Overview

This page is designed for each academic department to inform the Graduate School of the department’s recommendation or denial of each applicant. This page is designed for use by GPD’s, department staff, and admission directors. There are also three additional functions that should help department’s processing. These features allow departments to change admit terms prior to or during the entering of decisions, change academic plans/subplans prior to or during the entering of decisions, and to enter comments for denied applicants for missing materials or other reasons.

Navigation: Student Admissions > Application Evaluation > Graduate Admission Decision

Recommendation for Admission

There are four choices for the decision: Admit, Deny, Provisional Admit and Waitlist (ADMIT, DENY, PROV, WAIT). If you select Deny or Provisional Admit, you will need to select an option under Reason. If you don’t know the abbreviations for the Decision or Reason boxes, you can use the Look Up icon . Please enter the value of the assistantship (if available) in the Financial Support box.
Deny an Applicant

- If you deny a student, but wish to encourage them to reapply: Check the box next to Encourage Denied Applicant to re-apply.
- If you deny a student with a reason of GOTH (other) or GINP (Incomplete Materials): If you deny a student with either of these reasons, you will be required to write an explanation in the large text box at the bottom of the page.

Change Admit Term or Plan/Subplan

Please note: The following changes can be made at any time prior to the decision. You do not have to wait for the decision to be rendered to change admit term or plan/subplan.

- To change admit term for an applicant: Click the checkbox next to Overwrite Admit Term. Now you should be able to update the term. If you do not know the term code, you can click the magnifying glass for a list of possible admit terms. Please note: This change can occur at any time. You do not have to wait for the decision to be rendered to change admit term.
- To change Plan/Subplan for an applicant: Click the checkbox next to Overwrite Plan/Subplan(s). Now you should be able to update the plans. If you do not know the proper plan or subplan codes, you can click the magnifying glass for a list of possible values.
  - To add a plan: Enter plan code in Acad Plan 2. You can also enter subplan if necessary.
  - To delete a plan: Click the Delete Plan checkbox that corresponds to the plan you wish to delete.
  - To change a plan and/or subplan: Write over the existing values.

To verify changes: If you leave the page and go back into it, the values will be refreshed. These values should reflect the current status of the student. Remember, the Graduate Summary page contains data that are refreshed nightly. Changes to admit term, applicant status, and academic plan/subplan information WILL NOT BE IMMEDIATELY AVAILABLE VIA THE GRADUATE SUMMARY OR APPLICATION MAINTENANCE PAGES.

This portion of the page is designed to eliminate the need to email us at gddec-l@grad.umass.edu