Programs report decisions to the admissions office by completing the “Internal Appraisal Form” inside AY. There is one appraisal form for each application, and these must be submitted individually. There is no batch processing of Appraisal Forms. To access the Appraisal Form, open an application, click on the Application for Graduate Admission link in the upper right corner, then click on ‘INTERNAL APPRAISAL FORM.

Complete the Appraisal Form as follows:
For admitted students, indicate the type of admission, the adviser’s name if known, and your preference for any applicants with low English language test scores.

For Rejects/Other, indicate the appropriate reason for your decision. (Your selections here help determine the type of decision letter we provide to the applicant.)
In the Signature box, provide your name and contact information.

At this point, you can SAVE your work and return later to submit the form.

When you are ready to submit, you MUST check the box AND click the submit button in order for our office to begin decision processing. If you submit without also checking the box, we will not receive your form.

After an Appraisal Form is submitted, the application status changes from “Awaiting Program Decision” to “Final Review.” During the Final Review stage, we enter the decision in PeopleSoft and post the decision letter to the online application. For admits, we also conduct a final review of transcripts to determine which official documents to request, verify English proficiency, and determine residency status. Once these steps are complete, we update the application status to “Decision Made” and send a Decision Notification email to the applicant. (Note that this email does not contain the decision itself....merely informs the applicant that they can view their decision online.)

Program staff can also view the decision letter in the “Status Information” box on the Applicant Summary page in AY.

Click ‘print’ to see the same letter that the applicant received.

“Decision Viewed?” displays if/when the applicant has opened their letter.

Questions about the Appraisal Form? Contact us!