

Graduate Coordinator's Manual

Accessing programmatic inquiries in Slate

For those with Slate Coordinator access, [this query](#) has been built to provide you with a list of your prospective students. To run this for your program, you will need to click on the line marked "pinned" for Academic Interest (shown highlighted) and select the program(s) for which you would like to see the prospective students, then click "Save". Once you do this, you will be able to click the "Run Query" button and see the results. To only see those since the last time you ran the query, you will need to click on the "Form Submitted" pinned link and update the date to the last time you ran the query. Be careful **NOT to update the operators (>=)**, only the date field. Then save and run the query.

Grad Inquiry Query by Program

Folder	Graduate
User	Lisa Galvin
Base	Form: Grad RFI Form - Active
Execution Mode	Retrieve all records each time query is run
Filters	Field:Level IN Graduate
	Form Submitted PINNED >= 2022-03-08 9:09 AM
	Field:Gradacademicinterest PINNED IN Special Education - MAT

Calculating a Cumulative Undergraduate and Graduate Grade Point Average (GPA)

To either calculate an undergraduate or graduate GPA, the transcript GPA is used (undergrad and graduate, respectively). For applicants with multiple transcripts, the weighted average of each of the transcript GPAs is calculated. [This gpa calculator](#) may help in calculating multiple transcripts.

GPA for Admission:

For programs leading to educator certification:

The undergraduate GPA is used to determine admission. If an applicant has only an undergraduate gpa, and that GPA is a 3.0 or higher, he/she is eligible for full admission (or early admission if no degree is posted). If his/her GPA is less than a 3.0, he/she is *eligible* for conditional admission. For programs that have a subsequent College of Education (COE) review, after the coordinator review, the admission of the COE will take precedence over the coordinator recommendation, where there is a discrepancy between the two.

For non-educator certification programs:

If an applicant has only an undergraduate GPA, and that GPA is a 3.0 or higher, he/she is eligible for full admission (or early admission if no degree is posted). If his/her GPA is less than a 3.0, he/she is *eligible* for conditional admission. For applicants with a graduate GPA, where the GPA is less than a 3.0, the applicant is eligible for conditional admission. If an applicant has a graduate GPA of 3.0 or higher, the graduate GPA will be used to determine the type of admission (full vs conditional), regardless of the undergraduate GPA.

Decisions

Per University policy, the official admissions decision letter comes from the School of Graduate and Professional Studies (SGPS). Communication about admission decisions sent directly by programs/departments can provide conflicting information that results in confusion for students. These issues can be problematic to remedy and we want to avoid miscommunicating with the students at all costs. Therefore, please do not send any communication to an applicant that includes an admission decision.

SGPS can work with departments and programs to develop follow-up communication that can be automated through Slate. To request a programmatic communication, please fill out the [Communication Request Form](#) found in the Faculty Resources webpage.

Deferral of Admission

Any admitted student may defer their term of admission up to one year from the term they were originally granted admission. This must be done prior to the end of the first day of classes in the term they were granted their original acceptance. This is done by the student emailing GradAdmissions@southernct.edu

Moving an application to another term

Any applicant who wishes to move his/her application to another term may do so, provided they have not had an official decision applied by the School of Graduate and Professional Studies, and they do so in writing (email GradAdmissions@southernct.edu) prior to the end of the first day of classes for the term in which they originally applied. The application may not be moved forward further than one year from the date of the original application.

Withdrawal of Applications

All pending applications, including those complete with no recommendation from the program, will be withdrawn after the admission period has ended, for programs with rolling admissions, this date is the day after the first day of classes for that term. After applications are withdrawn, no applicant may request a roll-forward of the application and no admission decisions will be granted for that term. All admitted applicants who have not accepted their offer of admission by the end of the first day of classes will be automatically withdrawn.

Generic Program Emails

Each program has a generic email account created for use in publications and marketing materials, that are listed on the [Graduate Programs](#) pages (click on the correct subcategory of programs). Coordinators

are added as recipients to the relevant email account, so they may receive communications from prospective students. As coordinator's change, please email GradAdmissions@SouthernCT.edu and we will update the email account to be directed to the appropriate person(s).

Changes to deadlines/requirements

Changes to program deadlines and requirements can only be made for application terms not yet opened, once applications are opened for a term, no changes may be made. To request a change of application requirements and/or deadlines, please submit the Graduate Application Requirement Change Form, available in the [Faculty Resources](#) section of the graduate website. Also, please make any changes to these on your departmental websites effective for the term in which it will appear on the graduate application.

Application Requirements

Application requirements are listed for prospective students on the [graduate website](#). Official transcripts and test scores are not able to be uploaded by the applicant, they must come from the granting organization. Requirements such as essays, statements of purpose, and resumes, may be uploaded directly by the applicant. The ability to upload a document occurs after submission of the application. Prior to submission, the applicant will not be able to upload materials.

New Graduate Programs

When a new graduate program is created, and the Registrar's Office has built it in Banner, the CRM Coordinator will send an email to the Chair and Dean of the new program, requesting completion of the [New Program Implementation Form](#). This form is on the [Faculty Resources](#) page of the graduate website. The new program will not be added to the graduate application until this form has been submitted, as it provides critical information needed to build the application.

Application Materials

Application materials, within Slate, are unable to be printed out. This is a security measure to allow compliance with the system mandated policy to secure class 1 data. A project is underway to migrate application materials (from Slate and TargetX) to OnBase (the university's document management system), whereby authorized users will have real time access to digitized documents, in a secure environment.

Events

Graduate student (prospective and current) events are posted on the [Events page](#) of the graduate website. To have a department/programmatic event added to this page, email [Lisa Galvin](#) with the details of the event (date, location, title, description, time).