

The Graduate School Web-Based Applicant Review Accept and Reject Functions Fall 2001

INTRODUCTION:

The Graduate School provides Directors of Graduate Studies with a web-based utility that allows them to review all applicants to their graduate program in a given term and year, and to communicate accept and reject actions on these applicants directly to the Graduate School via this web-based interface. Effective August 10, 2001, this web-based interface will be the only means by which the Graduate School will communicate the status of applicants to programs, i.e. **paper routing sheets will no longer be used**. As such, all Directors of Graduate Studies (and their staff assistants, as appropriate) need to be familiar with the functions of the web-based interface.

LOG-ON to the GRADUATE SCHOOL DGS DATABASE:

To log-on to the Graduate School Database, go to the Graduate School main web page:

<http://www.rgs.uky.edu/gs/gradhome.html>

and click on “Just for DGSs”.

On the “Just for DGSs” page, take the link for the “Graduate School Database”.

At this point, you’ll be prompted for a User ID and password. The User ID is your three-letter program code (for example, CME for Chemical Engineering), and the password is your program password in the Graduate School database. If you’re not sure of your password, please contact the Graduate School Dean’s Office.

Upon entering the correct program code and password, you will have access to all applications in our database, for your graduate program, only.

Once inside the Graduate School Database page, click on “DGS Applicant Review”. You’ll then need to enter the term & year for which you wish to review applications (e.g. Fall 2001). Upon submitting the term and year, the upper right frame will show a list of all applicants to your program for this term & year, along with their application status. A more detailed view of each individual applicant can be obtained by clicking on “review” next to the name of the applicant. The detailed applicant information is then displayed in the bottom frame.

APPLICANT STATUS:

The most important piece of applicant information in the database is the status of the application. In the case of applicants who have an incomplete file in the Graduate School (i.e., missing official transcripts or official score reports), this column will be blank. In most cases, it is possible to determine which element is missing by reviewing the detailed record for the individual applicant. For applicants with a complete application file, a Graduate School status code will appear in this column. The Graduate School status codes are as follows:

AD: ADMITTED - student has been officially admitted to the Graduate School.

AI: ADMITTED INTERNATIONAL - international applicant is academically acceptable to the Graduate School, and has been admitted to the program. Full admission will be processed upon submission of appropriate financial information.

AT: ADMITTED TENTATIVE - Official Graduate School Admission is tentative, usually for the presentation of certain documents (e.g. final transcripts showing awarded bachelor's degree).

AW: ADMITTED (WEB) - DGS has executed an admission action via the Graduate School Web Site. Official Graduate School admission pending action by Admissions Officer, after 72 hour waiting period.

MW: PRE-REJECT MEMO PETITION (WEB) - DGS has petitioned for admission/time extension on behalf of applicant who has been pre-rejected due to low GPA. Official Graduate School action pending.

PR: PROVISIONAL ADMISSION - Provisional Admission as requested/approved by the program. Please see the section on "Provisional Admission" in the Graduate Bulletin.

PW: PROVISIONAL ADMISSION (WEB) - DGS has executed a provisional admission action via the Graduate School Web Site. Official Graduate School admission pending action by Admissions Officer, after 72 hour waiting period.

PT: PROVISIONAL TENTATIVE - Graduate School Admission is both tentative & provisional (see above).

RJ: REJECTED - the student has been formally rejected by the Graduate School, upon recommendation of the program.

RM: PRE-REJECT MEMO - the applicant has been found unacceptable to the Graduate School (e.g. low GPA); DGS has 15 days to petition for admission, or time extension.

RP: ROUTED TO PROGRAM - Applicant file is complete; applicant is eligible for admission or rejection by the program via the Graduate School web site.

RW: REJECTED (WEB) - DGS has executed a rejection action via the Graduate School Web Site. Official Graduate School rejection pending action by Admissions Officer, after 72 hour waiting period.

WA: WITHDRAWN - application withdrawn at the request of the applicant.

The most important status codes from the standpoint of managing program applications are “**RP**” (routed to program), and “**RM**” (pre-reject memo). Both of these codes correspond to communications that were previously directed to the program via hardcopy letter. For each code, the program will now be required to respond to the Graduate School via the web-based interface.

RP CODE - ROUTED TO PROGRAM:

The “RP” code indicates that the student’s application file in the Graduate School is now complete, i.e. all required official documents have been received, and the student meets the minimum undergraduate and graduate GPA requirements of the Graduate School. In the past, this information was communicated to the program via a hardcopy routing sheet. Now, the sole indication of this status is via its appearance on the application status web site. Once the “RP” code is in place, the program may take accept or reject action, as appropriate.

In the case of students who show the “RP” status code, the program may execute an accept or reject action directly on-line. For each individual applicant, click on “Review”. The detailed applicant information (bottom frame) will show applicant status, transcripts and scores, and possible tentative or provisional conditions which would typically appear on a hardcopy routing sheet (for example, “*student is tentative for official transcript showing an awarded master’s degree*”). In addition, the DGS is asked to complete an admission action, and to indicate any assistantships to be awarded (for international applicants).

Accept/Reject:

The page provides buttons for the DGS to indicate accept, reject, or to execute a provisional admission; detailed instructions are available on the page. For the case of a rejection, programs have the option of sending their own rejection letters, without an additional letter being sent by the Graduate School. Programs electing to use this option can so indicate by selecting the appropriate button. For the case of a provisional admission, the DGS must select the “Provisional Admission” button, and then indicate the terms of the provisional admission in the text window provided. It is imperative that any terms for provisional admission be entered in this interface. If provisional terms are to be indicated via a separate letter, please indicate this in the text window.

Financial Support:

For international applicants, the DGS should indicate the form of financial support (if any) that will be provided by the Department. This information will be used for visa document processing, and if reported accurately, will expedite this processing for the issuance of the I-20. In cases where a full-time or part-time assistantship is indicated, the program DGS must forward a copy of the student’s award letter directly to the Graduate

School as soon as possible. This award letter should be signed by the DGS, and must include the following information:

- indicate if support is research (RA) or teaching (TA) assistantship.
- indicate total amount of stipend.
- indicate dates of appointment; appointments must encompass at least one academic year.

If financial support is indicated, the admissions officer will hold the application until the program's letter of support is received in the Graduate School. However, once the letter of support is received, the Graduate School will be in a position to issue the I-20 directly, assuming the student meets the minimum standard for financial resources. This has the potential to significantly reduce the overall turn-around time required for the issuance of the I-20.

Submit:

Once the selection of the appropriate buttons is completed, please click on "Submit". The user will receive verification of the action on the screen. In addition, an Email message will be sent to the DGS, confirming the action. Further, upon clicking on "Reload" on the browser, the student's status code should change from "RP" to one of the web-oriented codes ("AW", "RW", "PW"). For more information on the processing of these actions, see below.

RM CODE – PRE-REJECT MEMO:

The "pre-reject memo" is a hardcopy memo that is used to alert the DGS to an application from an individual who does not meet the minimum GPA entrance standards of the Graduate School, either at the undergraduate or graduate levels. For applicants placed in "RM" (i.e. pre-reject) status, the program has up to 15 business days to:

- petition for admission of the applicant
- request an extension of time for consideration of the applicant

If the Graduate School does not receive a response from the program after 15 days, the applicant will be rejected.

The Graduate School will no longer send hardcopy pre-reject memos; pre-reject status for program applicants will now be communicated by the appearance of the "RM" status code for individual applicants on the DGS web page. Click on "Review" to get detailed information regarding the application of a particular student.

Date Posted:

The "Date Posted" for the student indicates the start of the 15 day pre-reject period. In many cases, the Graduate School will allow somewhat more than 15 days before taking

final action. Please note that if the student still shows the “RM” status code, they have not yet been rejected from the Graduate School.

Petition for Admission:

If the program wishes to admit an applicant in pre-reject status, or request an extension of time for further consideration, select “petition for admission”, and use the text window to provide a justification for the admission and to indicate any provisional terms, if applicable. Or, the program can simply request an extension of time for consideration.

Programs have the option of petitioning for the admission of applicants in “RM” status by submitting a hardcopy request. However, in order to avoid confusion, please do not submit both a hardcopy request and an electronic (web-based) submission.

Submit:

Once the selection of the appropriate buttons is complete, please click on “Submit”. The user will receive verification of the action on the screen. In addition, an Email message will be sent to the DGS, confirming the action. Further, upon clicking on “Re-load” on the browser, the student’s status code should change from “RM” to “MW”.

PROCESSING OF ELECTRONIC SUBMISSIONS:

Upon the submission of an electronic accept/reject action, the following will occur:

- the DGS will be sent a confirmation Email, with a copy to the admissions officer
- the student’s status code will be changed to “AW”, “RW”, “PW”, or “MW”, as appropriate

The admissions officer in the Graduate School will hold the requested action for a minimum of THREE BUSINESS DAYS. This holding period is intended to provide the program with sufficient time to communicate with the admissions officer in case the action was submitted in error. If the accept/reject action has been submitted in error, it is imperative that the DGS or staff assistant communicate with the appropriate admissions officer *as soon as possible* to rectify the error. If there is doubt as to the appropriate officer, please contact Ms. Pat Bond directly at pbond@pop.uky.edu.

After the three day waiting period has passed, the admissions officer will process the electronic submission action accordingly, and the applicant will be notified via hardcopy letter; a copy of the letter will be sent to the program. Completion of this action will be indicated by a change in the applicant’s status code on the web, from one of the web-based codes (AW, RW, PW, MW), to one of the standard admission (AD, AI, AT, PR, PT) or rejection (RJ) codes.

QUESTIONS:

If you have any questions or concerns regarding web-based submission of accept/reject actions, please contact Ms. Pat Bond (Assistant Dean, Admissions & Records) in the Graduate School; 257-4905; pbond@pop.uky.edu.