Graduate Program Admission Process in WebAdMIT

Prior to Graduate Studies assigning the applicant to the program for review, the following must be true:

❑ The application is complete
❑ The application fee is paid
❑ All transcripts are in
❑ A GPA calculation has been entered into the applicant's file

Program Process

1. In WebAdMIT, Graduate Studies assigns an applicant to the graduate program to review. Usually the director or program coordinator will receive an email from WebAdMIT the following morning.
2. The program opens the applicant's file in WebAdMIT and reviews according to their process and criteria. Common criteria are:
   a. The applicant's calculated GPA: In the **Custom Fields** section, the GPA Calculation field.
   b. Any uploaded essays, personal statements, etc.: In the **Documents** section, the Applicant Uploaded tab.
   c. References: In the **Evaluations** section, open each letter of reference as a pdf

3. Once the program has determined an outcome for the applicant, open the **Assignments** section near the top of the applicant's file
   a. On the left side of the screen, click **Submit Results**
   b. In the pop-up window, select one of the three options:
      i. Program Admit: Admits the student.
         1. If the applicant has a bachelor's degree, Graduate Studies will set their status to **Admitted** and email them steps to confirm their enrollment.
         2. If the applicant does not yet have a bachelor's degree, Graduate Studies will set their status to **Recommended** and email the applicant steps to resend their bachelor's transcript once their final grades have posted. (Graduate Studies will recalculate the GPA and post it in the applicant's file.)
      ii. Program Deny: Graduate Studies will update Banner that the applicant has been denied. The program will notify the applicant.
      iii. 10% Exception: This status is for applicants who have a calculated GPA less than 3.0 and the program wants to admit them. Use the **Notes** section in the applicant's file to describe why the applicant is being admitted.

   c. Click **Complete Assignment**