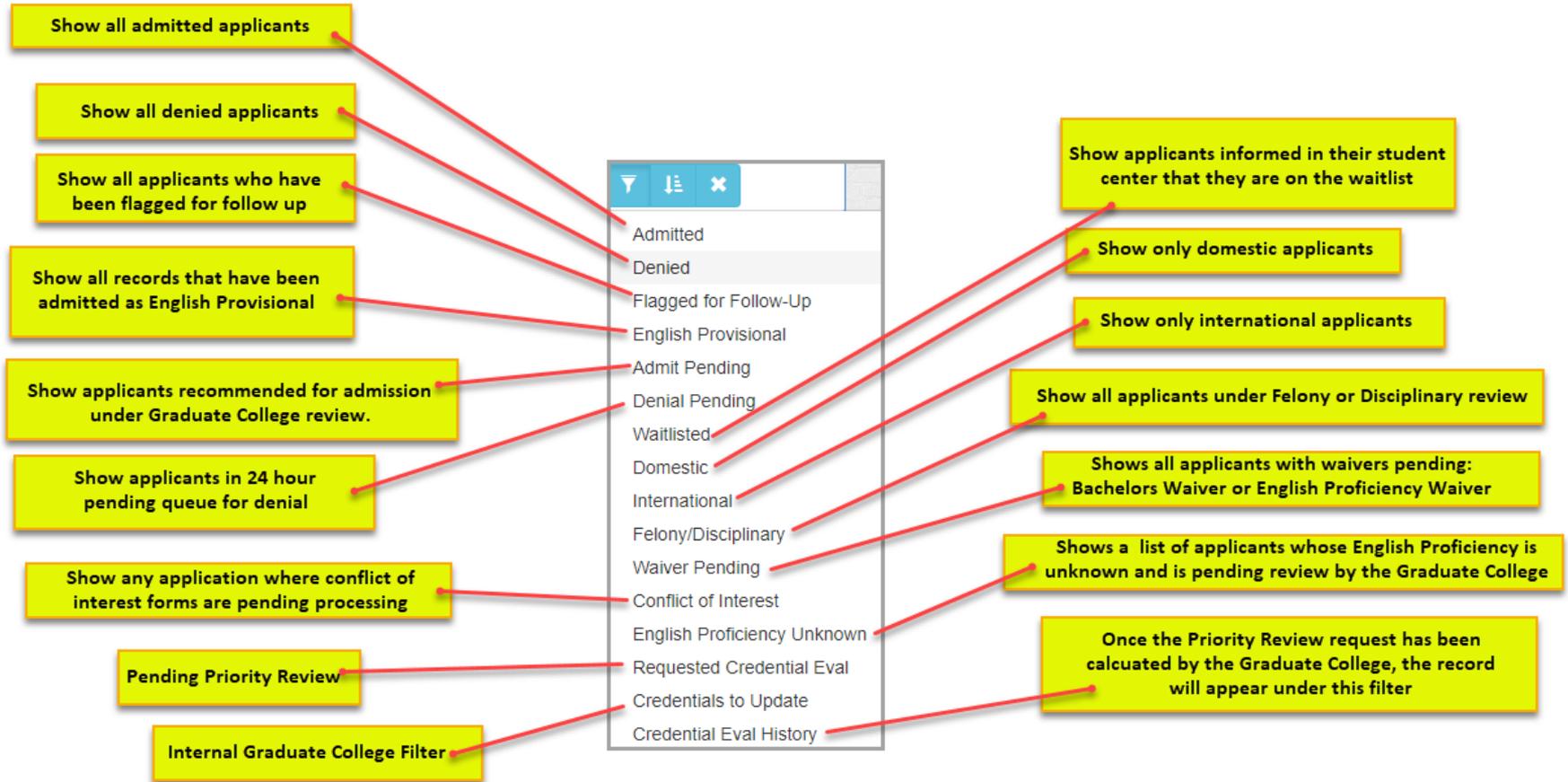
Sort



A dropdown menu for sorting options. The menu is open, showing a list of fields: Campus ID, Term, First Name, Last Name, Display Name, Program/Plan, Campus, Application Date, and Admission Request Date. The top of the menu has a list icon and a close 'x' icon.

FILTERS

Use filters to narrow down your search results.



SUMMARY OF TABS

Tabs are broken into groups of similar data:

The screenshot shows a web application interface. At the top, a navigation bar contains several tabs: Application, Student To Do, Prior Education, Tests, Documents, Comments, PS Comm, GC Comm, and Action History. A red arrow points from the 'Action History' tab in the navigation bar to the 'Action History' tab in the detailed application view below.

The detailed application view is titled 'Complete Applications' and shows a list of applications on the left and a detailed view of a selected application on the right.

Navigation Bar Tabs:

- Application
- Student To Do
- Prior Education
- Tests
- Documents
- Comments
- PS Comm
- GC Comm
- Action History

Application Details:

Application Information:

- First Name: [Redacted]
- Last Name: [Redacted]
- E-Mail Address: [Redacted]
- Degree: Chemical Engineering
- Application Number: 005 [Redacted]
- Application Term: Spring Semester 2018-19 (2195)
- Application Type: Graduate
- Application Center: International Applications
- Application Date: 08/30/2018
- Academic Program: ENTG

Person Comments:

Code	Comment	Date
ENGL1	Eligible for unconditional admission with funding. TA offers can only be made once spoken English proficiency is demonstrated.	08/31/2018
ENGL6	Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE.	08/23/2018
Potential Advisor	Jason Trembly,John Staser,Marc Singer	08/23/2018
ENGL1	Eligible for unconditional admission with funding. TA offers can only be made once spoken English proficiency is demonstrated.	02/02/2018
Potential Advisor	Jason Trembly,John Staser,Marc Singer	02/02/2018

Application Comments:

APPLICATION TAB

The Application tab will show you a snapshot of the applicant's application including the program to which they have applied, application term, application center, application type, PID, EmplID, etc.

Person Comments: The assigned English Proficiency Comment will drive the type of admission options you have available for a given student.

Application	Student To Do	Prior Education	Tests	Documents	Comments	PS Comm
First Name:						
Last Name:						
E-Mail Address:						
Degree:	English					
Application Number:	0037					
Application Term:	Fall Semester 2016-17 (2171)					
Application Type:	Graduate					
Application Center:	Graduate Admissions					
Application Date:	09/16/2015					
Academic Program:	A&SG					
Person Comments:						
ENGL0	Native English Speaker. Can admit with or without Academic Conditions.					09/16/2015
Potential Advisor	Patrick O'Keefe,Zakes Mda,Mark Halliday					09/16/2015
Area of Study	Creative Writing-Fiction					09/16/2015
Application Comments:						
Comment					Remarks	
Eligible return to all insts?					N	
Present/past felony charge?					Y	
Childhood charge now felony					Y	
Is English your Native Lang?					Y	
Nursing License					NLN12345	
Nursing State					OH	
Teaching License Number					TLN12345	
Teaching License State					OH	
Application Status History:						
Status		Details			Effective Date	
Applicant					09/16/2015	

TIP: Click on the email address to send an email to the applicant!

Affirmative answers to Dismissed, Suspended or Felony questions or Ineligible to return to an institution will appear here.

Teaching/Nursing License Number and Teaching/Nursing License States will appear here if the applicant provided the information on the application.

Please note: Applications are loaded from the online application system to PeopleSoft/GRADS **Monday – Friday** (but not when the university is closed). So, if an application is submitted on Friday, it will not be visible in GRADS until the next business day – typically by 10AM.

APPLICATION TAB

PERSON COMMENTS

- 1. English Proficiency Levels:** The English Proficiency Levels determine the type of admission (e.g. Unconditional, English Conditional and English Provisional) an applicant can be offered.
- 2. Potential Advisor:** If the applicant answered the question requesting a Potential Academic Advisor, this information will appear under Person comments.
- 3. Area of Study:** If the applicant answered the question requesting an Area of Study, this information will appear under Person comments.

Person Comments:		
1	ENGL0	Native English Speaker. Can admit with or without Academic Conditions. 11/26/2014
2	Potential Advisor	Timothy Anderson,Peggy Zoccola,Julie Suhr 11/26/2014
3	Area of Study	Adult,Child,Health 11/26/2014

Please note: Applications are loaded from the online application system to PeopleSoft/GRADS Monday – Friday (but not when the university is closed). So, if an application is submitted on Friday, it will not be visible in GRADS until the next business day (Monday).

STUDENT TO DO

- Shows items that the student needs to complete. For example, if the applicant needs to provide a Degree Granting Transcript, the Checklist Item will appear under this tab.
- These outstanding “Student To Do” items also show on the applicant’s My Student Center account within their “To Do” list.
- If the item is still pending, the status will show “Initiated.” When an item is complete or no longer needed, the status will show “Completed.”

Application	Student To Do	Prior Education	Tests	Documents	Comments	PS Comm	Action History
Checklist Items:							
	Check List	Item	Status	Comment			
Graduate New Application Bach (GABACH)	Grad College Review (GBDGDS)	Completed	This message will remain on your account until all necessary academic documents are reviewed and processed, and the Graduate College has established bachelor's degree equivalence. If the Graduate College needs additional documents or information, a new To Do item will be posted here.				
Personal Goals (GGPRST)	Submit Statement of Acad. Goal (GGPRST)	Completed	Missing Personal Statement or Statement of Academic Goals: Review the application requirements on the program's web page for details about format and/or length - some programs refer to this item as an Autobiography. If you have questions, please contact the academic program directly. Submit your statement to the Graduate College for processing at 1 Ohio University, 220 RTEC, Athens, OH 45701 or to upload the document, copy and paste the link into your browser address bar and follow the instructions: https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials				
Resume or CV (GRESUM)	Resume or CV (GRESUM)	Completed	Please submit a copy of your resume or CV to the Graduate College. To upload the document, copy and paste the link into your browser address bar: https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials . Or, submit a copy to the Graduate College at 1 Ohio University, 220 RTEC, Athens, OH 45701.				
Application Under Review (GUNREV)	App status: at academic prgm (GUNREV)	Initiated	Your application is in the academic programs review queue. If you have questions about your application or the review process, please contact the program directly. There is a contact list on the Graduate College website at www.ohio.edu/graduate . This message will remain on your account until an application decision has been reported by your academic department.				
Service Indicators: No Service Indicators Found							

- All applications will have the following checklist items assigned (unless a program requests a modification):
 - **Application Under Review**
 - **Bachelor Degree Transcript**
 - **Transcript Needed (for any institution reported)**
 - **Resume / CV**
 - **Personal Statement**



STUDENT TO DO

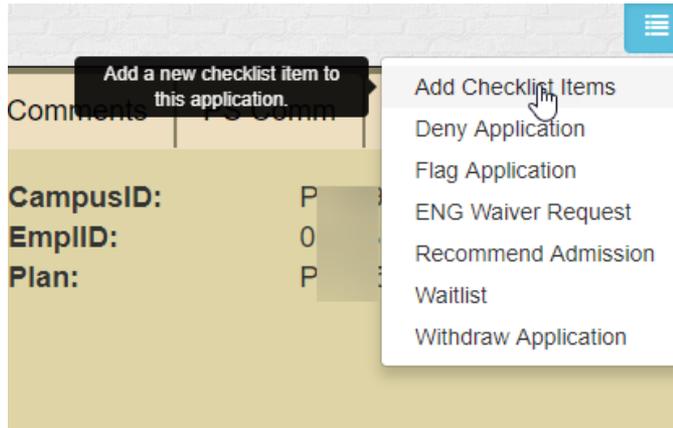
- All Graduate College Service Indicators will display on the Student To Do tab
- The Institution Name and External Org ID will show on the relevant checklist items

Application Under Review (GUNREV)	App status: at academic prgrm (GUNREV)	Initiated	Your application is in the academic programs review queue. If you have questions about your application or the review process, please contact the program directly. There is a contact list on the Graduate College website at www.ohio.edu/graduate . This message will remain on your account until an application decision has been reported by your academic department.
<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> Service Indicators: No Service Indicators Found </div>			

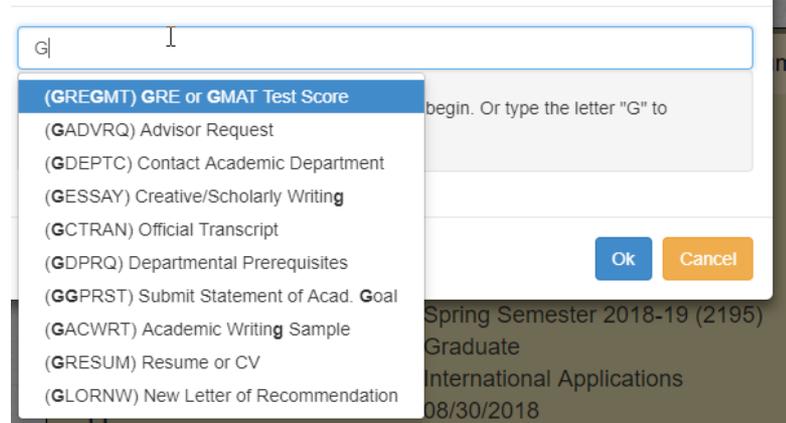
External Org ID: 0000041587		Mount Carmel Coll Nursing	
Grad - Additional Info Request (GADDTL)	New Transcript Required (GNEWTS)	Completed	The document you submitted for the institution listed on this To Do Item is not a copy of an official transcript. Please submit a transcript that includes both the institutional seal and official signature of the Registrar or Recorder of Records. Submission Options: To upload a PDF copy of the transcript, copy and past this link into your browser address bar and then

STUDENT TO DO

- Specific Checklist Items can be **Added** and **Updated** on this tab.
- Department Administrators can Update (Complete, Waive) specific Checklist Items in GRADS.



Add Checklist Items



STUDENT TO DO

- The following Checklist Items can be **Updated** from within GRADS and the action will write back to PeopleSoft.

(GREGMT) GRE or GMAT Test Score
(GADVRQ) Advisor Request
(GDEPTC) Contact Academic Department
(GESSAY) Creative/Scholarly Writing
(GCTRAN) Official Transcript
(GDPRQ) Departmental Prerequisites
(GGPRST) Submit Statement of Acad. Goal
(GACWRT) Academic Writing Sample
(GRESUM) Resume or CV
(GLORNW) New Letter of Recommendation

Personal Goals (GGPRST)	Submit Statement of Acad. Goal (GGPRST)	Initiated Complete ✓ Waive ⚙	Missing Personal Statement or Statement of Academic Goals: Review the application requirements on the program's web page for details about format and/or length - some programs refer to this item as an Autobiography. If you have questions, please contact the academic program directly. Submit your statement to the Graduate College for processing at 1 Ohio University, 220 RTEC, Athens, OH 45701 or to upload the document, copy and paste the link into your browser address bar and follow the instructions: https://www.ohio.edu/graduate/prospective-students/upload-supplemental-application-materials
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PRIOR EDUCATION

The Prior Education tab will show all of the previous education the applicant reported on their application. If they reported one institution, one will show here. If they reported ten institutions, ten will show here.

Note: Graduate College staff will add institutions not listed on the application if they are listed on a transcript.

Note: Each institution the applicant reported that they attended will display on the Prior Education Tab. You will only see confirmed degree information and GPA if the Graduate College has received and processed the transcript in question.

Application		Student To Do		Prior Education		Tests	Documents	Comments
PS Comm	GC Comm	Action History						
School	Level	ATP Code	External Org ID	Last Modified	Degree	Degree Status	Degree Confer Date	Are Stu
Northwstrn University*	Post-Secnd	1565	0000041929	06/28/2018	BACH-RPT (Bachelor Self-Reported)	Incomplete	06/01/2004	The

PRIOR EDUCATION: PRIORITY REVIEW REQUESTS

For international applicants, there is a Priority Review option. This will record your request for a review of the application by the Graduate College. This review will include a GPA calculation. Please allow three to five business days for the calculation to be completed.

Click this button to request a Priority Review

Application	Student To Do	Prior Education	Tests	Documents	Comments	PS Comm	Action History		
<input type="checkbox"/> Request Credential Evaluation (priority review)		Credential Evaluation History							
No Calculation Requested									
School	Level	ATP Code	External Org ID	Last Modified	Degree	Degree Status	Degree Confer Date	Area of Study	GPA
Mu'tah University	Post-Secnd	107196	0002027306	09/20/2018	BACH-RPT (Bachelor Self-Reported)	Incomplete	06/01/2013	Civil engineering	NC



PRIOR EDUCATION: PRIORITY REVIEW

. When a Priority Review request is submitted the Prior Education tab will include a notation that a request was submitted and by whom. While the request is being processed a 1. "Calculation Pending" note will appear and when it is completed, the notation will be updated with 2. "Evaluation Completed Date: MO/DAY/YR" will display. You can use the filter, 'Credential Evaluation History' to review if the calculation has been completed.

Application	Student To Do	Prior Education	Tests	Documents	Comments	PS Comm	Action History		
<input type="radio"/> Request Credential Evaluation (priority review)		Credential Evaluation History							
1 By user: Thomas Riggs . Date: 09/05/2018 03:01:35 pm		2 Evaluation Completion Date: 09/07/2018 03:58:58 pm							
School	Level	ATP Code	External Org ID	Last Modified	Degree	Degree Status	Degree Confer Date	Area of Study	GPA
Sharif University of Technology	Post-Secnd	I06880	0002026990	04/09/2018	BACH-RPT (Bachelor Self-Reported)	Incomplete	08/01/2018	Chemical Engineering	3 on 4PT
ENLI									
Student educational background is US Bachelor's equivalent. B.S. Chem. Eng.: Aug. 2018. GPA 15.20/20 = B. Need official transcript and degree certificate in both languages upon arrival.									

TESTS TAB

The Tests tab will show you test scores officially reported by the testing service that have been loaded into PeopleSoft and matched with the student record. The test score types (or Test IDs) are GRE, TOEFL, GMAT, IELTS, etc.

- ✓ Expired scores will appear in red
- ✓ GRE and GMAT scores are valid for five years
- ✓ TOEFL and IELTS scores are only valid for two years

Test ID	Test Component	Score	Percentile	Test Date	Date Loaded	Data Source
GRE	NQUAN	156	64	12/20/2014	01/02/2015	ETS
GRE	NVERB	144	22	12/20/2014	01/02/2015	ETS
GRE	WR	2.5	7	12/20/2014	01/02/2015	ETS
GRE	PH	710	54	10/25/2014	11/25/2014	ETS
IELTS	COMP	6.5	0	11/09/2013	03/06/2015	SCH
IELTS	LISTN	5.5	0	11/09/2013	03/06/2015	SCH
IELTS	READ	7	0	11/09/2013	03/06/2015	SCH
IELTS	SPEAK	6.5	0	11/09/2013	03/06/2015	SCH
IELTS	WRIT	6.5	0	11/09/2013	03/06/2015	SCH
TOEFL	COMPI	89	0	10/03/2015	10/19/2015	ETS
TOEFL	LISCI	24	0	10/03/2015	10/19/2015	ETS
TOEFL	READI	22	0	10/03/2015	10/19/2015	ETS
TOEFL	SPKI	20	0	10/03/2015	10/19/2015	ETS
TOEFL	WRITI	23	0	10/03/2015	10/19/2015	ETS

Expired scores will display in red

DOCUMENTS TAB

Any documents uploaded or scanned for the purposes of applying to Graduate admission will display here. Click on any document and it will open in another window.

Note: Transcripts will display against every application that the student submits.

Application	Student To Do	Prior Education	Tests	Documents	Comments	PS Comm
Application Document Type						Scan Date
Application						01/14/2015
Letter of Recommendation						01/16/2015
Letter of Recommendation						01/20/2015
Letter of Recommendation						01/20/2015
Resume/CV						01/14/2015
Statement of Goals/Plan/Purpose						01/14/2015
Writing Sample						01/14/2015
Writing Sample						01/14/2015
REC - Correspondence - Registration Related						05/13/2016
Transcripts - College - Ohio Univ Athens						04/24/2014
Transcripts - College - Tidewater Community College						02/18/2015
Transcripts - College - Christopher Newport University						02/18/2015
Lifecycle Document Type						Scan Date
OGA - Certification of Oral English Proficiency for TA						09/29/2016

Any document relating to admission applications will appear under the "Application Document Type" section

Any post-admit document or will appear under the "Lifecycle Document Type" section

DOCUMENTS TAB:

TIMELINE FOR APPLICATION & DOCUMENT DISPLAY

Here's how the documents and application data are flowing through the systems (there may be variances):

- **Business Day 1:** Student submits CollegeNet application.
- **Day 2 (or next Ohio University Business Day):** Typically before noon, application data and documents are sent to OHIO systems (PeopleSoft Application Record is created and documents are pushed to OnBase). At this point, the PeopleSoft application is created and the record appears in GRADS but the documents for the new applicant are still Orphans in OnBase (each document needs to be matched to the student's unique application record).
- **Day 3 (or next Ohio University Business Day):** Early morning, typically before 10 am, OnBase systematically matches CollegeNet documents to PeopleSoft application records which allows the documents to render in GRADS.

You should expect new applications in GRADS to display documents within 48 hours of application submission or **one business day after the date that the application record is created in PeopleSoft** (shown in the screenshot below). Any subsequent documents that are sent to the Graduate College will display in GRADS as soon as the document has been pushed into OnBase, indexed and matched to a PID/application (this typically less than 24 hours).

Application Status History:		
Status	Details	Effective Date
Applicant		11/21/2016

This is the date the PeopleSoft application was created which is one business day after the application was submitted to CollegeNET.

COMMENTS TAB

Any program, department or college level user with read/write access may add comments to an application. The comments will display on the Comments Tab.

Note:

Please use discretion when writing comments in GRADS. Although these comments aren't currently visible to the applicant, when using this feature, write comments as if the applicant could view them.

Note:

International Records Management Staff may include notes on Credential Evaluations on the Comments Tab.

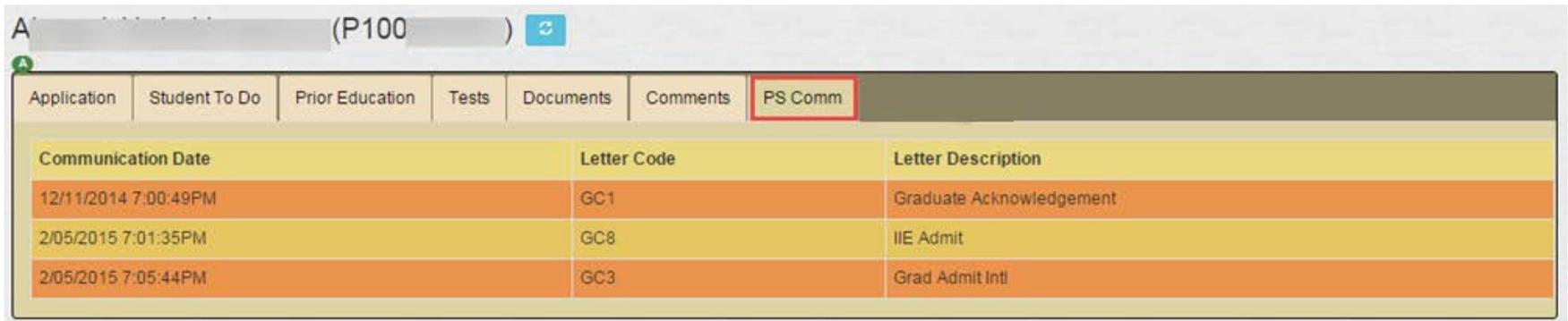
The screenshot displays a navigation bar with tabs: Application, Student To Do, Prior Education, Tests, Documents, Comments, PS Comm, and Action History. The 'Comments' tab is active. Below the tabs, a comment is shown with the text 'Recommend for admission.' The author's name 'Lisa Dael' is highlighted with a yellow box and labeled 'Who wrote the comment'. The date and time '02/26/2019 03:36:09' is also highlighted with a yellow box and labeled 'Date and time of the comment'. Below the comment text is a 'New Comment' input field.

PS COMM TAB

All users, regardless of permissions level, can now see a list of all of the communications that were sent through PeopleSoft (PS Comm = PeopleSoft Communications). This includes application acknowledgement letters, admission letters, withdraw letters, missing information letters, etc. In this release, the user will be unable to view the actual content of the letter. However, the Graduate College will continue to advocate for a future release that will include the content of the letters but no timeline has been identified for this change. A description of the content of the letters is included in the user guide.

This new tab will include the following information:

- Communication Date: When the letter was sent by PeopleSoft
- Letter Code: The PeopleSoft CommGen code correlating to the letter in question
- Letter Description: The description or title of the letter



The screenshot shows a web interface with a search bar at the top containing 'A' and '(P100)'. Below the search bar is a navigation menu with tabs: Application, Student To Do, Prior Education, Tests, Documents, Comments, and PS Comm (which is highlighted with a red border). Below the tabs is a table with three columns: Communication Date, Letter Code, and Letter Description. The table contains three rows of data.

Communication Date	Letter Code	Letter Description
12/11/2014 7:00:49PM	GC1	Graduate Acknowledgement
2/05/2015 7:01:35PM	GC8	IIE Admit
2/05/2015 7:05:44PM	GC3	Grad Admit Int!

ACTION HISTORY TAB

A new tab, **Action History**, is now available and will show ALL actions performed inside of GRADS (actions from the menu of options). For example, users will be able to see the User ID of the person who requested an English Waiver or processed a Deny action.

Application	Student To Do	Prior Education	Tests	Documents	Comments
PS Comm	GC Comm	Action History			
Application Action History:					
Performed On		Action	Performed By		
09/18/2018 12:06:13PM		Added Checklist Item	raya		

YOUR INCOMPLETE APPLICANT LIST

Your Incomplete applicant list includes applications that are still pending receipt of at least one of these items:

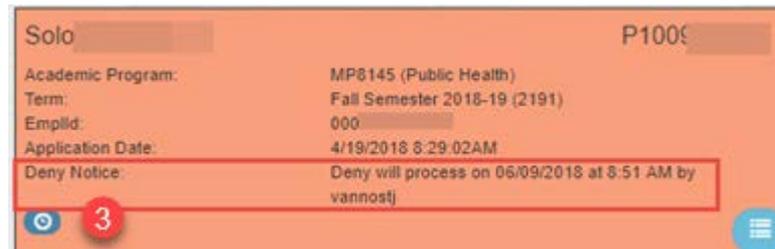
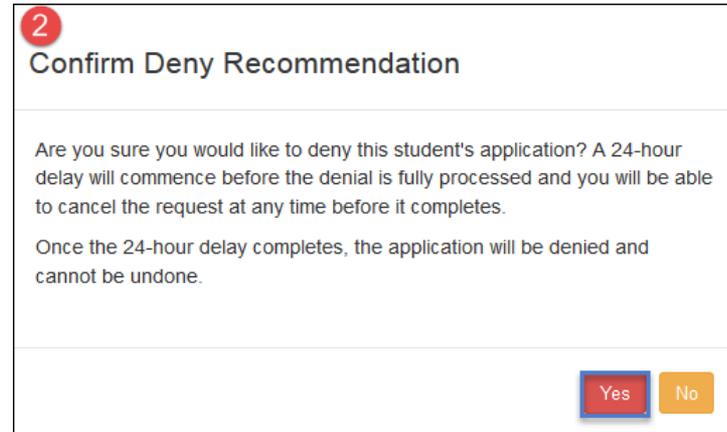
- 1) A bachelor's degree granting transcript.
- 2) All felony or disciplinary reviews must be complete and a "Defer Decision" row will appear under the Application Status History while these reviews are still pending.
- 3) The application must be paid for and signed.

The screenshot shows a web interface titled "Incomplete Applications". At the top, there are search filters for "Student ID", "Name", "Plan", and "Term". Below these are buttons for "Incomplete", "Reviewable", and "Any", along with icons for filtering, sorting, and deleting. The main area displays a list of applications, each with details such as "Academic Program", "Term", "Emplid", and "Application Date". A context menu is open over the second application, listing actions: "Add Checklist Item", "Deny Application", "Flag Application", "Request Bachelor Equivalency Waiver", "Waitlist", and "Withdraw Application".

Student ID	Name	Plan	Term
[Redacted]	[Redacted]	P100	[Redacted]
[Redacted]	[Redacted]	P100	[Redacted]
[Redacted]	[Redacted]	P100	[Redacted]
[Redacted]	[Redacted]	P100	[Redacted]
[Redacted]	[Redacted]	P100	[Redacted]
[Redacted]	[Redacted]	P10	[Redacted]

These are the available actions to take on Incomplete applications.

DENY APPLICATION



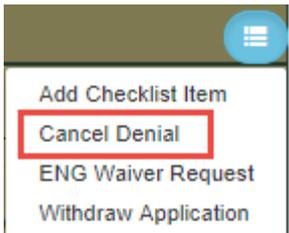
This action is also available if the record falls under the Reviewable list.

CANCEL PENDING DENY

You may cancel a pending Deny request any time during the 24-hour wait period. A record is pending Deny when this icon is linked to the record:

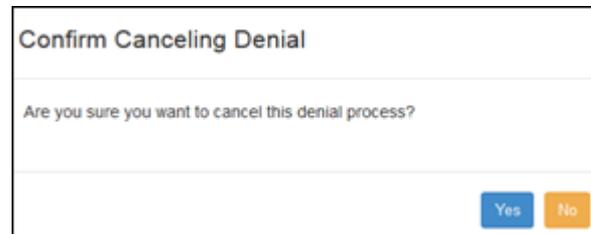


1. Simply find the applicant using the search feature or the **Denial Pending** filter. Then, from the menu of options, click **Cancel Denial**.



The Cancel Denial feature can be found under the Incomplete or Reviewable list of applicants when there is a pending Deny on the record.

2. Upon clicking **Cancel Denial**, this confirmation screen will pop up.



Click **'Yes'** to cancel the denial request or click **'No'** to keep the denial pending.

This action is also available if the record falls under the Reviewable list.

WAITLIST

1

- Deny Application
- Flag Application
- Waitlist
- Withdraw Application
- Request Bachelor Equivalency Waiver
- Add Checklist Item

Confirm Wait List 2

Are you sure you would like to waitlist this application?

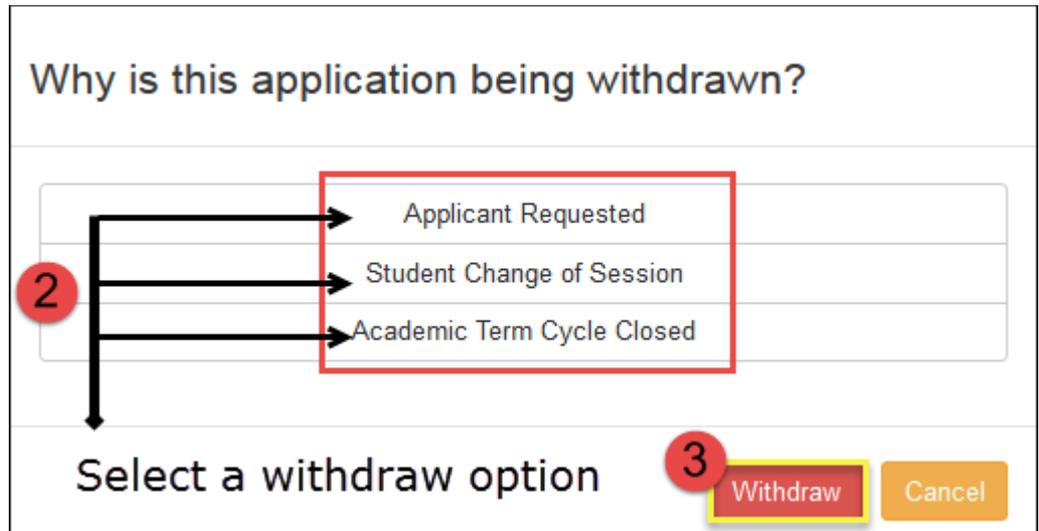
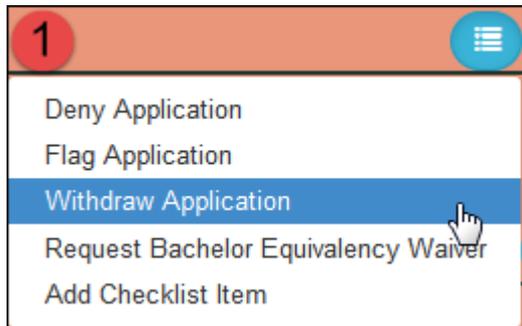
Yes No

Application Status History:

Status	Details	Effective Date
3 Waitlisted	Waitlisted	10/06/2014
Applicant		07/14/2014

This action is also available if the record falls under the Reviewable list.

WITHDRAW APPLICATION



This action is also available if the record falls under the Reviewable list.

INCOMPLETE APPLICATIONS: BACHELOR EQUIVALENCY WAIVER

- From the Incomplete list of applicants, find your applicant and click on the menu of options and then select “Request Bachelor Equivalency Waiver”.
- Follow the on screen instructions.

Request Bachelor Degree Granting Transcript Waiver

In order to properly request a waiver of a Bachelor Degree Granting transcript and move this application to review status, you will need to submit a form to The Graduate College office and click he "Request" button below. Please download the following form and submit it, electronically to the graduate college office by email to gcadm@ohio.edu

[Bachelor Equivalence Waiver Form](#) **1**

Once you've downloaded the form (and ideally, completed it), please click "Request" to initiate the review process.

Fill out the form below and follow the instructions, then email to the Graduate College:

2

Please fill out the following form. You can save data typed into this form.

GRADUATE COLLEGE
OHIO UNIVERSITY
Bachelor Equivalence Waiver Form

Applicant Information		
Last, First Name	Campus ID	Entry Term
Previous Names	College	Degree Code
Department	College	Campus

Academic Department Request

In the space below document skills and work experiences that strengthen and enhance the applicant's educational background and demonstrate his/her ability to succeed in this graduate academic program.

Date of Request:

Departmental Rationale for Waiver Request: *(attach additional documents if necessary)*

Don't forget to click "Request".

Request Bachelor Degree Granting Transcript Waiver

In order to properly request a waiver of a Bachelor Degree Granting transcript and move this application to review status, you will need to submit a form to The Graduate College office and click he "Request" button below. Please download the following form and submit it, electronically to the graduate college office by email to gcadm@ohio.edu

[Bachelor Equivalence Waiver Form](#)

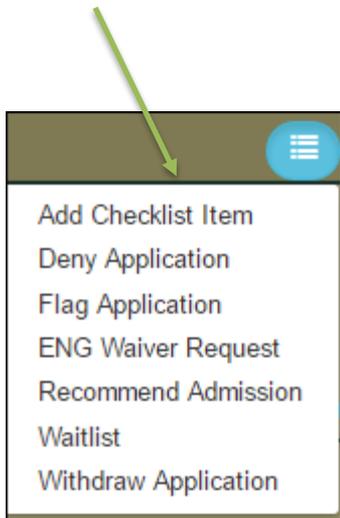
Once you've downloaded the form (and ideally, completed it), please click "Request" to initiate the review process.

3

YOUR REVIEWABLE APPLICANT LIST

The Reviewable list is essentially your work list of applicants who are admissible.

These are the actions available for the Reviewable list:



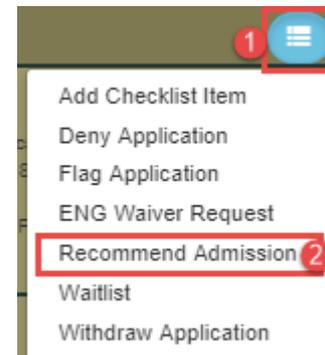
- **Recommend Admission:** This action puts the application in a queue pending Graduate College approval.
- **ENG Waiver Request:** This action will initiate an English Proficiency Waiver using Qualtrics.
- **Add Checklist Item:** This action writes directly to PeopleSoft.
- **Deny Application:** This action writes directly to PeopleSoft and will Deny the application after a 24 Hour waiting period.
- **Flag Application:** Flagging an application pulls the record into a filtered list.
- **Waitlist:** This action writes directly to PeopleSoft.
- **Withdraw Application:** This action writes directly to PeopleSoft.

REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION

The assigned English Proficiency Person Comment will drive the type of admission options you have available for a given applicant. The English Proficiency Person Comment is established based on available official English Proficiency Test Scores (IELTS, TOEFL, etc.), academic history or any English Proficiency Waiver.

The English Proficiency Level determines the type of Admission Offer that can be extended to the applicant: Full Admission, Full Admission with Funding, English Provisional Admission, etc.

1. To Recommend Admission, click on the menu of options
2. Click “Recommend Admission”



REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION

- Select the type of admission option/scenario you'd like to offer to the applicant, and then click **OK** to proceed with the admission recommendation.
 - Or - Select **Flag for Follow-Up** to flag and come back to this record.
 - Or - Select **Cancel** to stop working on this application.
 - **If you want to offer Full Admission and the admission scenario is not available, click on **Request English Proficiency Waiver** button to begin the waiver process.
- **You must submit the English Proficiency Waiver prior to recommending admission.**

The screenshot shows a web interface for recommending admission. At the top, it says "Please select one of the following available admission scenarios for [Applicant Name]:". Below this is a grey box with the text: "Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE." Underneath this box, the text "English Provisional" is visible. A blue button labeled "Request English Proficiency Waiver" is positioned below the grey box. At the bottom of the interface are three buttons: "OK", "Flag for Follow-Up", and "Cancel".

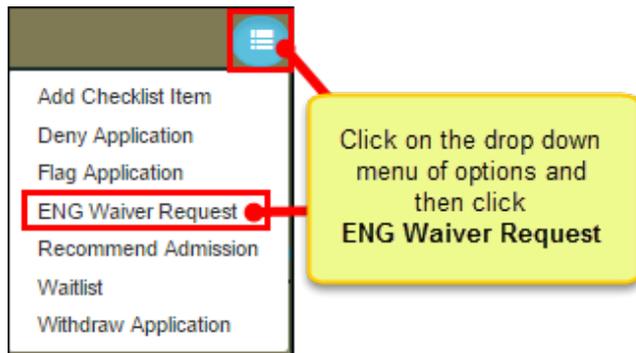
Annotations on the right side of the screenshot:

- An arrow points from the text "English Proficiency Comments will appear here" to the top right corner of the interface.
- An arrow points from the text "Current admission options for this applicant will show here" to the grey box containing the English proficiency message.
- An arrow points from the text "If you would like to offer a different admission scenario not listed on this window, complete the available English Proficiency waiver and await decision before you Recommend Admission." to the "Request English Proficiency Waiver" button.

ENGLISH PROFICIENCY WAIVER (QUALTRICS)

IMPORTANT: When requesting an English Proficiency Waiver, **do not** Recommend Admission at the same time. Departments should wait to Recommend Admission until the waiver has been approved or denied. If the waiver is approved, additional admission options will be available to you. You may access the **ENG Waiver Request** through the drop down menu or through the Recommend Admission window.

1) From the drop down menu of options, select ENG Waiver Request

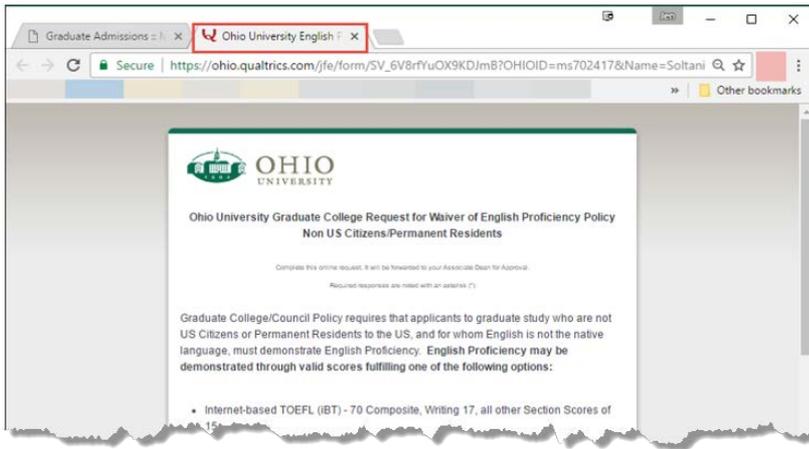


2) Click the Request button to initiate the waiver and follow the on screen instructions.

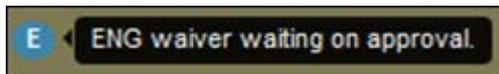


ENGLISH PROFICIENCY WAIVER (QUALTRICS)

3) The Qualtrics waiver form will render in a new tab in your browser.



5) Once the user has requested the English Proficiency Waiver via the Qualtrics form, the applicant tag will show a blue “E” icon against the applicant record in the GRADS system. Once approved, the “E” icon will turn green.



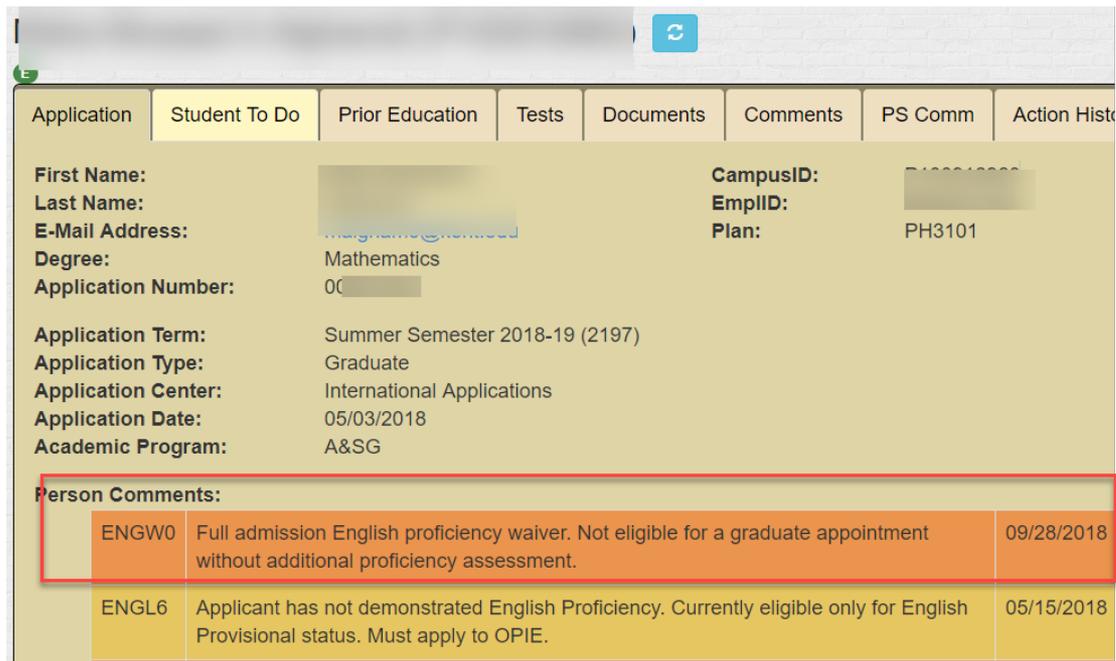
4) Complete the online request. Required responses are noted with an asterisk (*). Upon clicking submit at the bottom of the form, the user will be presented with a confirmation screen indicating that a link to the form will be forwarded to the Associate Dean for Approval.



6) Once the Associate Dean acts on the waiver request, the Graduate College will review to make the final decision on the waiver.

ENGLISH PROFICIENCY WAIVER PERSON COMMENTS

When English Proficiency Waivers are submitted **and approved** through Qualtrics, a **new** waiver related Person Comment will be added to the record.



The screenshot shows a web interface for a student application record. The top navigation bar includes tabs for Application, Student To Do, Prior Education, Tests, Documents, Comments, PS Comm, and Action Hist. The main content area displays student information and application details. A red box highlights the 'Person Comments' section, which contains two entries:

Code	Comment	Date
ENGW0	Full admission English proficiency waiver. Not eligible for a graduate appointment without additional proficiency assessment.	09/28/2018
ENGL6	Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE.	05/15/2018

ENGLISH PROFICIENCY WAIVER PERSON COMMENTS TABLE

New English Proficiency Waiver Related Person Comments	
Person Comment Code	Comment Description
ENGW0	Full admission English proficiency waiver. Not eligible for a graduate appointment without additional proficiency assessment.
ENGW1	Full admission English proficiency waiver; eligible for RA/GA or GRS funding with concurrent ELIP coursework. Must take corresponding ELIP course. Not eligible for a TA appointment.
ENGW2	Full admission English proficiency waiver; eligible for RA/GA/TA or GRS funding with concurrent ELIP coursework. Must take SPEAK test upon arrival to confirm eligibility. A TA appointment requires demonstration of spoken English proficiency.
ENGW3	Full admission English proficiency waiver; eligible for RA/GA or GRS funding. Not eligible for a TA appointment. No further testing required.
ENGW4	Full admission English proficiency waiver; eligible for RA/GA/TA or GRS funding. Must take SPEAK test upon arrival to confirm eligibility. A TA appointment requires demonstration of spoken English proficiency.

These waiver related Person Comments will drive the admission options available on the Recommend Admission window.

REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION ENGL4 US CITIZEN/PERMANENT RESIDENT

The assigned English Proficiency Comment will drive the type of admission options you have available for a given student.

The **ENGL4** level indicates that the applicant is a US Citizen/Permanent Resident and English is not the native language. GRADS will require the department to indicate if they Waive or Do Not Waive further English Proficiency Testing for the applicant.

The screenshot shows a web application interface for reviewing student applications. The top navigation bar includes tabs for 'Application', 'Student To Do', 'Prior Education', 'Tests', 'Documents', 'Comments', and 'PS Comm'. The main content area displays student information: First Name, Last Name, E-Mail Address (@hotmail.com), Degree (Physics), Application Number (00), Application Term (Fall Semester 2016-17 (2171)), Application Type (Graduate), Application Center (International Applications), Application Date (01/06/2016), and Academic Program (A&SG). A dropdown menu is open, showing options: 'Add Checklist Item', 'Deny Application', 'Flag Application', 'ENG Waiver Request', 'Recommend Admission' (highlighted with a red box), 'Waitlist', and 'Withdraw Application'. A tooltip message reads 'Recommend that this applicant be admitted.' The 'ENGL4' level is highlighted in a red box, with a corresponding comment: 'US Citizen/Perm Resident - English Language Academic background and/or Work exp Admission with or without Academic Conditions. Dept can request exemption from English Proficiency Testing.' Below this, a table lists 'Potential Advisor' as Arthur Smith, Saw-Wai Hla, Gang Chen, with a date of 01/06/2016.

ENGL4 US CITIZEN/PERMANENT RESIDENT ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

Upon clicking “Recommend Admission” from the menu of options, you will see a prompt to Waive or NOT Waive further English Proficiency testing:

Please select one of the following available admission scenarios for :

US Citizen/Permanent Resident with English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission, with or without Academic Conditions. Department can request exemption from English Language Proficiency Testing.

- Applicant is a US Citizen/Permanent Resident. Department waives any further English Proficiency testing.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score

OK Flag for Follow-Up Cancel

ENGL4 US CITIZEN/PERM RESIDENT

ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

- If the department opts to Waive future English Proficiency Testing, the following admission options will display:

Full Admission Offered – OR - Conditional Academic

Please select one of the following available admission scenarios for []:

US Citizen/Permanent Resident with English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission, with or without Academic Conditions. Department can request exemption from English Language Proficiency Testing.

Applicant is a US Citizen/Permanent Resident. Department waives any further English Proficiency testing.

Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score

Full Admission Offered
Conditional Academic

OK Flag for Follow-Up Cancel

- If user selects Full Admission Offered, the funding options will display and the user can process the Admission Recommendation with or without funding.

- If the user selects Conditional Academic, the Admission Conditions text box will display and require the user to outline the conditions for unconditional admission.

- If the department does NOT waive future English Proficiency Testing, these options will display:

Conditional Academic/English – OR - English Conditional

User will be prompted to add Admission Condition notes:

Please select one of the following available admission scenarios for []:

US Citizen/Permanent Resident with English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission, with or without Academic Conditions. Department can request exemption from English Language Proficiency Testing.

Applicant is a US Citizen/Permanent Resident. Department waives any further English Proficiency testing.

Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score

Conditional Academic/English
English Conditional

Selected: Conditional Academic/English

Admission Conditions

List the conditions which must be met for the applicant to qualify for unconditional admission.

[]

OK Flag for Follow-Up Cancel

ENGL4 US CITIZEN/PERMANENT RESIDENT DEPARTMENTAL ENGLISH WAIVER

Upon submitting the Admission Recommendation, the admission scenario is added to the Application tab along with the person who made the recommendation, the date and a note indicating “Department waives further English Proficiency Testing”.

If the department elected not to waive further English Proficiency testing, then there will be no additional note on the Admission Recommendation scenario captured on the Application tab.

Application Term:	Fall Semester 2016-17 (2171)
Application Type:	Graduate
Application Center:	International Applications
Application Date:	01/13/2016
Academic Program:	ENTG
External Funding:	2000
Funding Notes:	Funded by Gov Agency
Admission Recommendation:	
Scenario	Full Admission Offered
Date Created	Mar 4, 2016 10:10:23 AM
Requested By	riggst
Department waives further English Proficiency Testing	
Person Comments:	
ENGL4 US Citizen/Perm Resident - English Language Academic backgr	

REVIEWABLE APPLICATIONS: RECOMMENDING ADMISSION ENGL5 OHIOU STUDENT

The assigned English Proficiency Comment will drive
the type of admission options
you have available for a given student.

The ENGL5 indicates that the applicant has or **will** earn a bachelor's or advanced OHIO degree within the past two years. The academic program can exempt the applicant from English proficiency testing **except if offering a TA appointment.**

Application Term:	Spring Semester 2018-19 (2195)	
Application Type:	Graduate	
Application Center:	International Applications	
Application Date:	07/02/2018	
Academic Program:	A&SG	
Person Comments:		
ENGL5	OHIOU student - Has or will have bachelor's or advanced OHIOU degree within the past two years. Academic program can exempt from English proficiency testing except if offering a TA appointment. All TAs are subject to spoken English proficiency testing.	10/01/2018

ENGL5 OHIOU STUDENT ADMISSION RECOMMENDATION/ENGLISH WAIVER

Please select one of the following available admission scenarios for :

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student's native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.

OK

Flag for Follow-Up

Cancel

The best student-centered learning experience in America



OHIO
UNIVERSITY

ENGL5 OHIOU STUDENT

ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

- If the department opts to waive future English Proficiency Testing, the following admission option will display: **Full Admission Offered**

Please select one of the following available admission scenarios for

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student's native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.

Full Admission Offered

- If the department does NOT waive future English Proficiency Testing, the following admission option will display: **English Provisional**

Please select one of the following available admission scenarios for

The international applicant has earned (or will earn) a degree from Ohio University within the last two years. English is not the student's native language. The department can request exemption from English Language Proficiency testing. Students who are offered a teaching assistantship (TA) must meet spoken English proficiency requirements before beginning instructional duties (please refer to the Graduate Catalog).

- Department waives any further English Proficiency testing, with the exception of demonstration of spoken English Proficiency if the student is being offered a TA.
- Department does NOT waive further English Proficiency testing. Applicant is required to submit an English Proficiency test score.

English Provisional

The best student-centered learning experience in America



OHIO
UNIVERSITY

ENGL5 OHIOU STUDENT

ADMISSION RECOMMENDATION/ENGLISH WAIVER INSTRUCTIONS

Once you choose an admissions scenario, the Application tab will display the scenario, date created and the requestor.

Application Term:	Spring Semester 2018-19 (2195)
Application Type:	Graduate
Application Center:	International Applications
Application Date:	07/02/2018
Academic Program:	A&SG
Admission Recommendation:	
Scenario	Full Admission Offered
Date Created	Oct 1, 2018 1:57:57 PM
Requested By	morrisk
Person Comments:	
ENGL5	OHIOU student - Has or will have bachelor's or ad

FULL ADMISSION: FUNDING OPTIONS

Funding options are **ONLY** available for Full Admission Offers.

Departments will still need to follow any OGA submission processes as funding decisions in GRADS are not integrated with OGA.

Please select one of the following available admission scenarios for [redacted]:

Full Admission Offered

Selected: Full Admission Offered

Funding

If offering funding, please indicate the type and amount below. This information is necessary for issuing an I-20 to an international student. Note: This does not replace creation of an appointment in the OGA system.

TA Requirements

To be offered and serve as a teaching assistant, one of the following requirements must be met:

- IBT - 80 Composite, Speaking score of 24
- IELTS - Speaking 7.0
- Paper TOEFL - 550 Total, SPEAK Test of 230

Provisional teaching assistantships may be offered if applicants meet one of the requirements below and concurrently enroll in a specified ELP course:

- IBT - 80 Composite, Speaking score of 21
- IELTS - Speaking 6.5
- Paper TOEFL - 550 Total, SPEAK Test of 190

This information can also be found at: <https://www.ohio.edu/graduate/english/proficiency.cfm>

Type

None RA TA GA Graduate Recruitment Scholarship

Stipend

	Fall	Spring	Summer
\$	1000	1000	0

Tuition

	Fall			Spring			Summer		
	Full	Half	Partial	Full	Half	Partial	Full	Half	Partial
\$							500		

Tuition set to default on Full. Full and Half tuition are pre-set amounts based on tuition rates for that term. If you are offering a tuition amount that varies from Full or Half, select Partial and enter the dollar amount. If not offering a tuition scholarship for one of the terms, select Partial and enter 0.00 for that term.

OK Flag for Follow-Up Cancel

Select the funding type.

Enter the Stipend amounts for each term, even if you are offering 0 dollars.

Enter the tuition amount.
- If **full** tuition, click **Full** and the system will derive a value but will not show the value.
- If **half** tuition, click **Half** and the system will derive a value but will not show the value.
- If any amount other than **FULL** or **HALF**, click **Partial** and enter the amount -- 0 for zero dollars, 500 for 500 dollars, etc.

CONDITIONAL OR ENGLISH PROVISIONAL ADMISSION

Please select one of the following available admission scenarios for [redacted]:

English proficiency not demonstrated; currently eligible for English Provisional Admission only. Can request waiver to allow test upon arrival.

Select one admission option

English Provisional

Request English Proficiency Waiver

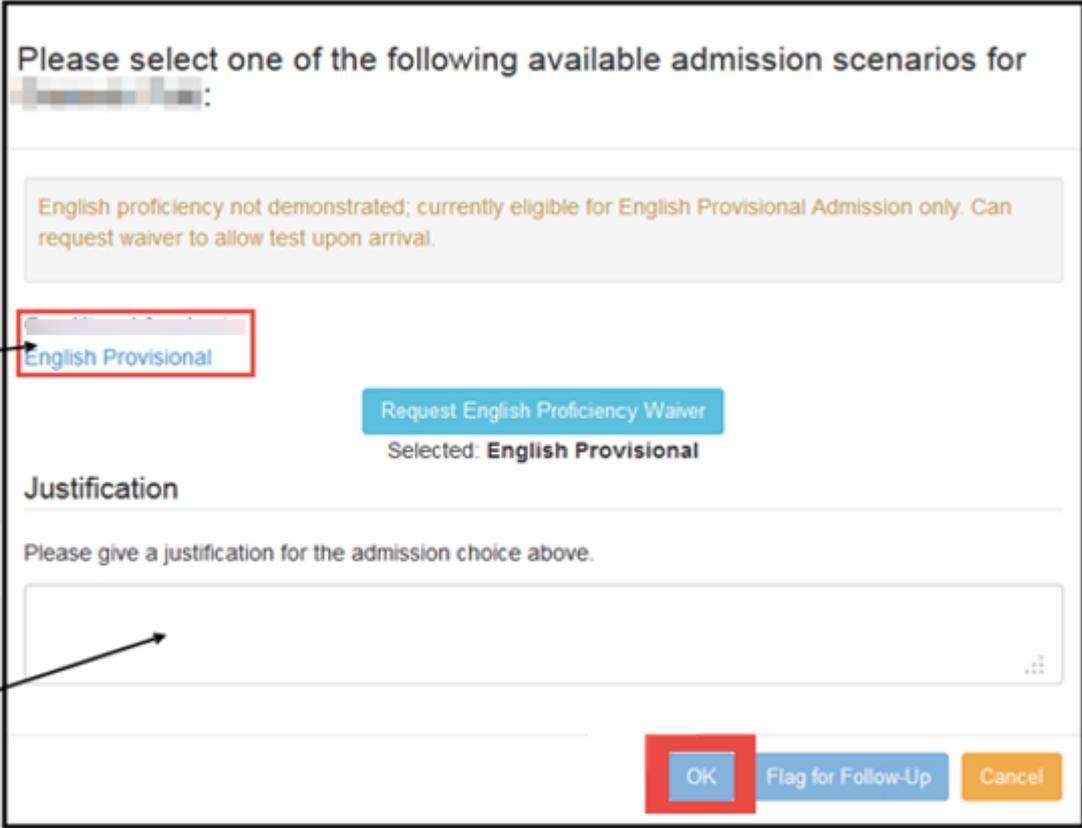
Selected: **English Provisional**

Justification

Please give a justification for the admission choice above.

If prompted, type in your justification for the conditional or provisional admission.

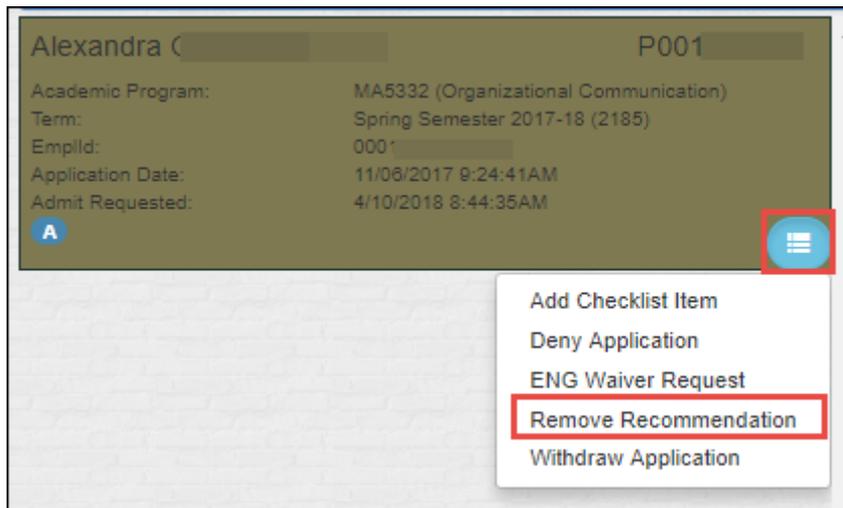
OK Flag for Follow-Up Cancel

The image shows a web-based form for selecting an admission scenario. At the top, it asks the user to select one of the following scenarios for a specific student (name redacted). A single scenario is listed: 'English proficiency not demonstrated; currently eligible for English Provisional Admission only. Can request waiver to allow test upon arrival.' Below this, there is a dropdown menu where 'English Provisional' is selected and highlighted with a red box. An annotation 'Select one admission option' with an arrow points to this dropdown. To the right of the dropdown is a blue button labeled 'Request English Proficiency Waiver'. Below that, it says 'Selected: English Provisional'. Underneath is a section titled 'Justification' with a text area and a prompt: 'Please give a justification for the admission choice above.' An annotation 'If prompted, type in your justification for the conditional or provisional admission.' with an arrow points to this text area. At the bottom right, there are three buttons: 'OK' (highlighted with a red box), 'Flag for Follow-Up', and 'Cancel'.

REMOVE ADMISSION RECOMMENDATION

If you've submitted an admission recommendation and need to cancel it for any reason, as long as the admit pending icon is still linked to the record, you can Remove Recommendation.

Click on the applicant record with the blue admit pending icon  Click on the menu of options and select Remove Recommendation.



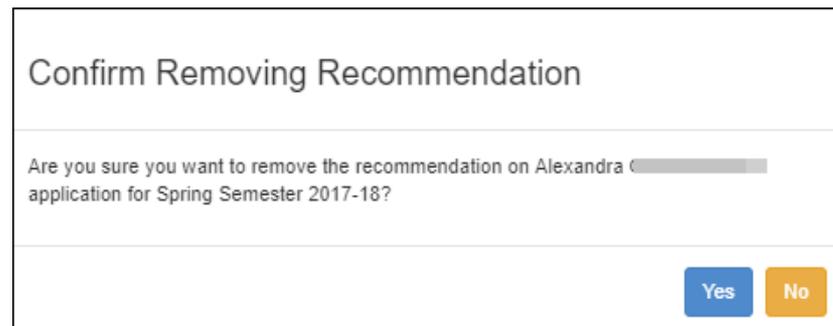
Alexandra C P001

Academic Program: MA5332 (Organizational Communication)
Term: Spring Semester 2017-18 (2185)
EmplId: 000
Application Date: 11/06/2017 9:24:41AM
Admit Requested: 4/10/2018 8:44:35AM

- Add Checklist Item
- Deny Application
- ENG Waiver Request
- Remove Recommendation**
- Withdraw Application

This message will pop up. Select Yes to remove the recommendation, or select No to keep the recommendation.



Confirm Removing Recommendation

Are you sure you want to remove the recommendation on Alexandra C application for Spring Semester 2017-18?

COLLABORATING WITH OHIO STAFF

FLAG FOR FOLLOW-UP

- If you work with a group of staff to review applications for admission, you can leverage the “Flag for Follow-Up” feature.
- Using this feature, a responsible user can identify the admission scenario to recommend for an applicant, flag the record so other users can review the flagged record by using the “Flagged for Follow-Up Filter”. Once a decision has been made, a responsible user can submit the final admission recommendation.

Please select one of the following available admission scenarios for **XXXXXX XXXXXXXX**:

Select the admission scenario. If conditional is selected, you may not offer

Full Admission Offered
Conditional Academic

Selected: Full Admission Offered

Funding

Type: None RA TA GA Graduate Recruitment Scholarship

Fall Spring Summer

Stipend: \$ 1000 \$ 1000 \$ 0

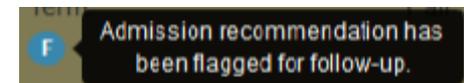
Tuition: Full Half Partial Full Half Partial Full Half Partial

\$ \$ \$

OK Flag for Follow-Up Cancel

Select the funding type and then enter the applicable amounts.

Records that have been “Flagged for Follow-Up” will show a blue “F” icon:



COLLABORATING WITH OHIO STAFF

FLAG FOR FOLLOW-UP FILTER

TIP: To email the person who made the recommendation, click the email address:

Please select one of the following available admission scenarios for [redacted]:

Recommended by nicej@ohio.edu

US Citizen/Permanent Resident with English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission, with or without Academic Conditions. Department can request exemption from English Language Proficiency Testing.

Full Admission Offered
Conditional Academic

Request English Proficiency Waiver
Selected: Full Admission Offered

Admission Conditions

List the conditions which must be met for the applicant to qualify for unconditional admission.

no conditions

Funding

If offering funding, please indicate the type and amount below. This information is necessary for issuing an I-20 to an international student. Note: This does not replace creation of an appointment in the OGA system.

Type

None RA TA GA Graduate Recruitment Scholarship

	Fall	Spring	Summer
Stipend	\$ [input]	\$ [input]	\$ [input]
Tuition	Full Half Partial \$ [input]	Full Half Partial \$ [input]	Full Half Partial \$ [input]

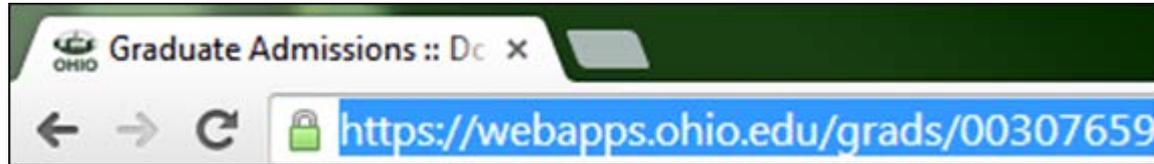
Tuition set to default on Full. Full and Half tuition are pre-set amounts based on tuition rates for that term. If you are offering a tuition amount that varies from Full or Half, select Partial and enter the dollar amount. If not offering a tuition scholarship for one of the terms, select Partial and enter 0.00 for that term.

OK Cancel

- If you or anyone you work with wants to view the records that have been “Flagged for Follow-Up”, simply click on the filter icon and then select “Flagged for Follow-Up”.
- Find the record you want to review and then click “Recommend Admission.”
- Review the admit scenario & any funding recommended and then click “OK” to recommend admit or cancel to move away from the record.
- To **cancel** the flag, access the menu of options and click “Cancel Flag.”

COLLABORATING WITH OHIO STAFF

- You can send someone a quick link that takes the user directly to a single applicant's file in GRADS:



- Simply click on the applicant tag you want to send to someone then copy the URL from your browser and paste it into an email or message. <https://webapps.ohio.edu/grads/00307659>

Note: Only applications that a GRADS user is authorized to view will be accessible with a custom URL. And, if you are not logged in, you will need to login to see any application.

QUESTIONS?

Thank you for your participation!

Need more information about the GRADS system?

Review the GRADS User Guide Online:

https://www.ohio.edu/sites/default/files/sites/graduate/files/GRADS/GRADS%20User%20Guide_NM.pdf

- or -

contact morrisk@ohio.edu or 740-597-2599