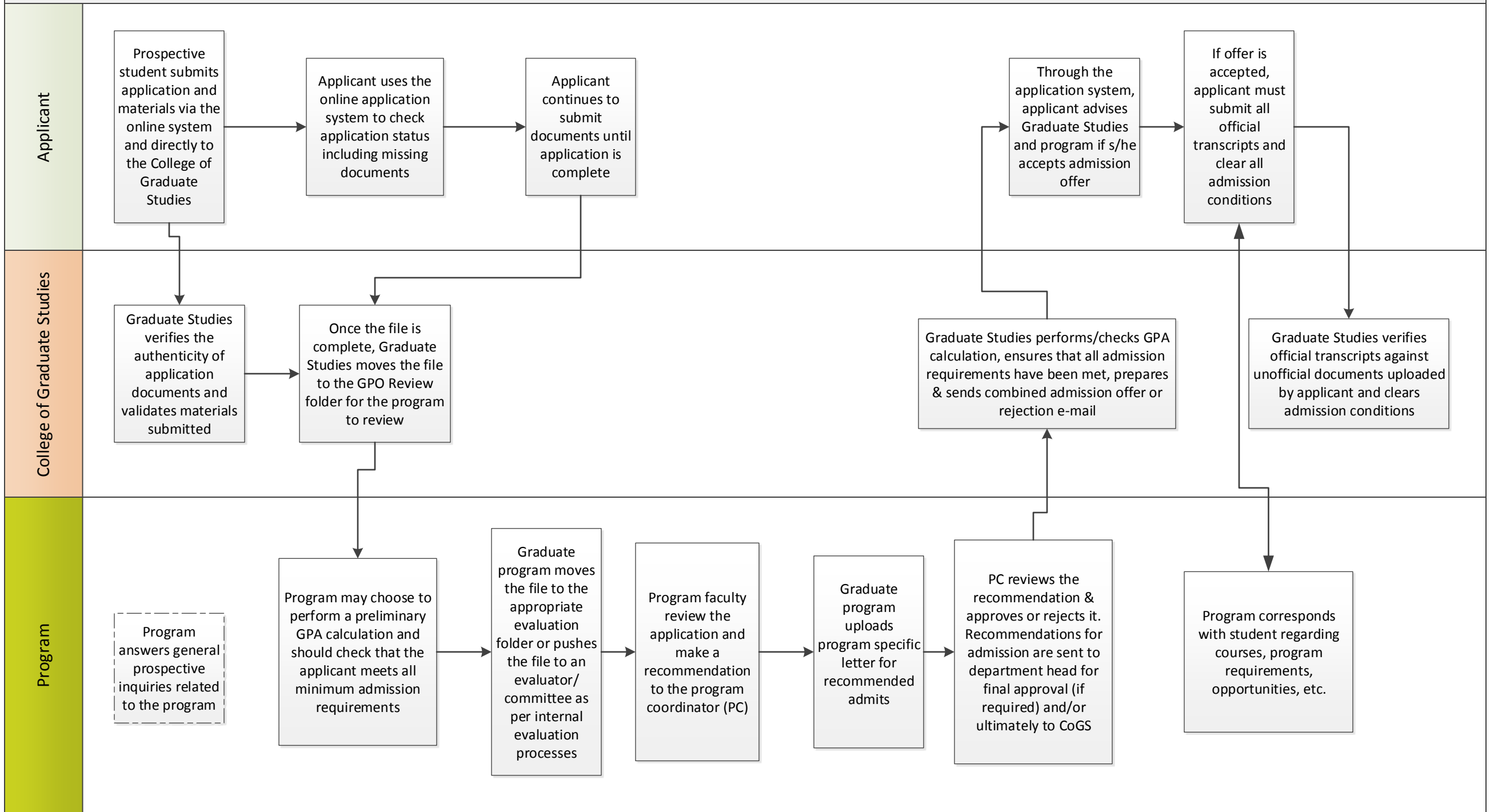


# New Application Process Flowchart – College of Graduate Studies



Applicant

College of Graduate Studies

Program

Prospective student submits application and materials via the online system and directly to the College of Graduate Studies

Applicant uses the online application system to check application status including missing documents

Applicant continues to submit documents until application is complete

Graduate Studies verifies the authenticity of application documents and validates materials submitted

Once the file is complete, Graduate Studies moves the file to the GPO Review folder for the program to review

Program answers general prospective inquiries related to the program

Program may choose to perform a preliminary GPA calculation and should check that the applicant meets all minimum admission requirements

Graduate program moves the file to the appropriate evaluation folder or pushes the file to an evaluator/committee as per internal evaluation processes

Program faculty review the application and make a recommendation to the program coordinator (PC)

Graduate program uploads program specific letter for recommended admits

PC reviews the recommendation & approves or rejects it. Recommendations for admission are sent to department head for final approval (if required) and/or ultimately to CoGS

Graduate Studies performs/checks GPA calculation, ensures that all admission requirements have been met, prepares & sends combined admission offer or rejection e-mail

Through the application system, applicant advises Graduate Studies and program if s/he accepts admission offer

Program corresponds with student regarding courses, program requirements, opportunities, etc.

If offer is accepted, applicant must submit all official transcripts and clear all admission conditions

Graduate Studies verifies official transcripts against unofficial documents uploaded by applicant and clears admission conditions