 **Reconsider Instructions**

**Admitting or Denying an Applicant**

From One Program to Another

**Internal Graduate Education Instructions**

This is a step-by-step guide to admitting or denying an applicant who is being reconsidered for a different program than the one they have applied to.

An application is forwarded from one program to another because although the candidate is strong, the program is going to deny. Once forwarded, the program cannot get the applicant back. The program receiving the reconsider application will admit or deny the applicant who was forwarded.

**Forwarding an Application to another Program**

1. From the applicant’s **gPortal** record, click on the **Make Rec** button
2. In the **Recommendation** section, click the **Reconsider**- Consideration in Alternate Plan radio button
3. In the **Plan** section, choose the Program you want to forward the applicant to from the lookup ( ) for the **Change** box (***Helpful Hint:*** the Change box will not reflect the new program, but if you have chosen from the look up, it will work)
4. Just below the Plan section, choose the **Campus** from the drop down list. Use the lookup () if necessary.
5. Click **Submit**

**Admitting or Denying an Application Forwarded From another Program**

1. View applications from **gPortal** search by entering the **Term** and the **Program Action of RECN** (reconsider)
2. Click on the applicant’s **Details**
3. Click on the **Edit Rec** button (***Helpful Hint-*** normally this button says Make Rec, but for a Reconsider it will be Edit Rec)
4. In the **Recommendation** section, click an **Admit** category radio button or the **Deny** radio button
5. Check the appropriate boxes in the **Admit Justifications** or **Deny Reasons**
6. In the **Plan** section, choose your Plan Code from the lookup () in **Chang**e box, **even if it already appears there** ***(Helpful Hint:*** this step is VERY important, if the plan is not re-entered, the applicant will receive a letter from the wrong program)
7. Just below the Plan section, choose the **Campus** the new Plan will be offered at from the drop down list. Use the lookup () if necessary.
8. If there are deficiencies or provisions, they need to be input on the **Deficiencies/Provisions tab** 9. Click **Submit**

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