# IU Graduate CAS Workflow Process

START HERE

Application submitted

SIS: Applicant data is transferred from IU Grad CAS to SIS PeopleSoft (overnight, night 1)

SIS: SIS Data (University ID, application center, program codes, test scores) transferred into WebAdMIT (overnight, night 2)

Program completes internal review of application materials, **assigns local status created by program & tied to "Internal Review" decision code**

**Program ready to process admission decision**

Program Decision

Program uploads any documents required by Graduate School / International Affairs

Program assigns Local Status: Recommend for Admission- Term started - assigned to Graduate School in WebAdMIT for approval
*Does not write to SIS

Program assigns Local Status: Recommend for Admission - assigned to Graduate School in WebAdMIT for approval
*Does not write to SIS

SIS – Final Decision

Program assigns Local Status: *Deny Final Decision Coded to SIS

Program assigns Local Status: *Applicant Withdrawn (Before Admission) Final Decision Coded to SIS

Deferral

Applicant/Program defers **decision BEFORE** admission

Graduate Office Review

Central office verifies applicant meets admission requirements for campus

Applicant is missing documentation/needs additional materials prior to admission

Central office assigns Local Status: Return to Department Review assigned to Dept View "Return to Department" list daily, check notes, update accordingly
*Does not write to SIS

Program adds requested materials and reassigns Local Status: Recommend for Admission

**Deferral in same CAS Cycle:**
Program adds Manual Designation for new term
Old term- LS: Program/Term Change
New term- LS: Assign LS tied to "Internal Review" & process decision

**Deferral to next CAS Cycle (when available!):**
Program assigns local status of Deferred-Next CAS Cycle
No further action until next cycle
**(check campus deadline!)**

**Applicant meets admission standards/required documentation provided**

SIS – Final Decision

Domestic - Central office assigns Local Status: *Final Grad Admit

*Final Decision Coded to SIS

International - Central Office assigns Local Status: Grad Office Admit–GINT
Review assigned to OIA in WebAdMIT for approval

OIS / OIA Review

OIS / OIA verifies international applicant meets admission requirements

Applicant missing documentation/needs additional materials to process OIA admission

IUPUI OIA assigns Local Status: OIA Incomplete GINT
OIA acquires missing documents needed
*Does not write to SIS

**Applicant meets admission standards/ all documentation provided**

SIS – Final Decision

OIA/OIS assigns Local Status: *Final GINT Admit (international)
* Final Decision Coded to SIS, updates to this record now must be emailed to OIS/OIA

Note: Any changes to a student record in SIS **AFTER** admission contact the Central graduate office, or International Admissions for international students