A user guide to access and process Graduate College admissions applications. Departmental users will access GRADS (Graduate Review & Admission Decision System) as a primary point of reference for application review and admission decisions. This guide outlines the full set of administrative functions available in GRADS.
Proprietary Information

The Ohio University Graduate Review & Admission Decision System was designed, built and developed at Ohio University by the Information Technology Teams and the Graduate College. The web-based system is hosted, maintained and used internally by Ohio University Graduate College employees and admitting academic departments and shall not be leveraged by any third party without the permission of Ohio University.

Revision History

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<tr>
<th>Author</th>
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<tr>
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Solution Overview
This document outlines instructions for using Ohio University’s Graduate Review & Admission Decision System: GRADS. The full sets of administrative functions are outlined in this user guide. GRADS is a web-based, online system that is used by Graduate College departments beginning Summer Semester 2014 and beyond. Applicants will continue to submit their admissions applications through CollegeNET’s ApplyWeb Online Application System and Departments will continue to receive email notification when students submit applications to their programs. Departments will log into GRADS to view an applicant’s application package along with any associated documents to make admission decisions within GRADS – admission options will display based on the applicant’s English Proficiency.

This solution will allow for all Graduate College Admissions documents to be housed in OnBase. GRADS is integrated with OnBase so that the documents can be viewed by departments within the GRADS system. Any document not uploaded to CollegeNET/ApplyWeb when the applicant submits the online application will need to be submitted through the available upload portal housed on the Graduate College website.
Requesting Access to GRADS

If you require access to review applications for Graduate College admissions, please follow the instructions below:

- Contact the Graduate College, Director of E-Systems: Nikole MOrris
  Email: morrisk@ohio.edu or call 740-597-2599.
- Please Cc your supervisor on the request.
- When requesting access, please include your Name, PID, email address, position title, telephone number, and department name. Please note the permissions level you are requesting by following the guidelines below.

  - Permissions Level Guidelines:
    - **College Level Administrator** – This user level can see all applications for the specified College and can Admit/Deny applications. Please include your college code with your access request.
    - **College Observer** – This user level can see all applications for the specified College and has read only access. Please include your college code with your access request.
    - **Department Administrator** - This user level can see all applications for the specified department and can Admit/Deny applications and has full administrative rights. Please include your department code with your access request.
    - **Department Observer** – This user level can see all applications for the specified department and has read only access. Please include your department code with your access request.
    - **Committee Chair** – This user level can see all applications for a program or set of programs and can Admit/Deny applications with full administrative rights. Please include your program code(s) with your access request.
    - **Committee Member** – This user level can see all applications for a program or set of programs and can comment on the application. User cannot Admit/Deny. Please include your program code(s) with your access request.
    - **Committee Observer** – This user level can see all applications for a set of programs and has read only access. Please include your program code(s) with your access request.

- Once your permissions have been granted, when you login, you will only see applications for programs (plan codes) that you have identified with your access request.
- Please note, to access GRADS, you must have a signed FERPA Compliance Statement on record. If you already have PeopleSoft access, you have already been required to fill out this form. FERPA forms can be found here:

Accessing GRADS
If you have been granted permissions to the GRADS system, you may login using your OHIO ID and password here: https://webapps.ohio.edu/grads. This is a live system. Any actions processed through https://webapps.ohio.edu/grads will write directly to PeopleSoft.

Browser Compatibility (Google Chrome)
When using the GRADS system, Google Chrome is the preferred browser and the documentation in this guide is tailored to Chrome. If you experience issues when using Firefox or IE, please try using Chrome.

GRADS Login Issues?
Clear Browser Cache
If you have problems logging in to GRADS or seeing applications load once you login, try clearing your cache. If clearing cache does not resolve the issue, contact morrisk@ohio.edu For most browser types, cache clearing instructions can be found here: http://www.refreshyourcache.com/en/home/

Here’s how to clear your Google Chrome (most recent version) cache:

1. Open Google Chrome.
2. Click on the Chrome menu on the browser toolbar.
3. Select Tools (or “More tools”).
4. Select Clear browsing data.
5. A dialogue window will appear, providing you with a list of checkboxes for the types of information that you wish to have removed. Make sure Browsing History, Download History Cookies and Cached images and files are checked.
6. You can also set how far back in your browsers history you wish to have removed.
7. Once, you have selected the types of information you wish to remove, click Clear browsing data.
8. Now try to login to GRADS.

Manage Tokens
If you encounter a “Manage Tokens” message and are having problems logging into GRADS, here’s how to correct the problem.
1. Click “Delete My Tokens”
2. Correct the URL so that is shows https://webapps.ohio.edu/grads
3. You’ll be prompted to login again – use your OHIO ID and password
Links to GRADS Training Materials

GRADS User Guide: Current Digital Version
To access a digital PDF copy of the most recent version of this GRADS User Guide, please go to
Grads User Guide

When you’re logged into GRADS, at the top of the page in the right-hand corner, you may also access the GRADS User Guide here:

NOTE: The GRADS User Guide outlines the full set of administrative functions. Users with Faculty Reviewer/Member or Observer access are encouraged to read the self-paced training PDFs below as most of the material in this User Guide is relevant to users with Full Administrative Access.

GRADS Administrator Training (Full Access)
GrADS Administrator Training

GRADS Faculty Reviewer Training PDF (Read + Comment Access)
GrADS Faculty Reviewer Training

GRADS Observer Training PDF (Read Only Access)
GrADS Observer Training
Quick Start Guide

1. Upon login, click on the “Reviewable” list – this is the list of applications that the system will allow you to Admit. Make sure you evaluate the applicant to see if your applicant has met your department’s minimum criteria for admission.

2. Click on any applicant from the list on the left-hand side of the window. Alternately, you may search for an application by PID, Name, Plan or Term using the search fields in the top left-hand corner of the screen.

3. Once you’ve clicked on an applicant on the left, the application data, student to do list, prior education, test scores, documents and comments tabs will render on the right-hand side of the window. Review the application documents and data.

4. Click on the blue menu of options and select an action for the application then follow the prompts.
**GRADS Navigation**

Upon login to the system, the main GRADS page will appear and your default view will list Any applications – click on any of the Applicant Tags on the left-hand side of the page to begin reviewing application information. If you want to start with only complete applications, you must select Reviewable. Navigation options are listed below.

![Diagram showing GRADS navigation options](image)

Search options will always appear at the top left-hand corner of the window. When a filter, sorting option or any of the predefined lists are in use, the icon in use will turn green.

Click the ![Clear Search & Sort Options](image) icon to remove any search, sort or filter options from your search parameters and by default, will return results from the Any list.

1. **Search options** are listed above. Search by PID, Name (first, last, first last), Plan or Term. Begin typing the PID Name, Plan or Term and the result set will automatically begin filtering in only those results that match your search criteria.

   **Note:** To retrieve results by PID, the user must enter the full PID to bring up any applications for the given PID. However, a partial Name or Plan Code can be used. Begin typing the name (for example Smith) — “Smi” and the result set will render with only those applicants who have “Smi” in their name.
**Note:** By default, when searching by name, the list will show applicants who have applied for the current term, last term and any future terms. You will need to search by PID to find older applications.

**Tip:** When using PID, name, plan or term search options and no matching records are found, try running the search using the “Any” filter. Or, clear any other filters that you’ve applied to your search.

2. Select from any of the filtered lists to view related applicants.
   a. **Incomplete:** If an applicant shows under the Filtered List, the applicant has one of these items pending:
      1) A bachelor’s degree granting transcript. The (GBDGDS) Bachelor’s Degree Checklist Item will show on their record until the degree granting transcript has been received and processed.
      2) All Felony Review activities must be complete.
         a. The Application Status History will display a (DDEF) Defer Decision detail until this has been completed.
      3) The application must be paid and signed. The (GAPPFE) Application Fees or (GSIGND) Signature Required checklist items will show on the applicant’s record until this has been resolved.
   b. **Reviewable:** The applicant has completed all of the items listed above (1-3). These applicants may still need to deliver official transcripts, letters of recommendations or other documents. The “Recommend Admission” function is available for these records but please make sure that you review the application fully prior to processing the admission recommendation.
   c. **Any:** Includes all applicants in any status regardless of any pending documents or any unresolved issues listed in 2.a above. It will also show all admitted and denied students for the terms encompassed by the search.

3. Use additional filters to view applicant group types. Choose from one of the following:

* **Denied:** Denied includes records that have been denied admission or applications with a status of Withdraw/Cancel.
**Admit Pending**: When using the “Admit Pending” filter to search for a record that has an admission recommendation (Admit Pending), click on the “Any” list. Admit Pending records will not show up under the “Reviewable” or “Incomplete” lists.

4. **Sort**: Use sorting options to sort by Campus ID (PID), Term, First Name, Last Name, Display Name, Program/Plan, Campus, Application Data or Admission Request Date (used primarily by internal Graduate College Users).

5. The applicant list shows “tags” for all of the applicants who meet the search and/or filter criteria.
6. Upon clicking on an applicant tag on the left-hand side of the window, the applicant’s “file” will render on the right-hand side of the page.
7. Use the tabs within the file to retrieve information about the application.

Tabs are broken down into groups of data:

8. The menu of options is located on the applicant tag and applicant file. These are the actions that can be taken for each applicant.
Symbol Map
These icons indicate that an action has been performed:

<table>
<thead>
<tr>
<th>Action Symbol</th>
<th>Action Symbol Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="A_icon" /></td>
<td>The blue “A” icon indicates that the department has recommended admission and the record is pending processing by the Graduate College.</td>
</tr>
<tr>
<td><img src="image" alt="A_icon" /></td>
<td>The green “A” icon indicates that the department recommended admission and the Graduate College has processed the record.</td>
</tr>
<tr>
<td><img src="image" alt="E_icon" /></td>
<td>The blue “E” icon indicates that the department has requested an English Proficiency Waiver and it is pending approval by the Graduate College. Once the waiver has been approved, the icon will turn green.</td>
</tr>
<tr>
<td><img src="image" alt="B_icon" /></td>
<td>The blue “B” icon indicates that the department has requested a Bachelors Equivalency Waiver and it is pending approval by the Graduate College. Once the waiver has been approved, the icon will turn green.</td>
</tr>
<tr>
<td><img src="image" alt="D_icon" /></td>
<td>The blue timer icon indicates that denies are on a 24 hour wait period. If a deny has been processed by a departmental user, the timer icon will remain on the record until the 24 hours has lapsed.</td>
</tr>
<tr>
<td><img src="image" alt="D_icon" /></td>
<td>After the 24 hours has lapsed on a deny pending, it will display a red “D” to indicate that the denial processed successfully.</td>
</tr>
<tr>
<td><img src="image" alt="W_icon" /></td>
<td>If a denial failed, you will see this red triangle icon. Please alert the Graduate College.</td>
</tr>
<tr>
<td><img src="image" alt="W_icon" /></td>
<td>The red “W” icon indicates that the application was withdrawn or cancelled.</td>
</tr>
</tbody>
</table>
Summary of Tabs

For easy access to date, applicant specific information is displayed on multiple tabs on the right-hand section of the screen.

Tabs are broken down into groups of data:

1. Application
2. Student To Do
3. Prior Education
4. Tests
5. Documents
6. Comments
7. PS Comm
8. Action History

An overview of each tab is outlined in the section that follows.
**Application Tab**

The Application tab shows a snapshot of the student’s application – their First Name, Last Name, PID/Campus ID, Email Address, EmplID¹, Degree, Plan, Application Number, Application Term², Application Type³, Application Center⁴, Admission Recommendation (when applicable), Person Comments, Application Comments* and Application Status History.

**Tip**: The applicant’s email address is a link. Click on the link to send an email through your email client (Outlook). Any emails sent will be sent through your email client (not through GRADS).

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1 An EmplID is a unique number used to identify an applicant or student. This number is auto generated by PeopleSoft.

2 The Application Term is the term in which the applicant plans to enter Ohio University.

3 The Application Type indicates the type of student: Graduate or Graduate Non-Degree


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1. **English Proficiency Levels**: English Proficiency Levels determine the type of admission (e.g. Unconditional, English Conditional and English Provisional) an applicant can be offered. An English Proficiency Comments Map is included in the appendix of this document – the comments map explains the criteria for assigning each English Proficiency Level.

   **NOTE**: English Proficiency Person Comment descriptions can vary based on current Graduate College Policies.

2. **Potential Advisor**: On the application, if the applicant answered the optional question requesting a Potential Academic Advisor, this information will appear under Person comments.

   a. Please note that this is the advisor request that the applicant entered on the application. Academic departments will still need to input the actual Advisor into PeopleSoft in order for the advisor to be officially assigned.

3. **Area of Study**: If the applicant answered the question requesting an Area of Study, this information will appear under Person comments.
Application Comments
1. “Eligible return to all insts?” will appear if the applicant answered No to this question.
2. “Present/Past Felony Charge” will appear if the applicant answered Yes to this question.
3. “Childhood charge now felony” will appear if the applicant answered Yes to this question.
4. “Is English your Native Lang?” will appear as a YES or NO value for each application.
5. Nursing License Numbers and States will appear if the applicant answered this question on the application.
6. Teaching License Numbers and States will appear if the applicant answered this question on the application.

Application Status History
Under the Application Status History section of the Application Tab, the status of the application will appear in dated order. Each application begins in Applicant Status – the top row is the most recent status.
Student To Do Tab

The Student To Do tab includes any outstanding item that the applicant needs to send to the Graduate College. For example, if the applicant needs to provide a Degree Granting Transcript, the Checklist Item will appear here. These outstanding “Student To Do” items also show on the applicant’s MyOHIO Student Center.

**TIP:** The Graduate College sends applicants automated email messages through PeopleSoft to direct applicants to their Student Center. You can see a note about these messages on the PS Comm tab.

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”, “Waived” or “Cancelled”.

**Note:** In order for a Degree Seeking application to be “Reviewable” the GBDGDS Bachelor Degree Transcript checklist item needs to be “Completed”. In order for a Non-Degree application to be “Reviewable” the GHDGDS Highest Earned Degree checklist item needs to be “Completed”.

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**Service Indicators:**

**Code** | **Description** | **Date** |
--- | --- | --- |
GRAD/PROFPROFADMT (8) | Professional Admission | 04/11/2019 |
GRAD/ADDITIONALDOCSREQUIR (8) | Additional Documents Required | 04/11/2019 |
GRAD/ENGLISHPROF (8) | English Proficiency | 04/11/2019 |
GRAD/ONLINEGRADADMIT (8) | Online Graduate Admit | 04/11/2019 |

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Student To Do items or Checklist Items will be auto-assigned for most degree programs. These are the Checklist Items that will be applied to most applications:

- Application Under Review
- Bachelor Degree Transcript
- Transcript Needed (for any institution reported)
- Resume / CV
- Personal Statement

**NOTE:** Some programs have other checklist items added and some do not require the items above.
Prior Education Tab

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:** The 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.

Data presented on the Prior Education tab:

1. School (Institution)
2. Level (Post-Second or Post-Bacc)
3. ATP Code (the unique number corresponding to the institution)
4. Last Modified (date the prior education row was updated in PeopleSoft)
5. Degree (if the student reported an earned degree or if we have an official degree granting transcript)
6. Degree Status (incomplete or complete)
7. Degree Confer Date (date the degree was earned or conferred)
8. Area of Study (Student reported area of study for the earned degree. Example: Bachelor of Science in Chemistry – Chemistry is the area of study)
9. GPA
Note: If the Graduate College needs to share any information about pending credentials, they’ll include the information under the instance of the transcript on this screen.

Request Credential Evaluation (priority review)
International applications can be prioritized by selecting the Request Credential Evaluation radio button. This will allow the Graduate College to immediately begin assessing the credentials and application documentation for those priority student applications.

Note: The Graduate College Staff will add institutions not listed on the application if they are listed on a transcript as transfer credit.
The Request Credential Evaluation button appears under the Prior Education tab in GRADS.

Once the Request Credential Evaluation request has been made, the system will acknowledge the request on the screen:

1. Request Acknowledgement: Shows the user name and the date/time stamp.
2. History/Status: Shows that the Credential Evaluation is pending.

**Note:** Credential Evaluation (priority review) cannot be requested through GRADS for Domestic Applicants. If you have a domestic applicant with an international transcript that needs a credential review, please contact the international records management team at the Graduate College.
Requested Credential Evaluations Filter

The Requested Credential Evaluations will show under this new filter:

Credential Evaluation History

Once the Credential Evaluation has been completed, the system will show the completion date under the Credential Evaluation History field:

Credential Evaluation Calculation History Filter

All completed Credential Evaluations will appear under the new Credential Evaluation History filter:
Tests Tab
The Tests tab will show official test scores. These scores were sent by the official testing service via an integration with PeopleSoft and were matched with the student record via an automated process. 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
**TIP:** If a student indicates they have submitted official test scores through official channels (testing agency) and they are not displayed here, please have the student contact the Graduate College to verify scores were received.

**Documents Tab**
The Documents tab will show all documents that have been uploaded or scanned and linked to an applicant’s PID and application record. The documents are segmented by document types - Application Document Type or Lifecycle Document Type – and appear listed in alphabetical order by document type.

To view a document, simply click on any document type and the document will render in a new browser tab. If you attempt to view a document and receive an error or the image is not clear, try hitting Ctrl+Shift+R – this action will refresh your page (or click the refresh icon in your browser). If that does not fix the error, try closing the browser and reopening it. If issues continue with viewing a document, please report the issue to the Graduate College.

**Note:**

✔ All new documents received by the Graduate College on or after 4/21/14 will be scanned into OnBase and thus will be viewable in GRADS.

✔ Within 3 days of the application date, documents that the applicant uploaded to CollegeNet when they submitted their application will also be viewable in GRADS.

✔ Any document that the applicant has sent to the Graduate College via mail or email **prior to 4/21/14** may **not be visible in GRADS**.

✔ Any documents submitted to the Graduate College after 4/21/14 will be viewable in GRADS.

**Application Document Type**
Any documents uploaded or scanned for the purposes of applying to Graduate admission will display here. When using a Chrome browser, click on any document on the Documents tab and it will open in another
browser tab. (When using the Firefox browser, the documents will look like they are loading in another tab but they will actually load into your Firefox download folder.)

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

**Document Conversion Notes:**

**Note:** Applicants are strongly encouraged to upload documents in PDF format so that when they are viewed in GRADS, they’re uncorrupted.

**Lifecycle Document Type**

Users will be able to see additional Lifecycle documents when applicable. Lifecycle documents are documents not directly linked to an application package, but are associated to a PID and/or PID and Academic Plan. In order to view these documents in GRADS, the document needs to be sent to the Graduate College office to be uploaded to OnBase.
Timeline for Document Display in GRADS
Here’s how the documents and application data are flowing through the systems (there may be variances):

**Business Day 1:** Student submits CollegeNet application.

**Business Day 2:** Early morning, typically before 10 am, the 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 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).

**Business Day 3:** Early morning, typically before 9am, OnBase systematically matches CollegeNet documents to PeopleSoft application records and displays the documents in GRADS.

Expect new applications in GRADS to display documents within 48 hours of application submission or 24 hours after the date that the application record is created in PeopleSoft (shown in the screenshot below). Any subsequent documents sent to the Graduate College after the application has been submitted 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).

Printing & Saving Documents
To print or save a document listed on the Documents Tab, when using Chrome, scroll down to the bottom right-hand corner of the document and then select an option from the toolbar:

1. To save, click the button and save to a location on your computer to access later.
2. To print, click the button and print the document.
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.

The Graduate College International Records Management staff may include comments on Credential Evaluations on the Comments Tab.

Note: Once comments are added, they cannot be removed and are a matter of public record.

PS Comm Tab (PeopleSoft Communications)
All users, regardless of permissions level, can now see a list of all of the communications that were sent through PeopleSoft. 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.

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

**Please click here to review the PeopleSoft letter definitions.**

**Action History Tab**
The Action History Tab will show any action performed through a record’s menu of options. The most recent action will appear on the top row.

**Collaborate**
This section outlines options to collaborate with programs, departments or review committees using the features and functions within GRADS. You are by no means limited to these options. The Graduate College encourages you to review your business processes around application review with your programs or admitting departments to determine how your applicant pool should be reviewed.

**Collaborate: Using URL’s – Quick Links**
The GRADS system allows users to review submitted applications with or without other faculty and staff members present. To share a quick link to an application in GRADS, simply copy the URL of the record in GRADS and send to another user. These URL’s are hyperlinks and when a committee member, faculty, or staff has access to the GRADS system, upon clicking on the link, the URL will open a new browser window, prompt the user to login and then send the user directly to the applicant’s information in GRADS.

1. Find your applicant by searching by PID or name or clicking on the applicant from the list of applications on the left-hand side of the screen. Once your applicant’s information has rendered on the right-hand side of the screen, you’re now viewing the applicant’s file.
2. Copy the URL at the top of the screen.
3. Paste the URL into the body of an email, into an Excel spreadsheet or a Word document and share with anyone who needs to review the application.
Collaborate: Using Flag Application

Users may leverage Flag Application to “flag” an application and come back to it – or flag an application so that another user can view the record in the flagged for follow up filter. Unlike the “Flag for Follow-Up” option, the Flag Application function does not carry an admission scenario. To retrieve the records that have been flagged, use the “Flagged for Follow-Up” filter.

*Note:* The “Flagged for Follow-Up” filter carries records that have had “Flag Application” or “Flagged for Follow-Up” applied.

Collaborate: Using Flag for Follow-Up

If you work with a group of staff to review applications for admission, you may want to 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 for follow-up and then other users can review the flagged record by leveraging the “Flagged for Follow-Up Filter.” Then once a decision has been made, a responsible user can submit the final admission recommendation.

1. Click on the blue Menu of Options button and then select **Recommend Admission**.

2. Select the admission scenario.
3. Select any Funding and enter the amounts.
4. Click **Flag for Follow-Up**.
5. Records that have been “Flagged for Follow-Up” will be denoted by a blue “F” icon:

Filtering to View Flagged for Follow-Up Records

1. Use the Filter , select **Flag for Follow-Up**.

2. The Flagged applicants will render in the list. Find the applicant needing review and then select **Recommend Admission**
3. Review the Admit scenario and any funding recommendation. You have the option to update any part of the scenario (change admit type or funding, etc.) and then select OK to recommend admission or CANCEL to move away from the record.

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

![Email button]

**Commenting on Flagged for Follow-Up Records**

When using the Flag for Follow-Up feature for collaborating with faculty and staff, any user who has the read/write access in GRADS can leave a comment on the Comments tab. Under each comment it will indicate who left the comment and when the comment was written. Simply retrieve your list of applications that have been Flagged for Follow-Up, then follow the instructions on how to leave a comment.

**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.

**Cancel Flag**

To remove the flag for follow-up, access the menu of options for the record in question and click on “Remove Flag” option and then when the “Confirm Removing Flag” widow pops up, click “Yes”.

**Reviewable Applications**

Applicants showing in the “Reviewable” applications list view are eligible for Admission Recommendation. When using the “Reviewable” applications view, the user will see only those applicants who have passed a number of checks – Bachelor Degree Granting Transcript checklist item (GBDGDS or GHDGDS) must be cleared, all Felony Reviews (GFELNY) must be complete and the application must be signed and paid in full.

**Note:** Applications showing in the Reviewable application view have met the three criteria below. The College, department or program level user must review the applicant’s application package (test scores, GPA, transcripts, etc.) and decide to admit or deny the application.

You can see the status of these three items under the Application Data and Student To Do tabs.

1. The **GBDGDS** or **GHDGDS** Bachelor Degree checklist item must be in a status of “Completed.” When completed, this checklist item indicates that the Bachelor Degree granting transcript has been received. You can view this information on the Student To Do tab.
2. For Felony or Disciplinary Review issues, the Application Status History (under the “Application” tab) should show a detail of **Reconsideration**.
3. The application must have been paid for and signed and therefore, there should not be any pending checklist GAPPFE (application fees) or GSIGND (missing signature) present on the application record.
Recommend Admission
When viewing the list of “Reviewable” applications, a departmental user may “Recommend Admission” for any student on the list. The GRADS system has been developed with logic to support English Proficiency Policies and will take into account any TOEFL or IELTS test scores, etc. The admission scenarios presented to the user will reflect only those admission scenarios applicable to the applicant in question. If you would like to request an English Proficiency Waiver in order offer test upon arrival to the applicant, you will see the waiver option on the Recommend Admission screen or on the Menu of Options. English Proficiency waivers must be approved or denied by the Graduate College prior to the department submitting an admission recommendation for the application in question. If the departments wants to offer Full Admission to an applicant but the option isn’t available, the department should not submit an admission recommendation until a decision on the English Proficiency Waiver has been made in GRADS.

To Recommend Admission, review all data and documents for the applicant in question then follow the instructions below. Once your admission recommendation has been submitted, it will be reviewed by the Graduate College and the applicant’s record in GRADS will show a blue icon indicating “Admission Recommendation awaiting approval.” Then after the Graduate College processes the admission, the record in GRADS will show a green icon indicating “Application has been accepted.”

IMPORTANT: 3/23/17
Click here to read more about admissions offers and English Proficiency.

Recommending Admission: US Citizen/Permanent Residents (with ENGL4 English Proficiency Level)
If the applicant has been assigned an ENGL4 English Proficiency level, when the departmental user attempts to Recommend Admission, the user will be presented with this screen with an option to waive further English Proficiency Testing or NOT waive further English Proficiency Testing.
This process replaces any legacy paper based process and any English Proficiency waiver submitted through Qualtrics. Upon clicking on Recommend Admission through the Menu of Options, the following screen will pop up. The user can only choose one option:

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

Full Admission Offered – OR – Conditional Academic

- 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 requirements for unconditional admission.
- If the user does NOT waive future English Proficiency Testing, these options will display: Conditional Academic/English and English Conditional

- Both Conditional Academic/English and English Conditional scenarios will require the user to add Admission Conditions to the Text Box. The user will need to add the conditions and then proceed with the Admission Recommendation.
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.

Recommending Admission: International Applicant with OHIOU Degree (with ENGL5 English Proficiency Level)

When an applicant is assigned an ENGL5 English Proficiency level, it means the following:

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).

When the departmental user attempts to Recommend Admission, they are presented with this screen which includes an option to waive further English Proficiency Testing or NOT waive further English Proficiency Testing.
If the department opts to Waive future English Proficiency Testing, the following will display:

**Full Admission Offered**

Please select one of the following available admission scenarios for:

- 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 department waives further English Proficiency testing, 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 user does NOT waive future English Proficiency Testing, the English Provisional admission option will display.
• The English Provisional admission option will require the user to add Admission Conditions to the Text Box. The user will need to add the conditions and then click OK to proceed with the Admission Recommendation.

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

- 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.

Selected: English Provisional

Admission Conditions

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

[Text Box]

[OK] [Flag for Follow-Up] [Cancel]

**Recommend Full Admission**

Simply click on the blue icon to initiate the drop down menu of options and select “Recommend Admission.”

1. For easy access, the blue drop down menu of options has been placed on the left-hand and right-hand panes. Click on the menu of options icon then select **Recommend Admission**.
2. The following screen will pop up. Select **Full Admission Offered**, and then click **OK**.

3. Upon selecting Full Admission Offered, the funding options will render in the window. Select any funding options. (This option is available only when full admission has been offered).

   **Note:** The Funding you assign in GRADS is not integrated with OGA; you will need to follow all current funding assignment processes. The funding options captured in GRADS are used for calculating funds for International I-20 processing only.

   a. Select **None** if you will not be offering funding.
   b. If you are listing funding, select from RA, TA, GA or Graduate Recruitment Scholarship then fill out the Stipend and/or Tuition amounts.
Please note that if the applicant is applying to a **Non-Degree program**, Funding options will be unavailable and greyed out - the user will see this message under the funding options:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$1000</td>
<td>$1000</td>
<td>$1000</td>
</tr>
<tr>
<td>Tuition</td>
<td>Full</td>
<td>Half</td>
<td>Partial</td>
</tr>
</tbody>
</table>

- 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.

4. Click **OK**.
5. The following screen will pop up asking you to confirm your admit decision. Click ‘Yes’ to confirm, click ‘No’ to cancel.

<table>
<thead>
<tr>
<th>Confirm Admit Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you sure you would like to admit this applicant with the following options:</td>
</tr>
<tr>
<td>Scenario: Full Admission Offered</td>
</tr>
<tr>
<td>Date Created: Mar 30, 2016 12:50:01 PM</td>
</tr>
<tr>
<td>Requested By: riggsst</td>
</tr>
<tr>
<td>Funding: TA</td>
</tr>
<tr>
<td>Stipend: $1,000.00 for Fall, $2,000.00 for Spring, and $0.00 for Summer,</td>
</tr>
<tr>
<td>Tuition: Full for Fall, half for Spring, and $0.00 for Summer</td>
</tr>
</tbody>
</table>

- Once the user clicks Yes the record will now have a blue icon to indicate “Admission recommendation awaiting approval.”

- This request will be moved into a queue for Graduate College Staff to process the admission.
- Once the Graduate College staff processes the admission request, the student’s record will show a green icon in GRADS confirming that the “Application has been accepted”:

- PeopleSoft will show the Program Status as “Admitted,” Program Action as “ADMT” (Admit) and the Action Reason as “FINL” (Full Admission Offered) or COND with action reasons defining what is needed to complete the admission file.
Recommending Conditional or Provisional Admission

Simply click on the blue icon to initiate the drop down menu of options and select **Recommend Admission**.

1. For easy access, the blue drop down menu of options have been placed on the left-hand and right-hand panes. Click on the icon then select **Recommend Admission**.

The following scenario/option is for an applicant who has been assigned an ENGL6 English Proficiency Comment (English Proficiency not demonstrated).

2. The following screen will pop up – you’ll see admission scenarios or you may request an English Proficiency Waiver.

**Note:** For instructions on how to request an English Proficiency Waiver, please review the English Proficiency Waiver section of this document. English Proficiency waivers must be approved or denied before an admission recommendation is submitted.
3. Select an admission option.

4. Provide a justification for any conditional admission offer.
   a. The “Justification” for the admission offer should list out any requirements that must be met for the applicant to achieve unconditional admission.
5. Click 'OK' to continue, 'Flag for Follow-Up' to flag the record and come back to it or 'Cancel' to cancel.
6. This window will pop up asking you to confirm your admission decision. Click ‘Yes’ to continue or ‘No’ to cancel.

7. Upon clicking ‘Yes’ to continue, the record in GRADS will now show a blue icon indicating the admission recommendation is awaiting Graduate College approval action.

8. Once the Graduate College approves the admission, the record in GRADS will show a green icon indicating that the admission has been processed.
**Note:** Once an English Proficiency Waiver is approved a new waiver related Person Comment will be added to the application screen which drive the type of admission options that display on the Admission Recommendation window in GRADS.

**How to Flag a Recommendation for Follow-Up**

Many departments have established a group of staff, faculty or administrators who work together to review applications for admission. The GRADS system offers the user the ability to “Recommend Admission” in a pending state or “Flag for Follow-Up.” Using this feature, a responsible user can identify the admission scenario that they would like to recommend for an applicant, flag the record for follow-up and then another user or users can review the flagged record. Once a final decision has been made by the department or program, a responsible user can go back into GRADS, filter to view records that have been “Flagged for Follow-Up,” then submit the final admission recommendation. Instructions will follow.

1. For easy access, the blue drop down menu of options has been placed on the left-hand and right-hand panes. Find the application you would like to work and then click on the icon and select ‘**Recommend Admission**.’

2. The admission scenarios window will pop up. Select the type of admission you’d like to offer. If you select Full Admission Offered, the funding options will render in the window. Select any funding options. (This option is available only when full admission has been offered).
   a. Select “None” if you will not be offering funding.
   b. Select from RA, TA, GA or Graduate Recruitment Scholarship then fill out the Stipend and/or Tuition amounts.

3. Click “Flag for Follow-Up.”
4. The confirmation screen will open in a new window. Click “Yes” to flag the record for follow-up, or click “No” to cancel.

5. If you click yes, the record will then be “flagged for follow-up” and will be identified with a blue “F” icon.
Cancel Flag

Note: If you wish to remove the flag, access the menu of options and you will see the “Remove Flag” option. Click on “Remove Flag” option and then when the “Confirm Removing Flag” widow pops up, click “Yes”.

Admitting a Flagged for Follow-Up Record

1. Once you have determined that you truly want to admit the applicant, a user may search for the record by name or PID or use the “Flagged for Follow-Up” filter to find the record.
2. Retrieve the record and select “Recommend Admission” from the menu of options.
3. The record has retained the original admission recommendation — the admit type and any funding options. You can change the admit type or funding options at this time if you need to, and then click “OK” to process the admission recommendation.

4. You will then be presented with a confirmation window. Click ‘Yes’ to proceed with the recommendation so that it can be sent to the Graduate College for final review.

5. The record will then be tagged with a blue “A” icon indicating that the Admission Recommendation is awaiting approval by the Graduate College.
Remove Recommendation

If a record has a blue pending Admission Recommendation icon and you need to cancel the recommendation for any reason*, you can **Remove Recommendation**.

*If you made a recommendation and need to cancel the recommendation or change the admission or funding scenario, follow these steps. Once the blue Admit Pending icon has been removed, you can resubmit your recommendation or take another action on the application.

1. Find the record.
2. Click on the menu of options and select **Remove Recommendation**.

3. The following screen will pop up. Select **Yes** to remove the recommendation or **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?

[Yes] [No]
English Proficiency Waiver - Qualtrics
GRADS leverages Qualtrics to make the English Proficiency Waiver submission and decision process more streamlined. GRADS users with admit/deny permissions can now initiate an English Proficiency Waiver through GRADS that leverages pre-defined Qualtrics workflow and notifications. This waiver process works best when using the Chrome Browser. If the Qualtrics form does not open in a new browser tab, please make sure that pop-ups are enabled. For assistance, contact raya@ohio.edu.

If an applicant has not demonstrated English Proficiency by being a native English speaker or earning the minimum required TOEFL/IELTS/TOUB/TOUE scores, departments may elect to request an English Proficiency Waiver. This option is available to users through the drop down menu of options placed on the applicant record or through the “Recommend Admission” window. English Proficiency requirement details can be found here: https://www.ohio.edu/graduate/englishproficiency.cfm

**NOTE:** When requesting an English Proficiency Waiver, do not Recommend Admission at the same time. Departments should wait to Recommend Admission until the English Proficiency waiver has been approved or denied. If the waiver is approved, additional admission options will be available to you in GRADS.

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

2. The following screen will pop up with a short description of the process. Click the “Request” button to start the waiver process.
3. The waiver form will render in a new tab in your browser.
   a. **TIP:** If the form does not open in a new tab, make sure that pop-ups are enabled in the browser.

4. Complete the online request. Required responses are noted with asterisk (*). The user will need to select the appropriate current status of the applicant as requested on the form.

   ![Workflow Step 1](image)

   **Current Status**
   Select the highest current eligible admission status.

   - **English Provisional**
     Applicant does not meet minimum criteria for Unconditional Admission (ENGL3, ENGL6)

   - **Unconditional Admission/Uneligible for Funding**
     Applicant meets minimal criteria for Unconditional Admission (ENGL2)

   - **Unconditional Admission/Eligible for Funding**
     Applicant meets criteria for Unconditional Admission and Funding Eligibility (ENGL1)

5. 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 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.

**Example of the email to the Dean/Associate Dean:** The Dean/Associate Dean will need to follow the link in the email to act on the waiver:

Dear Dean/Associate Dean,

You have a new waiver request in your college from Dr. Friday, in ECON.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Student Name, Semester, Plan Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Eligibility</td>
<td>English Provisional</td>
</tr>
<tr>
<td>Unconditional Admission (ENGL3, ENGL6)</td>
<td></td>
</tr>
<tr>
<td>Requested Eligibility</td>
<td>Unconditional Admission with Funding eligibility</td>
</tr>
<tr>
<td>Rationale</td>
<td></td>
</tr>
</tbody>
</table>

Please follow the link to review and act on the waiver. Link

The requesting program has been instructed to send any additional materials to you via email.

- Graduate College Workflow, via Qualtrics

7. Once the Associate Dean acts on the waiver request, the requester will receive a confirmation email indicating Approved or Declined.
Waiver Approved Email:

Example Only

<table>
<thead>
<tr>
<th>Dear</th>
<th>Example Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Dean has approved the request for English Proficiency you have submitted for</td>
<td>Student Name</td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Reported Eligibility</td>
<td>English Provisional</td>
</tr>
<tr>
<td>Applicant does not meet minimum criteria for Unconditional Admission (ENGL3, ENGL6)</td>
<td></td>
</tr>
<tr>
<td>Requested Eligibility</td>
<td>Unconditional Admission (without funding)</td>
</tr>
<tr>
<td>• Will need to complete recommended ELIP courses to become funding eligible in a future term</td>
<td></td>
</tr>
<tr>
<td>Rationale</td>
<td></td>
</tr>
</tbody>
</table>

The waiver is now being forwarded to the Graduate College for review.

Waiver Denied Email:

Example Only

<table>
<thead>
<tr>
<th>Dear</th>
<th>Example Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Dean has denied the request for English Proficiency you have submitted for</td>
<td>Student Name</td>
</tr>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Reported Eligibility</td>
<td>English Provisional</td>
</tr>
<tr>
<td>Applicant does not meet minimum criteria for Unconditional Admission (ENGL3, ENGL6)</td>
<td></td>
</tr>
<tr>
<td>Requested Eligibility</td>
<td>Unconditional Admission with Funding eligibility</td>
</tr>
<tr>
<td>• Teaching assistants must still meet Oral English proficiency requirements as noted above.</td>
<td></td>
</tr>
<tr>
<td>Rationale</td>
<td></td>
</tr>
</tbody>
</table>

Your waiver request will be forwarded to the Graduate College.

Waiver Modified Email:

If the Associate Dean/Dean modifies the waiver, the requester will be notified via email.

8. The Graduate College will then review to make the final decision on the waiver and message the user accordingly.
   a. If the waiver is approved, the “E” icon will turn green. If denied, the “E” icon will turn red.

Recommending Admission on Approved English Waiver

Once the final decision has been made on the English Proficiency waiver, Graduate College staff will update the data on the record accordingly – if the waiver is approved, a new waiver related Person Comment will be assigned and new admission options will be available on the Recommend Admission window. The Graduate College will alert the department when the application record is ready to be processed in GRADS. The department should be able to Recommend Admission in GRADS at that time.
Finish an Un-submitted English Proficiency Waiver Request

**NOTE**: If the user starts an English Waiver and but does not complete it, the user can access a new waiver for the same student.

4. Click on the **ENG Waiver Request** option through the menu of options.

5. Click on the blue link to initiate a new waiver request.

3. The waiver form will render in a new tab in your browser. **TIP**: If the form does not open in a new tab, make sure that pop-ups are not being blocked by your browser.

To see a list of waivers that have been requested without decision, you may use the filtered search to retrieve all waivers pending (this list includes all Bachelor and English Proficiency Waivers). Click on the “Any” list and then select “Waiver Pending” from the list of filter options.

Cancelling an English Proficiency Waiver Request

If a department no longer wishes to proceed with the waiver request, the waiver request can be cancelled by the Graduate College. Please email the Graduate College if you wish to cancel the waiver request.
**Deny Application**
You may deny an application for admission at any time – the applicant can be in your Incomplete or Reviewable list. Please follow the instructions listed [here](#).

**Cancel Denial**
If you have denied an application and the 24 hour wait period hasn’t lapsed for the denial pending, you may cancel the denial request. Please follow the instructions listed [here](#).

**Waitlist Application**
You may utilize the Waitlist function if you are not ready to make a decision on an application and would like to build a pool of applicants who are “next in line.” This function is typically used when you are not ready to extend an admission offer at this time, but may offer admission in the next few weeks or months depending on circumstances. Please follow the instructions listed [here](#).

**Withdraw Application**
"Withdraw Application" appears under the menu of options. This feature will allow users to Withdraw students based on different scenarios:

1) Cancelled: **Applicant Requested**. If a student in applicant status no longer wants to be considered for admission, you may use Applicant Requested.
2) Cancelled: **Student Change of Session**. Allows applicants to apply to a different term.
3) Cancelled: **Admit Term Cycle Closed**. This withdraw status indicates that there wasn't a decision made by the department prior to the end of the admission cycle. This status allows students to request Student Change of Session. Please follow the instructions listed [here](#).

**Add Checklist Item**
Departmental users now have the ability to add checklist items through GRADS. Checklist items are “to do” items that show up for the student when they access their MyOHIO account. Please follow the instructions listed [here](#).
Incomplete Applications

Upon login, you will have the option to see applications that are “Incomplete.” An application is identified as incomplete by GRADS when it is still pending receipt of any of the following items:

1. A bachelor’s degree granting transcript. The GBDGDS Checklist Item will show on their record until the degree granting transcript has been received and processed by the Graduate College.
2. All Felony or Disciplinary Review activities must be complete.
3. The application must be paid in full and signed. The GAPPF or GSIGND checklist items will show on the applicant’s record until this has been resolved.

Upon finding an applicant, click on the applicant tag and then you will see a snapshot of the applicant’s application on the right-hand side of the window. This view presents users with access to important application information like the Program Plan, External Education, Test Scores and Documents.

The left-hand navigation pane shows all applications in the queue linked to your access privileges. The pane on the right-hand side of the screen shows the applicants name and PID\(^5\) along with detailed information, expanded into multiple tabs, about the applicant.

To begin reviewing an applicant’s information:

1. Review the list of applicants on the left-hand side of the screen, or filter the result set by searching by PID, Name, Plan Code or Term. Utilize filters to narrow down your search results. For example, if you only want to see applicants for one plan code, list the plan in the “Plan Code” search box. To search by name, start typing the first or last name in the “Name” filter and the list will begin filtering results.
2. Click on the student from the left-hand navigation pane (your applicant list).
3. View the student’s information on the right-hand navigation pane. The right-hand navigation pane looks like a file folder with many tabs.

Your work queue of pending applicants appears on the left-hand side of the screen. This list shows all applicants linked to program plans within your permission set. When applications are in the status of “Pending” departments have the option to perform a number of actions. Depending on your permissions set up, you will see a combination of these actions available:

1. Add Checklist Item
2. Deny Application
3. Flag Application
4. ENG Waiver Request
5. Request Bachelor Equivalency Waiver
6. Waitlist
7. Withdraw Application

*Note*: The actions in red above write directly to PeopleSoft and will update the student’s record -- there is no need to contact the Graduate College to complete the actions in red.

---

\(^5\) A PID is a unique number given to the student. This number is used to identify the student throughout Ohio University systems.
Deny Application
If you do not plan on admitting this applicant, and want to deny the application record, follow the instructions below.

1. Click on the drop down menu of options.
2. Then click Deny Application.

3. The screen below will pop up – you should select ‘Yes’ to continue with the Deny, or ‘No’ to cancel. The system will present you with a “success” response after you click ‘Yes’.

   Note: There is a 24-hour delay on the Deny Application action. After 24-hours, the Deny action will be posted to PeopleSoft.

Upon clicking “Yes” to confirm, you’ll see the student’s record in GRADS now shows a blue timer icon along with a note indicating when the deny will process and who processed the Deny Application action.
After the 24-hour wait period passes, the icon will change to a red “D” – confirming a successful deny or issue.

Cancel Denial
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 and then, from the menu of options, click Cancel Denial. This 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.

✓ If the deny was not successfully updated in PeopleSoft, then the applicant record will show a red triangle. If you encounter this issue, please contact the Graduate College.
Waitlist Application
You may utilize the Waitlist function if you are not ready to make a decision on an application and would like to build a pool of applicants who are “next in line.” For example, you may only have 10 spaces to fill. You extend 10 admission offers to 10 students and waitlist another 5 students. If one of the 10 students cannot attend or accept the offer, you then have an additional 5 students pending in your waitlist who can be offered admission. Applicants who have been waitlisted can see the waitlisted status in their MyOHIO Student Center portal.

1. Click on the drop down menu of options.
2. Click on Waitlist.
3. Then, the screen below will pop up. Click ‘Yes’ to confirm, or ‘No’ to cancel. The system will present you with a “success” response after you click ‘Yes’.
   *Note: This action is written immediately to PeopleSoft.*
4. Once the action is applied to the record, the Application Status will change to “Waitlisted” and the applicant can see this status on through their MyOHIO account.

Withdraw Application
"Withdraw Application" and appears under the menu of options. This feature will allow users to Withdraw students based on different scenarios:

1. Cancelled: **Applicant Requested**. If a student in applicant status no longer wants to be considered for admission, you may use Applicant Requested.
2. Cancelled: **Student Change of Session**. Allows applicants to apply to a different term.
3. Cancelled: **Admit Term Cycle Closed**. This withdraw status indicates that there wasn’t a decision made by the department prior to the end of the admission cycle. This status allows students to request Student Change of Session.

Instructions:

1. Click on the drop down menu of options
2. Click on Withdraw Application.
3. Then, the screen below will pop up. Select the type of Withdraw you’d like to perform.
4. Click **Withdraw**.

**Note:** This action is immediately written to PeopleSoft.

Upon refresh of the page, you will no longer see the withdrawn applicant in your Reviewable or Incomplete list and the record will show up under the “Any” list with a red “W” icon:

**Request Bachelor Equivalency Waiver**

If an applicant has not completed a Bachelor Degree from an accredited institution, your department may elect to issue a Bachelor Equivalency Waiver.

1. Select **Request Bachelor Equivalency Waiver** from the drop down menu of options.

2. This message will pop up, click on the **Bachelor Equivalence Waiver Form** link.

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

Click on the link and then fill out the form electronically and then send a copy to gcadm@ohio.edu.
3. The form will pop up in a new tab in your browser.
4. Save a copy of the form by clicking the options icon, and then click ‘Save page as...’ and then save the page to a location on your computer so that you can go back to it and fill out the form.

5. Now open the saved copy of the editable form. Fill out the form, save it and then send a copy via email to gcadm@ohio.edu.
6. Don’t forget to hit the ‘Request’ button on the Bachelor’s Equivalence window.

**If a department no longer wishes to proceed with the waiver request, the waiver request can be cancelled by the Graduate College. Please email the Graduate College if you wish to cancel the waiver request.**
Add Checklist Item

Departmental users have the ability to add checklist items through GRADS. Checklist items are “to do” items that show up for the student when they access their MyOHIO account. Departmental users have 9 checklist item types that can be added through GRADS.

1. To begin, type the letter G to see a list of items.

If the process was successful, you’ll see this response at the top of the page.

The following Checklist Items are available to Add by Department Administrators or Committee Chairs:

- GCTRAN (Official Transcripts)
- GLORNW (New Letter of Recommendation)
- GDEPTC (Contact Department)
- GDPRQ (Department Requests Pre-req Course)
- GREGMT (GRE GMAT Test Score)
- GRESUM (Resume or CV)
- GESSAY (Personal Statement or Essay)
- GADVRQ (Advisor Request)
Department Administrators can also Update (Complete, Waive) specific Checklist Items in GRADS. The following Checklist Items are available to Update by Department Administrators or Committee Chairs.

- GGPRST (Statement of Academic Goals)
- GACWRT (Academic Writing Sample)
- GCTRAN (Official Transcripts)
- GLORNW (New Letter of Recommendation)
- GDEPTC (Contact Department)
- GDPRQ (Department Requests Pre-req Course)
- GREGMT (GRE GMAT Test Score)
- GRESUM (Resume or CV)
- GESSAY (Personal Statement or Essay)
- GADVRQ (Advisor Request)
- GGPRST (Statement of Academic Goals)
- GACWRT (Academic Writing Sample)

**Note:** There are still specific Checklist Items that you or someone within your College, department or program must update through PeopleSoft.

**Submit Statement of Academic 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
Appendix

English Proficiency Requirements for Admission

*Details can be found on the Graduate College website:

https://www.ohio.edu/graduate/prospective-students/international-students/englishproficiency
**English Proficiency Person Comments Map**

**ENGL0**
Native English Speaker. Can admit with or without Academic Conditions.

**ENGL1**
Eligible for unconditional admission with funding. TA offers can only be made once spoken English proficiency is demonstrated.
- iBT - 80 Composite, all Section Scores of 17
- IELTS – 6.5 Composite, all Bands 6.5
- Paper TOEFL (TOUB/TOUE) – 550 Total, Composition (WRITP) 5, all other Section Scores 52

**ENGL2**
Eligible for unconditional admission. Not eligible for funding.
- iBT - 70 Composite, Writing 17, all other Section Scores of 15
- IELTS – 6.0 Composite, all Bands 6.0
- Paper TOEFL (TOUB/TOUE) – 525 Total, Composition 4 (WRITP), all other Section Scores 50

**ENGL3**
Does not have English Proficiency. Eligible for English Provisional Admission only. Must apply to OPIE.
- iBT – less than 70 Composite, Writing less than 70, all other bands less than 15
- IELTS – less than 6 Composite, 6 or lower on all bands
- Paper TOEFL (TOUB/TOUE) – less than 525 total, WRITP less than 4 all others below 50

**ENGL4**
US Citizen/Perm Resident - English Language Academic background and/or Work experience. Eligible for Unconditional (English) Admission with or without Academic Conditions. Department can request exemption from English Proficiency Testing.
- Degree earned within the last 2 years at English Language Institution
- English is Not the Native Language
- US Citizen/Perm Resident

**ENGL5**
OHIU student - Has or will have bachelors or advanced OHIU 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.
- English is not the native language
- Record holds (or will hold) Ohio University Bachelor, Master or Doctoral degree (listed in Prior Education)
- Degree date is within 24 months of the Admit Term Start Date

**ENGL6**
Applicant has not demonstrated English Proficiency. Currently eligible only for English Provisional status. Must apply to OPIE.
- English is not the Native Language and
- No reported test scores, or test scores are expired

**ENGL7**
English proficiency unknown; undergoing Graduate College review.
- English is not the Native Language
- US Citizen Perm Resident
- No prior degree earned in last two years from institution where English was the language of instruction
- Online program and not US Citizen Perm Resident or
- ENGL7 will also be assigned if the record includes a TOUB or TOUE test without the WRITP component
English Proficiency Waiver Related Person Comments Map

ENGW0
Full admission English proficiency waiver. Not eligible for a graduate appointment without additional proficiency assessment.

ENGW0 Admission Options
- **Conditional Academic** will appear as an option only when Application Center is ELRN or record is Domestic.
- **Full Admission** will appear as an option for any record with this person comment
  - If Full Admission, Funding Options will not show in GRADS

ENGW1
Full admission English proficiency waiver; eligible for RA/GA or GRS funding with concurrent ELIP coursework. Must take campus TOEFL upon arrival for ELIP placement. 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 campus TOEFL upon arrival for ELIP placement. 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 RA/GA/TA or GRS funding. A TA appointment requires demonstration of spoken English proficiency.

ENGW1, ENGW2, ENGW3, ENGW4 Admission Options
- **Conditional Academic** will appear as an option only when Application Center is ELRN or record is Domestic.
- **Full Admission** will appear as an option for any record with this person comment and all funding options will show
Admission Conditions
Admission to any category may be granted on either an unconditional or a conditional basis (conditional admission can be offered to domestic applicants only). Any admission to a graduate program is not final until the student’s admission file is complete and includes a final official transcript from any institution where a bachelor’s degree or higher has been earned, showing receipt of that degree, and transcripts from any other postsecondary schools as indicated in the transcript requirements elsewhere in this section. It is the student’s responsibility to see that final official transcripts are on file in the Graduate College by the end of the initial term of enrollment. Failure to provide an official/final transcript showing an earned bachelor’s degree or certifiable demonstration of a completed bachelor’s degree by the end of the first term of enrollment will result in revocation graduate status.

Admission is not final until all missing documents are received by the Graduate College and all conditions of admission have been met. Failure to supply all missing documents and clear all conditions within the stated period will result in a registration hold being placed on the student’s account and may result in dismissal from graduate status.

Admission status must be unconditional, final, and all admission and degree requirements complete to have a degree or certificate conferred.

Unconditional (Final) Admission
Students approved by the major department for unqualified admission to a graduate degree program are given unconditional admission (Full Admission).

Conditional Admission
Domestic students who have some deficiency in the entrance requirements may be recommended by the department for conditional admission. Conditionally admitted students must meet the stipulations set forth at the time of admission to achieve unconditional admission status within one year or the time frame specified in their offer letter. Failure to meet terms of admission will result in dismissal from the degree program. The two policies below are not mutually exclusive.

Students are ineligible for University-funded assistantships, fellowships, and scholarships until they have received unconditional admission.

Conditional Admission Due to Academic Deficiency
Domestic students who have some academic deficiency in the entrance requirements, such as a low grade-point average or missing prerequisite coursework, may be recommended by the department for conditional admission. The admitting department will specify the number of hours and grade point average requirements that must be met in order to clear the student for unconditional admission. The department graduate committee will specify whether undergraduate courses required as further preparation for admission will be taken for audit or credit. Grades earned in such courses may be used by the graduate committee in evaluating a student’s capability for graduate work. Undergraduate or audited courses will not satisfy requirements for any graduate degree.

Students admitted conditionally based on an academic deficiency must achieve unconditional admission status by satisfactorily completing the prescribed program as defined in the admission conditions.
**English Provisional Admission**

English Provisional Admission is a combination of admission to the Ohio Program of Intensive English (OPIE) and future admission to a graduate degree-seeking program. This allows a student to study English as a second language prior to starting a degree program. Students wishing to apply for English Provisional Admission need to submit a degree-seeking application and check the appropriate box indicating they are applying for English Provisional status. Applicants for English Provisional Admission do not need to submit TOEFL or IELTS scores with their degree application.

A student admitted with English Provisional status takes an entrance TOEFL test and enrolls in English language courses through the Ohio Program of Intensive English (OPIE) upon their arrival at Ohio University. A student admitted in English Provisional status has up to two years to achieve an English proficiency score of at least 550 TOEFL (or as specified by the graduate degree program).

Students admitted in English Provisional status will take the TOEFL at the end of each semester and are subject to placement recommendations based on that score until they are cleared for unconditional admission.

Students admitted under English Provisional status are not eligible to register for graduate courses or apply for any type of graduate appointment (such as a tuition waiver and/or stipend) until full admission status has been achieved.

Other students who may be offered English Provisional admission are those who:

- Do not have a valid TOEFL or IELTS score
- Are not exempted from having to submit a TOEFL or IELTS score with their application, or
- Have a TOEFL or IELTS score less than the university minimum as described in the English Proficiency section of this Guide.
## Term Code Naming

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<th>Century</th>
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<th>Semester</th>
<th>Description</th>
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<td>2</td>
<td>15</td>
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<td>2014-2015 Fall Semester</td>
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</table>

Format: **YYY5**

Where:

1. **YYY** is the academic year with the century removed.
   *Example: 2014 = 214*
2. Academic years start in fall.
   *Example: Fall of 2013 was AY 214*
3. **S** is the semester number
   - 1 = Fall
   - 5 = Spring
   - 7 = Summer

**YYY5** would therefore be spring semester, 2015.
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<td>2247</td>
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<td>Sum 23-24</td>
</tr>
</tbody>
</table>
PeopleSoft Letter Definitions

Acknowledgement Letters

**G1A - MH8157 App Acknowledgement**
- Outlines the program and term to which the applicant has applied
- Shows PID
- Gives links to reporting dates and class start dates
- Directs applicant to contact their Enrollment Advisor if they have questions
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines how and where to upload additional documents to their application

**GC1 – Graduate College Acknowledgement**
- Acknowledges that an application has been submitted
- Outlines the program and term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines how and where to upload additional documents to their application

**G13 – Graduate College EP Admit (2 years) – Acknowledgement of English Provisional Admission**
- Outlines the program and term to which the applicant has been admitted -- notes English Provisional Admission
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Gives links to the Graduate College, Graduate Catalog, OPIE and ISFS websites
- States that the student must receive a Certificate of Eligibility (I-20/DS-2019) from OPIE and outlines the official bank statements needed with estimated funds required
- States that the student will take the TOEFL at the end of each term and the English Language Proficiency will be evaluated at that time; student must achieve unconditional admission status within six semesters
- Outlines the need to monitor their Ohio email account for important messaging/notices
- Outlines instructions to request Deferral/Change of Admission Term

**G10 – GC International Exchange Non-Degree**
- Outlines the program and term to which the applicant has applied
- Gives link to the graduate catalog
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Shows link to reporting dates
- Indicates that a Certificate of Eligibility (I-20/DS-2019) must be in place
- Shows contact information for Office of Global Opportunity and ISFS
- Shows link to the Registrar’s schedule of classes

**G11 - IMOU (degree)**
- Outlines the program and term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list; informs student to check OHIO email for important notices
- Gives links to the Registrar and Bursar websites, Graduate Catalog and ISFS
- States that Ohio University will provide student with a non-resident fee surcharge waiver (out-of-state tuition) for the academic year and outlines the 15 credit hour minimum (9 hours for summer) along with 3.0 GPA requirement
- Outlines conditional admission status if English Proficiency testing is required
- States that official transcripts are required in order for admission to be finalized
**G12 - Post Bacc Admit**
- Informs student that they have been admitted as a non-degree post-baccalaureate student
- Gives link to the graduate catalog
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Shows link to the Registrar’s schedule of classes

**G19 - Non-Degree INTL Admit**
- Outlines the non-degree program and term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines type of admission that has been offered to the student
- Gives links to the Registrar’s schedule of classes and academic calendar

**GC4 - Conditional Admit**
- Outlines the program and term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Describes the type of admission that has been offered to the student: Academic Conditional or English Language Conditional
- Provides links to the Registrar’s website, Academic Calendar and reporting dates

**GC5 - Non-Degree Admit**
- Outlines the non-degree program, term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Outlines type of admission that has been offered to the student

**GC6 - OUMHA_Admit**
- Outlines the program (MH8157) and term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Directs applicant to contact their Enrollment Advisor if they have questions

**GC8 - IIE Admit**
- Outlines the program, term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Registrar and Bursar websites, Academic Calendar, Graduate Catalog, ISFS, and reporting dates
- States that Ohio University will provide student with a non-resident fee surcharge waiver (out-of-state tuition) for the academic year and outlines the 12 credit hour minimum (9 hours for summer) along with 3.0 GPA requirement
- Outlines conditional admission status if English Proficiency testing is required
- States that official transcripts are required in order for admission to be finalized
- Outlines the need to monitor their Ohio email account for important messaging/notices

**GFA - Grad FINAL Admit**
- Outlines the program, term to which the applicant has been admitted
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Registrar’s website, Academic Calendar and reporting dates
GC9 – EP Admit - (HCED)

- Outlines the program, term to which the applicant has been admitted -- notes English Provisional Admission
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- Provides links to the Graduate College, Graduate Catalog, OPIE and ISFS websites
- States that ISFS will provide the student with the Certificate of Eligibility (DS-2019)
- States that student must achieve unconditional admission within three semesters or admission to the degree program will be withdrawn
- Your admission status is English Provisional. This means you must first successfully undertake English language study before beginning your degree program. You will take the TOEFL upon arrival on campus, and will be placed in English courses through the Ohio Program of Intensive English (OPIE) based on your campus score results. Your admission status can be modified to English Conditional when your TOEFL meets the minimum of 500 (paper) and with your academic program’s consent. In English Conditional status you will be eligible to register for part-time academic study while you take more advanced English language courses. Please note: You are not eligible to register for graduate courses until you have achieved either conditional or unconditional English admission status.
- While in English Provisional or English Conditional admission status you are required to follow the registration recommendations for English language courses. Your registration in English language courses will be completed by OPIE on your behalf. You will retake the TOEFL at the end of each term and your English language proficiency will be reviewed each term. Once you have demonstrated English proficiency you will qualify for unconditional admission. English proficiency is demonstrated by achieving a TOEFL of 550 (paper) or through recommendation for full-time academic status by the faculty of ELIP (English Language Improvement Program) and the consent of your academic department. Please note that students with conditional admission are not eligible for any type of graduate appointment.
- States that official transcripts are required in order for admission to be finalized
- Outlines the need to monitor their Ohio email account for important messaging/notices
- Outlines instructions to request Deferral/Change of Admission Term

Deny Letters

G7A - Deny MHA

- Outlines the program, term to which the applicant has applied
- Gives generic message about deny status and directs applicant to contact their Enrollment Advisor if they have questions about their deny status

GC7 – GC Deny Letter (all denied applicants)

- Outlines the program, term to which the applicant has applied
- Gives generic message about deny status and directs applicant to contact the department if they have questions about their deny status

Other Letter Types

G17 - Missing Info

- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list - lists the To Do List items still in "Initiated" status (Items that are still required); gives timeline for received materials to be updated in the Student Center (5 for domestic and 15 for international)

G18 - Waitlist Notice

- Outlines the program, term to which the applicant has applied
- Shows PID
- Outlines how to access My OHIO Student Center and monitor the To-Do list
- States the application has been put into Waitlist status. This means that the department still has the application under review, but is not prepared to make an admission decision at this time.
G16 – Graduate Student Withdraw
- Shows PID
- Acknowledgement that the application has been withdrawn and gives instructions to contact the Graduate College if they didn't request the withdraw

G15 – Graduate Admit Term Cycle Closed (WADM/ATCC)
- Outlines the program, term to which the applicant has applied
- Shows PID
- States the application withdrawn/cancelled due to the admit cycle being closed and gives applicant instructions on how to request Deferral

G14 – Graduate College Deferred Admit Term (WADM/SCOS)
- Outlines the program, term to which the applicant has applied
- Shows PID
- Acknowledges that the request for deferral has been received and gives applicant the instructions to submit their deferred application (new application)
Graduate College Internal Use Only

Graduate College Admission Processing

Admission will be processed by Graduate College staff based on Admission Recommendations made by departments. This function is limited to Graduate College internal staff only.

Processing Admit Pending Records

1. Click on the ‘Any’ list then click on the filter icon.
2. Then click on Admit Pending.
   a. To further filter your result set by International or Domestic, highlight Domestic or International along with Admit Pending.
3. Next, you’ll see your applicant list show only those applicants who have been recommended for admission by the admitting department. Each of the applicants will show indicating “Admission recommendation awaiting approval.” Click the drop down menu, and then select “Admit Applicant.”
4. Now you’ll see the admission recommendation made by the department including any funding requested.
   a. If the admission recommendation needs to be changed, you may do so at this time. Select the applicable admission scenario.
5. To process the admission, click OK or click ‘Cancel’ to cancel and move away from the screen.

6. Upon clicking ‘OK,’ the window below will pop up. Click ‘Yes’ to proceed; click ‘No’ to cancel.

7. If the process was successful, you’ll see a green “A” on the applicant list and file.

**NOTE**: The Graduate Admissions Staff will need to add any relevant Service Indicators to the admitted record by adding them directly through PeopleSoft.
Restricted Application Tab Data

Internal Graduate College users with Graduate College Records or Graduate College Administrator roles will be able to see new bio-demo information on the GRADS Application Tab. Departmental users (admin, faculty and observers) will not be able to see this data when they login.

1) First Name will show here (all users)
2) Last Name will show here (all users)
3) US Citizenship Status will show USA citizenship detail that appears in PeopleSoft. Not Indicated will show for International Applicants
4) Citizenship Country will show the actual country of citizenship that the applicant listed on the app
5) DOB will show the date of birth
6) Gender will show M (Male) or F (Female) for all records
7) Student Group will show the Student Group of the record if the user has access to Student Group information in PeopleSoft production
8) If applicant indicated YES to the application question “Are you a Refugee?” the Yes value will appear under Application Comments
9) If the applicant indicated YES to the application question “Are you a Political Asylee?” the Yes value will appear under Application Comments
10) If the applicant indicated that they are a Resident Alien and provided their Resident Alien number, the number value will appear under Application Comments

**Application Tab: Manage External Funding**

Internal Graduate College users can now update External Funding notes by accessing the Menu of Options. These notes will appear on the Application Tab and will remain in place until an internal user modifies the Funding Status.

To access the External Funding notes:

1) Click on the Menu of Options
2) Click on Manage External Funding
3) Add the funding amount
4) Set the Funding Status to Active (to display on the Application Tab) or Inactive to hide from the Application Tab
5) Add funding comments that include any notes which you want to display
6) Click OK to save the External Funding notes
7) Repeat this process if you need to update the funding notes or make any changes
Cancel Pending Bachelor Waiver Requests

Internal Graduate College users may cancel a pending Bachelor Waiver. To cancel a pending waiver, click on the menu of options and select “Cancel Bachelor Waiver”.

Upon clicking “Cancel Bachelor Waiver” system will present the user with a pop up. Click Yes to continue to cancel the waiver, click No to navigate away from the cancellation request.

Upon clicking Yes, the blue pending Bachelor waiver icon will disappear from the record.

Cancel Pending English Proficiency Waiver Requests

Regardless of status, internal Graduate College users may cancel a pending English Proficiency Waiver (even on Matriculated records). To cancel a pending waiver, click on the menu of options and select “Cancel English Waiver”.

Upon clicking Yes, the blue pending English waiver icon will disappear from the record.
Upon clicking “Cancel English Waiver” system will present the user with a pop up. Click **Yes** to continue to cancel the waiver, click **No** to navigate away from the cancellation request.

![Confirm Canceling English Waiver](image)

Upon clicking **Yes**, the blue pending English waiver icon will disappear from the record.

**GC Comm Tab (Graduate College Communications)**

Internal Graduate College users with GC Administrator or GC Admin roles now have a new tool to communicate. This new tab will allow users to configure notification settings to indicate if they want to be notified when another comment is added to this tab for the specific application. User can also set notification settings to “Replies Only” to only be notified when a Reply is made.

![GC Comm Tab](image)

- Comments can be posted easily by creating a new comment. Users may also reply to a comment string by hitting the Reply button under the comment in question.

![Comments](image)

- The above image shows a few comments. Comment #1 is the original comment. The list shows another comment by Susan Spence (#2). Since the first person to make a comment set the notification settings
to notify, when Susan wrote in comment #2, Jen received an email notification with a “View Notification” link in the email to be directed to the application in question in GRADS:

![Email notification screenshot]

Then, when Usha wrote comment #4, Jen then received another message notification email with the new comments that Usha entered:

![Email notification screenshot]

Any GC user that accesses the GC Comments tab can set their notification settings. New comments would be added in the bottom comment box:

![Comment box screenshot]
Managing Applications Flagged with Felony & Academic Dismissal
One the admissions application, when an applicant indicates that they have had a felony or academic dismissal in their past, the application will automatically be put in Incomplete status in GRADS. The Graduate College, typically the Assistant Dean, will review the record and add a DDEF program action row in PeopleSoft (Defer decision) and if necessary, involve OHIO’s legal affairs department to decide if the application can be reviewed. Once the application is confirmed to be eligible for review, the Assistant Dean update the admission comments with additional explanatory text and will add a RECN program action row (Reconsideration) in PeopleSoft which will allow the application to be moved to Reviewable status once the GBDGDS checklist item has been completed.

Manage Qualtrics Waiver: GC Admins Only
To update the Qualtrics waiver source:

6. Click Administration and then click Manage Qualtrics URL.

7. Click the Edit button to update the URL

8. Delete existing URL and paste in the new URL and then click the Save button.
User Management

Role Configuration Chart
Permissions or access levels will be granted based on how a user needs to use the system. Roles are outlined in the chart below.

<table>
<thead>
<tr>
<th>Role Configuration</th>
<th>Graduate College Administrator</th>
<th>Graduate College Records</th>
<th>College Administrator</th>
<th>Dept or Prog Administrator</th>
<th>Committee Member</th>
<th>Observer - Read Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Pool Visibility</td>
<td>All</td>
<td>All</td>
<td>College</td>
<td>Dept/Prog</td>
<td>Program</td>
<td>Any Level</td>
</tr>
<tr>
<td>Deny Applicant</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Admit Applicant</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Flag for Review</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Recommend Admit</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Waitlist Applicant</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Withdraw Applicant</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Add/Update Checklist Items</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Filter Applicants</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>View Applicant</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>View Documents</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Add Review Comment</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Request BDG Waiver</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Request English Proficiency</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Approve BDG Waiver</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Approve English Waiver</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Grant Program to Faculty Member</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Grant Program Admin</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
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</tr>
<tr>
<td>Grant College Admin</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Grant Others</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Shadow Login</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Committee/Program Level Access
1. Committee Chairs – recommend admit, deny, comment, etc.
2. Committee Member – view applicants, comment only
3. Committee Observer – read only access

*Note:* Certificate programs are owned by the college so security should be granted at the committee level for program plan access – for anyone who wishes to make recommendations on certificate applicants, please use the Committee Chair role.
Roles by College or Department
Users may be assigned Graduate College, College, Department or Program level permissions.

1. To assign roles by College or Department, click on the Administration drop down menu at the top right-hand corner of GRADS and then click Lookup Identity.

2. The screen below will pop up, enter the Ohio ID, EmplID or PID of the person you want to manage, and then click Lookup.

3. The screen below will pop up. You will be able to see information about the specified user on this screen. Click on the Roles field.

4. The Roles field will open and render these options. Click Add Role to add a new role to the specified user.
5. Click on the role you would like to add and then when prompted, enter the College’s Code – for example “COB” for College of Business.

6. Upon clicking Add you’ll see the pop up below asking you to confirm.

7. You will then see the new role you just added for the specified user. You’ll have the option to remove the role at this time.
## Jennifer Van Nostran

<table>
<thead>
<tr>
<th>Names</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohio IDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EmplIDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIDs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail Addresses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Roles

- Graduate College Administrator
  - Remove
- College Administrator for COB
  - Remove

### Committees

<table>
<thead>
<tr>
<th>Close</th>
<th></th>
<th></th>
</tr>
</thead>
</table>
Configuring College Administrator with Access to GRADN Programs – additional set up required

College Level = A&S
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
A&S, BIOS, CHEM, ECON, ENG, GEOG, GEOL, HIST, LING, MATH, ML, PBIO, PHIL, PHYS, POLS, PSY, SOC

College Level = COB
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
MGT, SA

College Level = COM
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
COM, COMS, ITS, JOUR, MDIA, VICO
College Level = EHS (Patton College)
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
EHS, C&HE, EDST, HCSE, RSP, TEDU

College Level = ENT
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
College Level = FAR
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
ART, CA, DFT, FAR, MUS

Department codes that fall under FAR

College Level = GRADN

Departments that fall under GRADN
College Level = GVS
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
GVS

College Level = HSPG
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
AHSW, NRSE, RCS, RSPS, SPH

College Level = INST
When college level access is required, in order to assign GRADN non-degree program access, the user must be configured with the following Department Codes as well:
INST

Committee Set Up
If the user needs to be configured with permissions to one or more program plan codes (and not an entire College or Department’s list of plan codes), find the user through Identity Lookup and then click on Committees.

1. Click on Add To Committee.
2. Enter the plan code that the user should have access to.

Add Committee Member

Plan Code
Ex: MS7260

Member Role
Select a Role

Add Cancel

3. Select the role that the user should have: Chair, Member or Observer and then click Add.

Add Committee Member

Plan Code
AU5317

Member Role
Member

Add Cancel

4. Upon clicking Add, the confirmation screen will pop up. Click Yes to proceed with updating the user role.

Confirm Committee Addition

Are you sure you want to add as a Member to the committee for AU5317?

Yes No