# Applicant Review Faculty User’s Guide

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The Manage Tab:
To view this tab, click MANAGE tab at the top right-hand side of the Applicant Review page.
Within this tab, you can create and view groups of student applications in the Groups Tab, and view which applicants are in more than one group using the Group Compare Tab. You can also personalize your Applicant Review system by altering the table columns which appear on each page, viewing and modifying your saved filters, and adding checklist items that appear in the ‘status check’ that students view to track their progress.

Creating groups:
Creating a group allows you to group students by a category that you’ve created. For example, you may want to create a group of applications for another yourself, another professor, or a team of you’ve made. Once a group is created, you will be able to filter applications by that group (view only the applications that belong to that group), sort applications alphabetically by group name, and/or add additional administrators to that group.

To create a group:

1. Select the **MANAGE** tab on the top right-hand side of the Applicant Review page.

2. Click the **Groups** icon.

3. Click the red **Add Group** button on the right-hand side of the page. A window that reads **Create Group** will appear.

4. Enter a group name of your choosing into the **Group Name** text box.

5. Click the red **Create Group** button.
Application Review - Add Feedback

Manage

1. Groups
2. Group Compare
3. Saved Filters
4. Table Columns

Manage Groups

Manage Home / Groups

Groups Managed

<table>
<thead>
<tr>
<th>Name</th>
<th>Administrators</th>
<th>Applications Assigned</th>
</tr>
</thead>
</table>

Feedback, questions or accessibility issues: Questions
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Adding and removing student applications from groups:
A group will remain empty until you assign student applications to that group. Student applications can be added to a group one or multiples at a time, and they can be added at any time after creating the group.
To add a student application to a group:

1. Return to the list of applications you wish to select student applications from by clicking the **Assignments** tab at the top of the page.

2. **Select** the student(s) you wish to add to the group by clicking the small white box to the left of their name. A black checkmark will appear in the box.

3. Click the blue + **Add to Group** button above the list of application entries. A window will pop-up that reads “Are you sure you want to add these applications to the selected group?”

4. Select the group you created from the **Group** drop-down menu.

5. Click the red **Yes** box in the bottom right-hand corner of the window.
<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Campus ID</th>
<th>Review</th>
<th>Review Score</th>
<th>Supp App</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbas, Saba</td>
<td>Educational Policy Studies PHD</td>
<td>9078016681</td>
<td>Review</td>
<td></td>
<td>Comparative Intl Ed &amp;</td>
<td>Neat Guys, Phil's</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Global Studies</td>
<td>test 1</td>
</tr>
<tr>
<td>Abbe, Spencer</td>
<td>History PHD</td>
<td>9077865541</td>
<td>Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abbott, Marissa</td>
<td>Social Welfare PHD</td>
<td>9077763929</td>
<td>Review</td>
<td></td>
<td></td>
<td>Jason's Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group 1</td>
<td>Group 1</td>
</tr>
<tr>
<td>Abdul Jaleel, Jazeen</td>
<td>Industrial Engineering PHD</td>
<td>9077994888</td>
<td>Review</td>
<td></td>
<td></td>
<td>GSC Test Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cheryl</td>
<td>Cheryl</td>
</tr>
<tr>
<td>Abernathy</td>
<td>Chemistry PHD</td>
<td>90777079136</td>
<td>Review</td>
<td></td>
<td></td>
<td>Meagan</td>
</tr>
</tbody>
</table>

Are you sure you want to add these applications to the selected group?

Group: Purple

- Abbas, Saba - Educational Policy Studies PHD

Options: No, Yes
Student applications can also be removed from a group one or multiple at a time, at any time.

To remove a student application from a group:

1. **Select** the student(s) you wish to remove from a group by clicking the small white box to the left of their name. A black checkmark will appear in the box.

2. Click the red - **Remove from Group** button above the list of application entries. A window will pop-up that reads “Are you sure you want to remove these applications from the selected group?”

3. Select the appropriate group from the **Group** drop-down menu.

4. Click the red **Yes** box in the bottom right-hand corner of the window.
<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Campus ID</th>
<th>Review</th>
<th>Review Score</th>
<th>Supp App</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbas, Saba</td>
<td>Educational Policy Studies PHD</td>
<td>9078016681</td>
<td></td>
<td></td>
<td>Comparative Intl Ed &amp; Global Studies</td>
<td>Neat Guys, Phil's test 1, Purple</td>
</tr>
</tbody>
</table>
Group Administrator Functions:
When you create a group, you will automatically become the administrator of that group. This means that you have the capability to view only the members in this group using the filter function (See “Filtering assignments” for instructions), add and remove student applications from this group, and edit/delete the group. You also have the capability to allow other users to become administrators for this group, such as other faculty members.

Note: A user cannot edit a group unless they are made an administrator of that group, as well.

To make someone else an administrator:

1. Select the **MANAGE** tab on the top right-hand side of the Applicant Review page.

2. Click the **Groups** icon.

3. Find the **group** you wish to add an administrator to.

4. Select the blue **Edit Administrators** button aligned with the group (on the right-hand side of the page). A new window appear that reads “Edit Administrators for ___ Group”.

5. Enter the name of the person you wish to give administrator rights to into the **Person** text box. The auto complete feature will search the campus directory by the person’s last name, first name, and/or NetID as you type.

6. Click the **Save Administrators** button.
Group Compare Function:
The ‘Compare Groups’ function allows you to compare applications across two groups. That is, with this function, you will be able to view which applications are in each group, and/or how many applications are in both groups (or in other words, where there is overlap between groups).

1. Select the **MANAGE** tab on the top right-hand side of the Applicant Review page.

2. Click the **Group Compare** icon.

3. Select the first group you wish to compare from the — **Select first Group** — dropdown menu.

4. Select the word corresponding with the comparison you wish to make from the — **Select an Operation** — dropdown menu (i.e. ‘or,’ ‘and,’ or ‘and not in’).

   * **Hint:** By selecting ‘or,’ you will generate a list of all the applicants that are in either of the two groups.
   Selecting ‘and,’ will generate a list of only those applicants that are in both of the two groups you select.
   Selecting ‘and not in’ will generate a list of only the applicants that are in Group 1 but not in Group 2.

5. Select the second group you wish to compare from the — **Select second Group** — dropdown menu.

6. Click the red **Show Applicants** button in the bottom right-hand corner of the textbox.

7. You will see the different groups each person is in, if there is more than one group a student is assigned to.
### Compare Groups

Show me Applicants that are in Group

- debbies new group
- [or]
- Purple

**Show Applicants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Application ID</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbas, Saba</td>
<td>Educational Policy Studies PHD</td>
<td>442919</td>
<td>Phil’s test 1, Purple, Neat Guys</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

| Show | 10 [ ] entries |
|------|----------------|----------------|

[Previous] 1 [Next]
Customizing Table Columns:

In the Applicant Review system, the Review Assignments Page automatically displays the following columns: Name, Program, Campus ID, Review, Review Score, Supp App, and Groups. However, you can customize the columns that appear on the page to suit your own needs. In other words, you can add or remove columns to customize your review process.

To customize your table columns:

1. Select the **MANAGE** tab on the top right-hand side of the Applicant Review page.

2. Click the **Table Columns** button. You will see a table for the Review Applications tab containing the columns that are displayed on that page.

3. Click the **Edit Columns** button in the top right-hand corner of that page’s table. A window will pop up that says “Configure columns to display on Reviewer Page.”

   The various columns that you can choose from are displayed in this window, with a check box to the left of each column type.

4. **Check** the boxes to the left of the columns you wish to display. **Uncheck** the boxes next to the columns you do not want to display.

5. Click the red **Save Configuration** button in the bottom right-hand corner of the window.

   **Note:** columns can be reconfigured at any time. Simply return to this page and check the columns you wish to see and uncheck those you don’t.

*Note:* The Supp App column will display the answer to a specific question on the Supplemental Application that your program has deemed significant or important (if the program has chosen to do so) such as program concentration area.

*Note:* If you select a large number of columns to display, in the My Assignments tab a blue + sign will appear in front of the rows of applicants. Clicking the blue plus sign expands the specific application to view the information from the columns that cannot fit in the row displayed. To collapse this information, click the red – sign on the left side.
To view a summary of the stage in the review process of all the applications for a specific program:

1. Select the DASHBOARD tab at the top left-hand side of the page.

2. Select a Term from the top dropdown menu.

3. Select the desired program from the *Select a Program* dropdown menu.

4. Click the red Get Stats button. A chart will appear which will display the number of applicants in each stage of the application program.

*Hint:* In order to view the exact number of applicants in a category, hover your cursor over the colored bars in the chart and a bubble will appear displaying this information.
To view a summary of citizenship status and AOF eligibility of applicants for a specific program:

1. Select the **DASHBOARD** tab at the top left-hand side of the page.

2. **Select a Term**- dropdown menu. (This is the third box from the top of this page.)

3. Select the desired program plan from the **Select a Plan**- dropdown menu. (This is the fourth box from the top of this page.)

4. Click the red **Get Stats** button. A box will appear which lists the total number of applicants, along with two graphs which display the AOF eligibility and Citizenship status statistics of the current applicants for this program.

*Hint:* In order to view the exact number of applicants in a category, hover your cursor over a ‘pie piece’ of the chart and a bubble will appear displaying this information.

Applications can also be broken down by citizenship status and AOF eligibility.
To view a summary of citizenship status and AOF eligibility of applicants for a specific group:

1. Select the DASHBOARD tab at the top left-hand side of the page.

2. Select a Term—the third box from the top of the page.

3. Select the desired program from the —Select a Group— dropdown menu. (This is the fourth box from the top of this page.)

4. Click the red Get Stats button. A box will appear which lists the total number of applicants in this group, along with two graphs which display the AOF eligibility and Citizenship status statistics of the current applicants in this group.

*Hint: In order to view the exact number of applicants in a category, hover your cursor over a ‘pie piece’ of the chart and a bubble will appear which will displaying this information.

You can also view Citizenship and AOF Eligibility statistics for students in a certain applicant group. In this case, you do not need to select a Program or a Plan, because all the applicants in a particular group are likely applying to the same program.
The Assignments Tab:
Here you will be able to see all the applications that have been assigned to you by your program graduate coordinator. Within this tab, you can sort/filter, group applications, view application materials, submit reviews, see review scores and see supplemental application answers. To view this tab, click ASSIGNMENTS on the top of the page, directly underneath the words ‘Applicant Review.’

Sorting applications:
Sorting applications allows you to order the applications by alphabetical order of students’ last name, application group name, or application progress.

To sort applications:

1. Click the arrow icons in bottom right-hand corner of the box displaying the category you wish to sort by (e.g., ‘Name’ or ‘Review’).

2. To sort the same information in the opposite direction (e.g., alphabetical order to reverse alphabetical order), click the same arrow icons again.
Filtering applications:
The filter function allows you to view only applications which fall into certain categories of your choosing. You can filter applications by the following categories: student first name, student last name, term, group, GPA range, application ID, campus ID, citizenship, AOF eligibility, gender, program, and review completion.

To filter applications:

1. Choose a category in the blue **Active Filters** box.

2. **Enter** the application information into the text box (e.g., student first name, last name, or application ID)
   -or-
   **Select** the application information from the drop-down menu (e.g., term, group, program)

3. Click the **Apply Filter** button. Only those applications which fall into the categories you have selected will appear in the list of applications below.

*Note:* You can enter/select multiple categories (and programs) at a time.
Saving filter configurations:

To save filter configurations:

1. Follow the “To filter applications” instructions for the category configuration you wish you save.

2. Enter a name for your filter configuration into the white square to the left of the **Save Filter** box (in the upper right-hand corner of the Active Filters box). The name of the filter configuration should help you identify and use the filter again later.

3. Click the blue **Save Filter** button in the upper right-hand corner of the Active Filters box.

You can save certain filter category configurations so that you can pull them up and use them again later. For example, if you often view applications by program and term, you can save this configuration to use it again later.
### My Review Assignments

#### Active Filters
- **Name**: Agarwal
- **First Name**: 
- **GPA**: Range Start, Range End
- **Citizenship**: Domestic, International, Either
- **Program**: Select Program
- **Term**: Fall 2017-2
- **Application ID**: 
- **AOE Eligible?**: Yes, No, Either
- **Review Complete?**: Yes, No, Either
- **Group**: Purple
- **Campus ID**: 
- **Gender**: Female, Male, Either

#### Show 10 entries

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Campus ID</th>
<th>Review</th>
<th>Supp App</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agarwal,</td>
<td>Computer Sciences</td>
<td>9078D17333</td>
<td>Review</td>
<td></td>
<td>Kasey's group for coords(26)</td>
</tr>
<tr>
<td>Nikhil</td>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td>Prereview, Purple</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries (filtered from 26 total entries)
To use saved filter configurations:

1. Click the **Load Filter** button in the upper right-hand corner of the Active Filters box.

2. Locate the filter you wish to use, and click the red **Select** button aligned with that filter.
Individual Application Review:

Clicking on an individual applicant’s name will open their application in a new tab in your web browser. At the top of the page, the applicant’s name and program (i.e. Chemistry MS) will be listed. Underneath will be a box that lists the applicant’s campus ID, date of birth, email, citizenship, home address, application ID, cell phone number, and ethnicity/race.

Located below this on the left hand side of the screen is a list of application components: recommendations, supplemental app, documents, test scores, checklist, and comments. Clicking on a component will bring up the supporting documents or information to the right.

Recommendations:

Here you can see the name of the recommender, their position title, contact information, and submission date. You can then download the recommendations in order to read them.

To download a recommendation:

1. In the Recommendations section, find the letter you wish to view.

2. Click the red Download link located on the right hand side.

3. The recommendation will download as a PDF document and an icon will appear on the lower left hand side of the web browser.

4. Click on the PDF icon and the letter will open in a new tab in your web browser.

*Note: If you wish to view the letter at a later date, you can find the PDF in the ‘Downloads’ folder on your computer.
### Nikhil Agarwal - Computer Sciences MS

<table>
<thead>
<tr>
<th>Campus ID</th>
<th>Application ID</th>
<th>Email</th>
<th>DOB</th>
<th>Cell Phone</th>
<th>Citizenship</th>
<th>Ethnicity/Race</th>
<th>Home Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>9078017333</td>
<td>439713</td>
<td><a href="mailto:nikhilagarwal32@gmail.com">nikhilagarwal32@gmail.com</a></td>
<td>9/3/1992</td>
<td>+91 8197021010</td>
<td>International</td>
<td></td>
<td>M/s Shanti Enterprises Branch Ram Tekri Road Jamshedpur, 831006 India</td>
<td>214, Alshwarya Tristar Apartments Near IIT back gate Bangalore, 560086 India</td>
</tr>
</tbody>
</table>

### Recommendations

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahesh, Kavi</td>
<td>Dr</td>
<td><a href="mailto:drkavimahesh@gmail.com">drkavimahesh@gmail.com</a> +91 9845290073</td>
<td>12/23/2016</td>
</tr>
<tr>
<td>A, Srinivas</td>
<td>Dr</td>
<td><a href="mailto:a.srinivas@pes.edu">a.srinivas@pes.edu</a> +91 9880283288</td>
<td>12/18/2016</td>
</tr>
<tr>
<td>Srinath, Ramamoorthy</td>
<td>Prof</td>
<td><a href="mailto:ramamoorthysrinath@gmail.com">ramamoorthysrinath@gmail.com</a> +91 9845037230</td>
<td>12/12/2016</td>
</tr>
</tbody>
</table>

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Do you want to open or save UW GS Recommendation Summary.pdf (269 KB) from stage.apps.grad.wisc.edu?
University of Wisconsin-Madison Graduate School

Recommendation for Graduate Admission

APPLICANT:

Name of Applicant: Nikhil Agarwal

RECOMMENDER:

Name of Recommender: Kavi Mahesh

Email Address: drkavimahesh@gmail.com

Title: Dr

Company/Organization: PES Institute of Technology

Telephone Number: +91 9845290073

How long have you known this applicant and in what capacity?
About 3 years as his teacher and research advisor

Applicant Ratings

Please rate the applicant on the following dimensions, comparing him or her with other students you have known.

<table>
<thead>
<tr>
<th>Skills and Aptitudes</th>
<th>Exceptional</th>
<th>Strong</th>
<th>Average</th>
<th>Weak</th>
<th>Very Weak</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Skills</td>
<td></td>
<td>⬜️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Skills</td>
<td></td>
<td></td>
<td>⬜️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborative Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>⬜️</td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td>⬜️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td>⬜️</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supplemental Application:

In the supplemental app section, you can view the applicant’s responses for the supplemental application, including questions such as paths of interest/concentration, research experience, or faculty members of interest.
Documents:

In the documents section, you will be able to view additional documents such as the applicant’s current resume, personal statement, official transcript, and letters of recommendation.

![Documents Table]
Test Scores:

In the test scores section, you will see the official test scores of the applicant. The test type, date uploaded, date taken, and score (or score breakdown) will be shown. For example, if the applicant took the GRE, the individual scores for analytical writing, quantitative, and verbal sections will be shown, as well as the percentile for each score. An example is shown below.

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Score</th>
<th>Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Writing</td>
<td>4</td>
<td>59</td>
</tr>
<tr>
<td>Quantitative</td>
<td>153</td>
<td>51</td>
</tr>
<tr>
<td>Verbal</td>
<td>147</td>
<td>34</td>
</tr>
</tbody>
</table>

An example is shown below.
Checklist:

This section will show you the required documents for each applicant and whether they have all been submitted. If the documents have been submitted and are included in the application you are currently viewing, each one will have a black check in the box to the left of the description.

<table>
<thead>
<tr>
<th>Campus ID</th>
<th>DOB</th>
<th>Email</th>
<th>Citizenship</th>
<th>Home Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>9078017333</td>
<td>9/3/1992</td>
<td><a href="mailto:nikhilagarwal32@gmail.com">nikhilagarwal32@gmail.com</a></td>
<td>International</td>
<td>M/s Shanti Enterprises Branch Ram Teksl Road Jamshedpur, 831006 India</td>
<td>214, Aishwarya Tristar Apartments Near Ipl back gate Bangalore, 560066 India</td>
</tr>
</tbody>
</table>

- Transcript for PES University - Bachelors
- Recommendation Letter from Kavi Mahesh
- Recommendation Letter from Ramamoorthy Srinath
- Recommendation Letter from Srinivas A

Recommendations
Supplemental App
Documents
Test Scores
Checklist
Comments
Institutions
Creating and Viewing Comments:

When viewing an individual application, at the bottom of the list on the left hand side there is a link titled ‘comments.’ If you click this link, you are able to create and view comments linked to each individual application.

While making a comment, there are three available options for who can see it: public, private, or only other reviewers can see. If you make a public comment, both coordinators and other reviewers can view it. If you make a private comment, only you can view it. Choosing the ‘only other reviewers’ option allows only other reviewers that are assigned this application can view the comment, and graduate coordinators cannot.

Graduate coordinators also have these options, allowing for them to write comments for the reviewers to see (i.e. to explain why an applicant was assigned to them, etc.). If a comment is made public or so that other reviewers can see it, other members of a team are able to see their comments (i.e. why they gave a certain score, the disabilities of an applicant, etc.).

To create comments:

1. Select the Comments link on the left hand side.
2. On the right side of the screen there will be a red button that says + Add Comment.
3. A dialogue box will appear with a text box where you can write your comment.
4. After writing your comment, you can choose who can see it through the Select Visibility option.
5. Click the dropdown menu next to Select Visibility.
6. Choose ‘Public,’ ‘Private,’ or ‘Only Reviewers can see.’
7. Click the red button that says Add Comment on the right hand side of the box.
In the institutions section you can view the previous educational institutions the applicant has attended. The information available will be: institution name, major, degree expected/received, GPA and a PDF of their official transcript that you have the capability of downloading.
Completing Reviews:

While viewing the applications assigned to you under the ASSIGNMENTS tab, you can complete your reviews for individual applicants.

To Write a Review

1. Click on the Assignments tab

2. Go to the applicant you wish to review, click the red + Review button under the Review column.

3. A dialogue window will appear with the review form for your specific program.

4. Write your review in the given form, then click the red Add Review button on the right hand side of the dialogue box.

*Note: If you have already reviewed an applicant, their review score will show in the Review Score column.
### My Review Assignments

#### Active Filters
- **Name**: Last Name | First Name
- **GPA**: Range Start | Range End
- **Citizenship**: Domestic | International | Either
- **Program**: Select Program

#### Show 10 entries

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Campus ID</th>
<th>Review</th>
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<th>Supp App</th>
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<tr>
<td>Abbas, Saba</td>
<td>Educational Policy</td>
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<td>Review</td>
<td>Comparative Intl Ed &amp; Global Studies</td>
<td>Neat Guys, Phil's test 1, Purple</td>
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<tr>
<td>Abbe, Spencer</td>
<td>History PHD</td>
<td>9077955541</td>
<td></td>
<td>Review</td>
<td></td>
<td>Not Admit, Phil's test 1</td>
</tr>
</tbody>
</table>

#### Review Instructions
- **Score**: 1
- **Comments**: Strong recommendation for my lab.

#### Additional Options
- **Add to Group**
- **Remove from Group**
- **Download**
Admissions Process Post Faculty Review

The details in this section are included to keep faculty informed and knowledgeable about the process beyond your part in reviewing applicants in the admissions process.

Department Review and Recommendation

During the review process, the graduate coordinator or faculty member in charge of final review process will be able to see the applications that have been moved to review but not yet given a recommendation to move forward. The coordinator can view, sort, filter, group, and download applications, as well as email applicants. The coordinator has the ability to access the reviews from the faculty and see if all of the reviews for an applicant have been completed before moving forward with a decision. On this page, the coordinator will choose to recommend or not recommend a student for Graduate School review, based on reviews, comments, and average review score.

The Graduate School Review & Final Processing

Once a graduate coordinator or head of the review process for a department recommends or does not recommend an applicant, the Graduate School can view the list of applications that have been forwarded for review. This process is similar to the My Assignments tab, with the ability to sort through applications using various filters. From this tab, the representative of the Graduate School can access the graduate coordinators’ reviews, faculty, reviews, public comments, and all documents and information on an applicant. Then the graduate school makes the final decision on admittance, the student is matriculated in the system, and an email is sent to the applicant regarding the decision.