

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 Gpo	rtal Search in PeopleSoft, go to Main Menu \rightarrow	ASU Customizations→	ASU
Admissions→	Gportal Search		

Favorites - Main Menu - ASU Custom	zations ASU Admissions Gportal Search
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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.

Gportal Search Resu	ults	
Career	Graduate 🗸	
Application ID		
Empl ID		
Name - Last, First		
Academic Plan	Q	Search
Academic Org	Q	Jearch
Campus	Q	Save Search
Admit Term	Q To Q	
Received Date From	То	Clear Search
Evaluation Status		
Admit Type	Q	
Evaluation Date	р То	
Program Action	Q	

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.).

Gportal Search	Results															and an I made	1 · oroonalizo ·
		Record	Is Listed 6	7													
Search Results													Personalize	Find 💷 📗	Firs	it 🕚 1-67 o	f 67 🕟 Last
Emplid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
						09/21/2022	2237	Regular	TEMPE		Final	02/14/2023		Matriculat	Details		
						10/03/2022	2237	Regular	TEMPE		Final	06/20/2023		Matriculat	Details		
						10/13/2022	2237	Regular	TEMPE		Final	03/14/2023		Matriculat	Details		

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.

S	earch Results													Personalize	Find 💷	🖌 Fin	st 🕢 1-67 o	of 67 🕑 La
Em	plid	Application ID	Last Name	First Name	Plan	Specialization	Application Date	Admit Term	Session	Campus	Classroom Location	Evaluation Status	Evaluation Date	Hold End Date	Program Action	Details	Recommend	File Review
							09/21/2022	2237	Regular	TEMPE		Final	02/14/2023		Matriculat	Details		
							10/03/2022	2237	Regular	TEMPE		Final	06/20/2023		Matriculat	Details		
							10/13/2022	2237	Regular	TEMPE		Final	03/14/2023		Matriculat	Details		
							11/08/2022	2237	Regular	TEMPE		Final	03/14/2023		Matriculat	Details		

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.

EmpliD: 0123456789 Sundevil,Sparky Career: Graduate Adm App Nbr: 0123456702831135 State	Submit
Recommendations	Admit Justifications
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) Ele Review Deny (5)	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 (a) 1 of 1 (b) L Program GRLS Integrative Sciences & Arts Effective 07/17/2024 1 Status Applicant Action APPL Applicatin Reason Admit Term 2251 2025 Spring Session	Denial Reasons Failed Interview/Audition Inadequate Academic Attainment Incompatible with Program Limited or No Work Experience Low English Proficiency Test Low GPA's
Change Q Change V Plan / Campus Find View All First (1) 1 of 1 (2) La Plan EDCOUNIMC Counseling Campus ONLNE ASU Online	st Dow GrA's

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.

Recommendation Admissions Requirements	
EmpliD: 0123456789 Sundevil,Sparky Career: Graduate Adm App Nbr: 0123456702831135 Status:	Committee Committee: GRLS
Recommendations	Admit Justifications
 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) 	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 of 1 (*) Last Program GRLS Integrative Sciences & Arts Effective 07/17/2024 1 Status Action APPL Application Admit Term and Session Term 2251 2025 Spring	Denial Reasons Failed Interview/Audition Inadequate Academic Attainment Incompatible with Program Limited or No Work Experience Low English Proficiency Test I ow GPA's
Change Q Change Plan / Campus Find View All First 1 of 1 Plan EDCOUNMC Counseling Campus ONLNE ASU Online	Low GRE/GMAT Scores Missed Application Deadline Weak Recommendation Letter Weak Writing Sample/Portfolio

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.

Recommendation Admissions Requirements	
EmpIID: 0123456789 Sundevil,Sparky Career: Graduate Adm App Nbr: 01234567 Status:	Committee Committee: GRLS
Recommendations	Admit Justifications
 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) 	Compatible Research Interests Excellent audition/interview Good Recommendations Good Writing Sample/Portfolio High Graduate Grades High Test Scores Overall Meets Criteria Professional Experience
Acad Decomp	Denial Reasons
Actor Program Find View All First © 1011 © Last Program GRLS Integrative Sciences & Arts Effective 07/17/2024 1 Status Action APPL Applicatn Reason Admit Term and Session Term 2251 2025 Spring Session Regular Change Q	
Plan / Campus Find View All First ① 1 of 1 ② Last Plan EDCOUNMC Counseling Campus ONLNE ASU Online	Missed Application Deadline Weak Recommendation Letter Weak Writing Sample/Portfolio
Change Campus V	Reconsider Alternate Program/Plan
Last Update sxxxxxxx 09/03/2024 3:01PM Created By sxxxxxxx 09/03/2024 3:01PM	Submit

Recommendation | Admissions Requirements

- 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.

EmplID: 0123456789 Sundevil,Sparky	Submit
Career: Graduate Adm App Nbr: 01234567 dmission Requirements	Status: Final Committee: GREN
 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. Requirement(s) to be Completed By the End of Spring 2025 	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.
equirement Conditions Monitored by Graduate College Required Cum GPA 3.50 Re	quired Course Hours 6

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.

Er	mpIID:	012345	6789	Sundevil,	Sparky			Sub	bmit		
Ca	areer:	Graduate		Adr	n App Nbr: 01234567	Status: Final	Committee:	GREN			
dmi	ission F	Requirer	nents								
٩dc	litional	GPA Re	quiremen	ts - Monit	ored by Grad College	Additional Cour	rse Requirements - Mo	nitored by /	Acaden	nic U	Init
	Achier period	ve a spec I, comple s.	ified Cum ting the de	ulative GP/ signated r	A in the specified time number of graduate	Complete ti grade(s) or	he following course(s) an Cumulative GPA.	d achieve th	ie specif	fied	
	Achier on all	ve a 3.0 (undergra	Cumulative duate and	GPA in the /or gradua	e specified time period, te hours.	Complete ti Complete c determined	he following course(s). coursework or other addit i in conference with the s	ional require tudent.	ements	as	
equ	Achie on all	ve a 3.0 C undergra t Condit	Cumulative duate and ions	GPA in the	e specified time period, te hours.	Complete ti Complete c determined	he following course(s). coursework or other addit in conference with the s	ional require tudent.	ements a	88	
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equ Co	Achie on all uiremen urses Subject ARS	t Condit	ions Catalog N 503	GPA in the /or graduar	e specified time period, te hours. *Course Title Art of the Aztec Empire	Complete ti Complete c determined	Le following course(s). coursework or other addit in conference with the s Course to be Comple Spring 2025	ional require tudent. First ④ ted by End of	aments a 1-3 of 3	as ()) (Las
equ Co	Achie on all iiremen urses Subject ARS ATP	t Condit	Catalog M 503 494	GPA in the /or graduar	e specified time period, te hours. *Course Title Art of the Aztec Empire Special Topics	Complete ti Complete c determined	Le following course(s). coursework or other addit in conference with the s Course to be Comple Spring 2025 Fall 2025	ional require tudent. First ④ ted by End of	ements a 1-3 of 3 ✓	as	Las

6. Click Submit to complete the admissions process.

Recommendation Admissions Requirements		
EmpliD: 0122458700 Supdavil Sparky		Submit
Careen Creducte Adm Ann Man add24557	Statues	Committee on a
Career, Graduate Adm App Not: 01234567	Status;	Committee Committee: GRLS
Recommendations		Admit Justifications
O Admit (100)		Compatible Research Interests
O Admit w/ additional GPA requirements (85)		Excellent audition/interview
O Admit w/ additional course requirements (82)		Good Recommendations
O Admit w/ both additional GPA & course requirements (80)		Good Writing Sample/Portfolio
O Reconsider - Consideration in Alternate Plan (40)		
O Delay Decision (90)		Overall Meets Criteria
O Denv (1) File Review Denv (5)		Professional Experience
	<u></u>	Deniel Dessens
Acad Program Find View All First @	1 of 1 🖤 Last	Denial Reasons
Program GRLS Integrative Sciences & Arts		Insdeguate Academic Attainment
Effective 07/17/2024 1 Status Applica	ant	Incompatible with Program
Action APPL Applicatn Reason		Limited or No Work Experience
Admit Term and Session		Low English Proficiency Test
Term 2251 2025 Spring Session F	Regular	Low GPA's
Change Q Change	~	Low GRE/GMAT Scores
Plan / Campus Find View All First 🕢 1	l of 1 🛞 Last	Missed Application Deadline
Dian EDCOLINIUC Counceling		Weak Recommendation Letter
Campus ONLINE ASLLOnline		Weak Writing Sample/Portfolio
Change Plan		
Change Campus		Desensides Alternate Deserve Olas
Sub_Plan		Reconsider Alternate Program/Plan
		Reconsider w/Alt Program/Plan
Created By automatic 00/03/2024 3:01Pk	4	Submit
Created by \$300000 03/03/2024 3:01Ph	л	Sublink

Recommendation | Admissions Requirements

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.

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			Records Listed	301					P.C.						1	, ,	
Search Result	14 C												Persenance	PHILE: BR	- 14	16.33 4	1001 (h. LAH)
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1.000		1045		EDOPHD		15/14/2019	2207	Prepular	TEMPE		Peul.	010263		Metroulet	Details		
				EDOPHD		10/30/2019	7217	Repaire	TENPE		in Progress	10/30/2019		Applicable	Details		File Rester
				EDDPH0		11/14/2018	2207	Piepuler	TEMPE		Committee	15212018		Assisted	Details	Reissneid	File Review
				EDDPH0		11110/2010	2254	Feparet	TEAPE		Final	49423809		Derty	Details		

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.

			Records Listed	301												
Search Result													Pananaiza P	mi (D)	First	(a) 1-301 of 301 (a) is
Emple	Application 10	Land Nerve	Fast None	Para	Aperialization	Apprication Date	Agent	ferrerent.	Compre	Casaroven Location	E-charlon Notes	Coloration .	must that Date	Program Action	(Debbing	Recommend File Service
			1.0	SDOFHD .		11/20/09/18	2207	Repúte	TENPE.		Final	63 63 2829		Matroast.	Detete	
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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.

Recommendation Admissions Requirements	
EmpIID: 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)	Admit Justifications Compatible Research Interests Excellent audition/Interview Good Recommendations Good Writing Sample/Portfolio High Graduate Grades High Test Scores
O Delay Decision (90) O Deny (1) O File Review Deny (5) Acad Program Find View All First (1 of 1 (1 to Last)) Program GRLS Integrative Sciences & Arts Effective 07/17/2024 1 Status Applicant Action APPL Applicatn Reason Admit Term and Session Action Action Action	Overall Meets Criteria Professional Experience Denial Reasons Failed Interview/Audition Inadequate Academic Attainment Incompatible with Program Limited or No Work Experience
Term 2251 2025 Spring Session Regular Change Q Change ✓ Plan / Campus Find View All First ④ 1 of 1 ⑥ Last Plan EDCOUNMC Counseling Campus ONLNE ASU Online	Low GPA's Low GRE/GMAT Scores Missed Application Deadline Weak Recommendation Letter Weak Writing Sample/Portfolio
Change Plan Change Campus Sub_Plan Last Update sxxxxxx 09/03/2024 3:01PM Created By sxxxxxx 09/03/2024 3:01PM	Reconsider Alternate Program/Plan Reconsider w/Alt Program/Plan Submit

Recommendation | Admissions Requirements

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

D	enial Reasons	
	Failed Interview/Audition	
	Inadequate Academic Attainment	
	Comment	
		1
	Incompatible with Program	
	Comment	
		ħ.
	Limited or No Work Experience	
	Low English Proficiency Test	
	Low GPA's	
	Low GREIGMAT Scores	
	Missed Application Deadline	
	Weak Recommendation Letter	
	Weak Writing Sample/Portfolio	

Questions?

For technical issues, please email <u>gradadmissionssupport@asu.edu</u>. For other questions, please get in touch with your designated <u>GC Coordinator</u>.