Gportal Admission Recommendation Basics

Gportal is the PeopleSoft system used to manage all applicant information. All Admit and Deny recommendations must be entered through this system. When entering Admit/Deny recommendations, ensure that all recommendations have been verified before submission. Once a recommendation has been submitted, it **cannot** be changed.

Once students have been admitted to ASU, their records are managed through the Manage Student Search option.

To access Gportal Search in PeopleSoft, go to Main Menu→ ASU Customizations→ ASU Admissions→ Gportal Search

Favorites ▾ | Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Gportal Search

Locating Applicants

- To locate all applicants to a specific Academic Org, search by Academic Org and Admit Term.
- For fewer search results, narrow it to include applicants to a particular Academic Plan or Evaluation Status.
- To locate a single applicant, search by individual applicant name and Admit Term.

Viewing Search Results

The results page displays all current applications to a particular semester. The various headings can be sorted by clicking on the heading (i.e. Emplid, Application Date, Evaluation Status, etc.).

Evaluation Status Information:

When viewing the search results, a column titled Evaluation Results is displayed. Below is a list of the possible results and what each result means.

- **In Progress:** The application is pending the required documents.
- **Man Eval:** International transcripts have been received and are being evaluated by Graduate Admissions.
- **Committee:** Applicant's file has been released to the program for a recommendation.
- **College Review:** The student has been flagged for a low TOEFL score between 70-79. The program can request the Admission Office to release the file for recommendation if desired.
- **Dean's Review:** Applicant with low GPA, reviewed for exception.
- **Submitted:** A recommendation has been entered by the program.
- **Final:** A final decision of admission or denial has been made for the student.

Viewing Individual Applicants

1. Click the Details link for an individual student on the Gportal search results page to view student application information.

2. This page provides all application data (application materials such as transcripts and test scores, supplemental application data, etc.).

Making an Admit Recommendation

Applicants must be in the Evaluation Status of the Committee to recommend admission. For applicants to appear in Committee status, their application must be released to the program for recommendation by Graduate Admissions.

1. Click the Details or Recommend link. If selecting the Details link, click the **Make Rec** option on the Details page to access the recommendation page.

12/05/2023	2247	Regular	TEMPE		Committee	12/15/2023		Applicatn	Details	Recommend
12/14/2023	2247	Regular	TEMPE		Final	05/07/2024		Deny	Details	
12/19/2023	2247	Regular	TEMPE		Final	01/30/2024		Matriculat	Details	
12/22/2023	2247	Regular	TEMPE		Final	01/30/2024		Matriculat	Details	
12/31/2023	2247	Regular	TEMPE		Final	02/13/2024		Matriculat	Details	
01/02/2024	2247	Regular	TEMPE		Final	01/30/2024		Matriculat	Details	
01/02/2024	2247	Regular	TEMPE		Committee	01/11/2024		Applicatn	Details	Recommend

2. Enter the admit recommendations by choosing the appropriate option for the student. Choose at least one Admit Justification to support the Admit decision.

3. Review the Admit Term and Session information on the recommendation page. This field will display the term/session that the student applied to. If a change to the admit term and session is necessary, click on the magnifying glass to view the options available. The department has **one** opportunity to make a term change before student admission.

4. Review the plan/campus information on the Recommendations page. The information in this area is based on what students selected in their application. If your program has multiple campus locations or plans, verify that the student selected the correct options. If a change to the plan/campus is necessary, click the dropdown arrows to view the available options. The department has **one** opportunity to make a plan/campus change before student admission.

5. If the department determines that a student must complete additional requirements to succeed or progress in the program after admission, they can be added as part of the admissions process. These can be either Additional GPA Requirements (tracked by the Graduate College) or Additional Course Requirements (monitored by the Academic Unit).

- **Additional GPA Requirements**: This requires the student to complete a required number of hours/receive a specified GPA by the end of a designated semester to continue in the program. **The Graduate College monitors the student's progress toward meeting these requirements.** If these requirements are unmet, the unit will recommend that the Graduate College dismiss the student from the program. The information in this section will appear on the official admission letter and in the student iPOS.

- **Additional Course Requirements**: To continue in the program, the student must complete specific course(s), sometimes with a specified grade/GPA, by the end of a designated semester. **The academic unit monitors the student's progress toward meeting these requirements.** If these requirements are not met, the unit will recommend dismissing the student from the program. The information in this section will appear on the official admission letter and in the student iPOS.

  Note that units can type free text into the Course Title box for a course to indicate completion of subjects or English proficiency items instead of a specific course. Also, units can choose "Prior to Enrollment" if completion is required before the student registers for their first term in the graduate program.

| Recommendation | Admissions Requirements |

Submit

EmplID: 0123456789   Sundevil,Sparky

Career: Graduate   Adm App Nbr: 01234567   Status: Final   Committee: GREN

Admission Requirements

Additional GPA Requirements - Monitored by Grad College

○ Achieve a specified Cumulative GPA in the specified time period, completing the designated number of graduate credits.

○ Achieve a 3.0 Cumulative GPA in the specified time period, on all undergraduate and/or graduate hours.

Additional Course Requirements - Monitored by Academic Unit

○ Complete the following course(s) and achieve the specified grade(s) or Cumulative GPA.

● Complete the following course(s).

○ Complete coursework or other additional requirements as determined in conference with the student.

Requirement Conditions

Courses

First ◁ 1-3 of 3 ▷ Last

	Subject	Catalog Nbr	*Course Title	Course to be Completed by End of		
1	ARS	503	Art of the Aztec Empire	Spring 2025	+	−
2	ATP	494	Special Topics	Fall 2025	+	−
3	ARE	550	Asthetic Inquiry	Summer 2025	+	−

Recommendation | Admissions Requirements

09/06/2024

6. Click Submit to complete the admissions process.

Recommendation | Admissions Requirements

Submit

EmplID: 0123456789   Sundevil,Sparky

Career: Graduate   Adm App Nbr: 01234567   Status: Committee   Committee: GRLS

Recommendations

- ○ Admit (100)
- ○ Admit w/ additional GPA requirements (85)
- ○ Admit w/ additional course requirements (82)
- ○ Admit w/ both additional GPA & course requirements (80)
- ○ Reconsider - Consideration in Alternate Plan (40)
- ○ Delay Decision (90)
- ○ Deny (1)   ○ File Review Deny (5)

Admit Justifications

- ☐ Compatible Research Interests
- ☐ Excellent audition/interview
- ☐ Good Recommendations
- ☐ Good Writing Sample/Portfolio
- ☐ High Graduate Grades
- ☐ High Test Scores
- ☐ Overall Meets Criteria
- ☐ Professional Experience

Acad Program   Find | View All   First ① 1 of 1 ⑩ Last

Program   GRLS   Integrative Sciences & Arts
Effective   07/17/2024   1   Status   Applicant
Action   APPL   Applicatn   Reason

Admit Term and Session

Term   2251   2025 Spring   Session Regular
Change   [ ] 🔍   Change   [▼]

Plan / Campus   Find | View All   First ① 1 of 1 ⑩ Last

Plan   EDCOUNMC   Counseling
Campus   ONLNE   ASU Online

Change Plan   [▼]
Change Campus [▼]
▶ Sub_Plan

Denial Reasons

- ☐ Failed Interview/Audition
- ☐ Inadequate Academic Attainment
- ☐ Incompatible with Program
- ☐ Limited or No Work Experience
- ☐ Low English Proficiency Test
- ☐ Low GPA's
- ☐ Low GRE/GMAT Scores
- ☐ Missed Application Deadline
- ☐ Weak Recommendation Letter
- ☐ Weak Writing Sample/Portfolio

Reconsider Alternate Program/Plan

- ☐ Reconsider w/Alt Program/Plan

Last Update   sxxxxxx   09/03/2024 3:01PM
Created By   sxxxxxx   09/03/2024 3:01PM

Submit

Recommendation | Admissions Requirements

09/06/2024

Making a Deny Recommendation

Unlike an Admit recommendation, an application does not have to be in Committee status to enter a Deny recommendation. If a department wishes to deny an application that is not in "committee" status, the department can use Quick Deny located in File Review. Note: The Quick Deny option will only be available after the application has been active for 31 days.

1. To make a Deny decision, click on the Details or Recommend link. If selecting the Details link, click the Make Rec option on the Details page to access the Recommendation page.

Note: For applicants that have not reached committee status, but have been active for at least 31 days, select File Review to begin the deny process.

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2. To enter the Deny Decision, select Deny located in the Recommendations area, choose one or more Denial Reasons, and click Submit.

Note that a comment is required for the Denial Reasons of Inadequate Academic Attainment and Incompatible with Program.

Questions?

For technical issues, please email gradadmissionssupport@asu.edu.
For other questions, please get in touch with your designated [GC Coordinator](#).