Grad Adjudication System Guide

Faculty of Graduate Studies
2021-2022
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Application Uploads into Grad Adjudication

- The upload has been automated and runs twice per day
- Since the upload is running twice per day, requests to Central Admissions to make manual uploads to reflect changes immediately should be reserved for extremely critical cases

Reminder Email
One week after the application deadline, students whose applications are still incomplete will be sent a reminder email from Central Admissions.

Uploaded Applications

- All applications and supporting documents are uploaded into Grad Adjudication
- Programs will be able to view complete and incomplete files
- Programs can only issue offers to complete files
- Use the drop down under Complete to filter for complete applications

A complete file will be determined by:
- An assessment of an unofficial transcript
- All non-academic documents have been received.
Accessing Grad Adjudication
Link here: https://grad-adjudication.uit.yorku.ca/

Grad Adjudication Users

All users have been added according to the access lists each program supplied. Roles will need to be updated if any changes have occurred since your last update request. This includes:

- GPD role
- GPA role
- Any members of the program’s adjudication committee

Adding or Updating Users

Please complete the request form link below. All users must have an employee Passport York ID.

https://fgs.apps01.yorku.ca/machform/view.php?id=101206

Adjudicating Files

- An employee Passport York ID is required to log in
- You will arrive at a summary page with the programs you have access to
- The landing page will look similar to this (below)
- The Total Students field shows you how many applications you have for each session

As a way to manage your workload the summary chart will also show you how many applications are in your program, as well as how many records you have reviewed.
The Program Page

- Click on your PROG to access your program’s applications
- There are columns across the top of your program view to help you filter applications
- The search field can be used to search by an applicant’s name or SIS ID
- A description of these drop downs is below

Column Definitions

- **Status** – applications that are in the process of being admitted will have a status in this area similar to ‘Sent to FGS’ or ‘Sent to Admissions’
- **Student** – Student Names are listed by Surname, First Name
- **Student Number** – This is the student ID number issued to the student when admitted. It becomes most relevant for reviewers when there are two students with the same name.
- **Decision** – application decision; Admitted, Refused
- **Decision Date** – date of application decision
- **Response** – response of student to offer
- **AcadQual** – This field outlines the level the student is applying – MA or PHD
- **Stream** -This field is a filter that can be used by the graduate programs to further sort files. Some graduate programs may choose not to use it, but it has been created for that purpose. If you see N/A in the “Stream” field, it could be that your program is not using this function. (This can be modified within individual student records, more detail further down in this info sheet)
- **VISA** - The VISA field tells you whether the student is an international (VISA) applicant. If it says YES, it is a VISA student.
- **Session** – This field tells you the session the student has applied to (eg. SU16, FA16, WI17).
- **Activity Level** – reflects year level the applicant is entering the program
- **GPA** – This field shows the grade point average of the applicants. This field can be helpful if you want to address your highest ranking applicants first.
- **Complete** – This field tells you if all docs have been received. All applications are loaded,
but those where all documents have not been received will be marked is incomplete.

- **PROGID** – program ID associated with the graduate program
- **Comments** – This field will tell you the number of people who have reviewed the file. If you have a specific number of reviewers, it can give you an indication if all the committee members have looked at the file. This field shows you how many comments have been logged for the application.
- **Specialization**: reflects a specialization field for the application
- **Potential Supervisor**: reflects a potential supervisor for the applicant

**Viewing the Application**

To view an application, click on the student name to open the profile.

You will land on a summary area that will look like this:

![Grad Adjudication](image)
• By clicking YES on Funding Details, all related funding fields will open with drop downs for completion. For details on your graduate program’s specific funding package, please reference your Faculty Worksheet in the GS Admissions Worksheet TEAMS site

• The Program NSA fields will provide information about a file’s possible NSA (Non Standard Admission) details

• Referring to the Admission Request and Workflow Details OR Workflow Status can show you exactly where an application is in the Graduate Admissions workflow

### Viewing Supporting Documents

Grad Adjudication holds application details, but also links to supporting documentation. Below the summary information, you can click on the VIEW IN GASP button which will take you to the documents. Scroll down to see this button:
This will take you into a summary of the application.

There will be two tabs, application summary and documents received.
The second tab, “Documents received” shows all the documents received for the student.

Comments

When the webpages were created, programs were asked to indicate if they wanted comments ON or OFF.

Comments OFF
Gives the adjudicator the option to indicate that they have reviewed the file.

It will look like this:

![Application Review Status](image)

Comments ON
Gives the option for the adjudicator to say YES, NO, MAYBE to the file, include a comment and indicate they have reviewed.

It will look like this:

![Application Review Status](image)
Non-Funded Students

If your student is NON FUNDED, please click No and update funding details.

Funding Details

Each Faculty has set funding details and target number of funded students for each category. These are stored in TEAMS, all GPAs and GPDs have been given access.

- Log into MS Office
- Click on Teams
- Search for GS Admissions Worksheets
- Locate your Faculty folder
- Open the latest excel file and search for your program sheet

Information stored in these worksheets includes not only funded and unfunded targets, but also funding building blocks specific to your graduate program, YGS allotments and any enhanced Faculty funding.

Setting Funding

Click on YES and SET to ensure the funding fields appear for your application.

- Access your graduate program’s Faculty Worksheet in the GS Admissions Worksheet TEAMS
- Use the drop down fields to select graduate funding building blocks for the offer letter
- Remember to save the funding details
### Funding details

#### Is student funded?
- [ ] No
- [x] Yes (York)
- [ ] External

### Faculty Commitment

#### York Graduate Fellowship
- Note: You must click the Save Funding button below to apply the York Graduate Fellowship amount and after you make any other funding changes.
- Amount: $5403

#### CUPE Assignment (TA)
- 0
- No TA
- Amount: $No TA set

#### Faculty Enhanced Funding
- Description
- Amount: $Amount 1
- Description
- Amount: $Amount 2
- Description
- Amount: $Amount 3

### Research

#### Researcher Commitment
- Values in this field must include the Researcher/Supervisor's name and a research cost centre. RAs are on top of the Fellowship.
- Amount: $

#### Researcher Commitment Funding Note
- Include researcher's name and brief name/description of fund

### Annual funding for this Doctoral program: $0
- Save Funding to apply the York Graduate Fellowship amount and after you make any other funding changes.
York Graduate Scholarship (YGS)

Details on your graduate program’s allotment and minimum requirements for a YGS can be found in your Faculty Worksheet. See Funding Details above.

Scholarships

Under the Funding Details section of the applicant’s file, entrance scholarships can be added by using the drop down and add button:

![Funding details](image)

Third Party / External Funding

Applicants who are funded externally are not entered as funded students. Think of funded students as those who count towards your program’s funded targets, and those who are being support with York funds.

Non-Standard Files

Non Standard Files, or Non Standard Admissions, are applications that do not meet the posted minimum requirements for an application. If your Faculty has subscribed to the NSA queue, the Faculty of Graduate Studies will help process your file. NSA files:

- Are marked as non standard by Central Admissions
- Must have a rationale from the GPD on why the applicant has met program application requirements in a non traditional manner
Issuing Offers

Offers can be issued via the Request Admission button. This button is only visible to program administrators and not to adjudicators.

- Until funding is set (either to YES, with details or NO) an offer cannot be issued – see below Setting Funding
- Until an application is complete, an offer cannot be issued

Offer Workflows

Once the Request Admission button is clicked, an offer does not immediately go to the applicant.

- An email will be sent from Grad Adjudication to the program GPD
- The GPD must then forward that email to admoffer@yorku.ca in order for an offer letter to be issued
- The offer letter will be uploaded to the applicant’s My File
- The applicant will receive an email to their provided email there is an offer awaiting their response

Deferrals

As of January 2021, deferrals can be processed through Grad Adjudication. Deferrals are approved only by the graduate program director. It is important to remember that any deferrals that move outside of the current academic year will impact the next year’s funded/unfunded targets.

To process a deferral, please access the FGS Standard Operating Procedure for Deferrals:

https://gradstudies.yorku.ca/files/2020/07/fgs-sop-grad-deferrals-programs.pdf?x73287