

Submitting a Reinstatement, Readmission or Extension Form through GradTracker

(Search engine used for all screenshots was Google Chrome)

[Jump to directions on Approving the form](#)

Submitting the Form

- 1) Login with your UC username and password at: <https://gradapps.uc.edu/GradTracker/>.
- 2) If you are a coordinator, advisor or director and are starting the form, click Submit Forms. If you received an email to approve a form, [please skip to #13](#).
- 3) You will see this screen in which you can approve and submit forms as well as search to see if a student needs a reinstatement, readmission or extension

- 4) You can search for a particular student by clicking the magnifying glass ("Search for student by name or M#) and getting this screen.

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- 5) If this is a discontinued or non-active student, you must search by M# on the screen above. When you do, you will get the screen below.



Student Search

Select By: StudentID (Mnumber) First Name Last Name
StudentID (M0*****):

Student not found. If student is discontinued from program and a readmission is needed, please restore the student's record by going to [Submit Forms](#).

- 6) Click on the "Submit Forms" link at the end of the above statement.

- 7) You will then get this screen.



Submit Forms

Select By: StudentID (Mnumber) First Name Last Name
StudentID (Mnumber):

No records found

Click on the "Search for Discontinued Student" tab. It will then pull up the student.

Submit Forms

Select By: StudentID (Mnumber) First Name Last Name
StudentID (Mnumber):

	StudentID	Name	Program	CSPGM	BgnTrm	GrdTrm
Submit Form			OCCM-MS	26MAS	2012 Sum	

Click the "Submit Form" link on the left side of the screen. (Skip to #11 from here to continue request for discontinued student.)

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- 8) To search for an active student (besides searching for the student by name or M# as in #4 above), you can also click the “My Programs” icon, which will bring you the screen below. Then select a program from the drop down list.

Once a program is selected, it will bring up a list of all the matriculated students in that program.

Select	StudentID	Name	SubPlan	BgnTrm	GrdTrm	YrsInPgm	YrsLeft	Registered (2018 Spr)	GPA	GradeProblem
Select				2018 Spr		0.00	5.00	N		Y
Select				2018 Spr		0.00	5.00	Y		N
Select				2017 Spr		1.00	4.00	Y		N
Select				2016 Fall		1.33	3.67	Y		N
Select				2016 Fall		1.33	3.67	N		N
Select				2012 Fall		5.33	-0.33	N		Y
Select				2016 Fall		1.33	3.67	Y		Y
Select				2014 Fall		3.33	1.67	N		Y
Select				2016 Fall	2018 Spr	1.33	3.67	Y		Y
Select				2018 Spr		0.00	5.00	Y		N
Select				2016 Fall		1.33	3.67	Y		N
Select				2016 Fall		1.33	3.67	Y		N
Select				2017 Spr	2018 Spr	1.00	4.00	Y		N
Select				2017 Spr		1.00	4.00	Y		N
Select				2016 Fall		1.33	3.67	N		N

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- 9) With the screen above, you can view the # of years left in the program (to determine need for an extension) on that grid. Those students that need an extension will show a negative balance and be highlighted in red. Students who have 1 year or less before their time to degree expires will have the *YrsLeft* column highlighted in yellow.
- 10) When you *select* the student (in this case, the 6th name down (first one highlighted in red) has been selected, you will get this screen.

The screenshot shows the 'GRADTOOLS' interface with the 'GradTracker' sub-header. The navigation bar includes icons for CONTACT INFO, ACADEMIC STATUS, DOCUMENTS, MESSAGES, and SUBMIT FORMS. The 'Student Contact Information' section features a profile picture placeholder with an 'Upload Photo' button. To the right, there are input fields for 'Current Address:', 'Date of Birth:', 'Program:', 'Cell Phone No:', 'UC Email:', and 'Alternate Email:'. A 'Save' button is located at the bottom right of the form.

- 11) You will then click the "Submit Forms" (clipboard icon), click "Reinstatement/Extension" on the drop down menu and then "Select Form" to begin an extension form.

The screenshot shows the 'GRADTOOLS' interface with the 'GradTracker' sub-header. The navigation bar includes icons for CONTACT INFO, ACADEMIC STATUS, DOCUMENTS, MESSAGES, and SUBMIT FORMS. The 'Select Form' section features a dropdown menu labeled 'Select Form:' with 'Reinstatement/Extension' selected. A 'Select Form' button is located at the bottom center of the screen.

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12) The form below will then be displayed.

The screenshot shows a web form titled "Reinstatement/Extension Form" with a navigation bar at the top containing "CONTACT INFO", "ACADEMIC STATUS", "DOCUMENTS", "MESSAGES", and "SUBMIT FORMS". The form fields include: Name, Department/Program, StudentID, Email, Address, First term registered into program, Time-to-Degree Expiration Date, and Last Term Registered. A question asks if the student has maintained graduate status by registering for at least 1 graduate credit hour each academic year, with "No" selected. The "Reinstatement Section" asks for non-registration years (2012-2013) and a desired reinstatement begin term. The "Extension Section" asks for previous extension details (NONE) and an extension requested to. The "Document Upload" section provides instructions and a file upload area with "Choose File", "No file chosen", and "Upload" buttons. "Save" and "Submit" buttons are at the bottom right.

If the student needs a reinstatement as well, this section will also appear on the form. (In this example, the student does need a reinstatement.) The form indicates the academic year of non-registration was 2012-2013.

13) Type the desired reinstatement begin term and/or the term the extension is requested to in the text boxes.

14) Choose a file for the supporting documentation. The document must be one pdf and needs to include a description of progress towards degree, degree completion to date, and plan for degree completion. (A separate specific letter from the Graduate Program Director is no longer required.) Click "Upload" to upload the pdf and then hit "Save" and "Submit".

This close-up shows the "Document Upload" section. It includes the instruction: "Please upload the following documents as one single pdf file: 1) Description of progress towards degree. 2) Degree completion to date. 3) Plan for degree completion." Below this, it says "Please upload the file here:" and shows a file selection interface with a "Choose File" button, the filename "Test Docume... cument.pdf", and an "Upload" button. "Save" and "Submit" buttons are visible at the bottom right.

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- 15) The form is then complete (shown in green in bottom right corner of screenshot below) and will go to the next approver. That staff/faculty member will be sent an email that there is a form ready for his/her approval in GradTracker. The person who submitted the form will be cc'd on all further system generated communications about this form.

CONTACT INFO **ACADEMIC STATUS** **DOCUMENTS** **MESSAGES** **SUBMIT FORMS**

Reinstatement/Extension Form

Name:
Department/Program:
StudentID:
Email:
Address:
First term registered into program:
Time-to-Degree Expiration Date:
Last Term Registered: 2171 (2017 Spr)

Have you maintained graduate student status by registering for at least 1 graduate credit hour each academic year?
No

Reinstatement Section:
If not, indicate year(s) of non-registration:
2012-2013
Desired reinstatement begin term:
2185

Extension Section:
Previous extensions details if any:
NONE
Extension requested to:
5/1/2019

Document Upload:
Please upload the following documents as one single pdf file: 1) Description of progress towards degree. 2) Degree completion to date. 3) Plan for degree completion.
File has been uploaded! Please click to view.
Choose File No file chosen Upload Open in new window

This form is completed.



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Approving the Form

16) The approver (staff/faculty member) will login to Gradtracker as stated in step #1. Click on the "Approve Forms" icon.

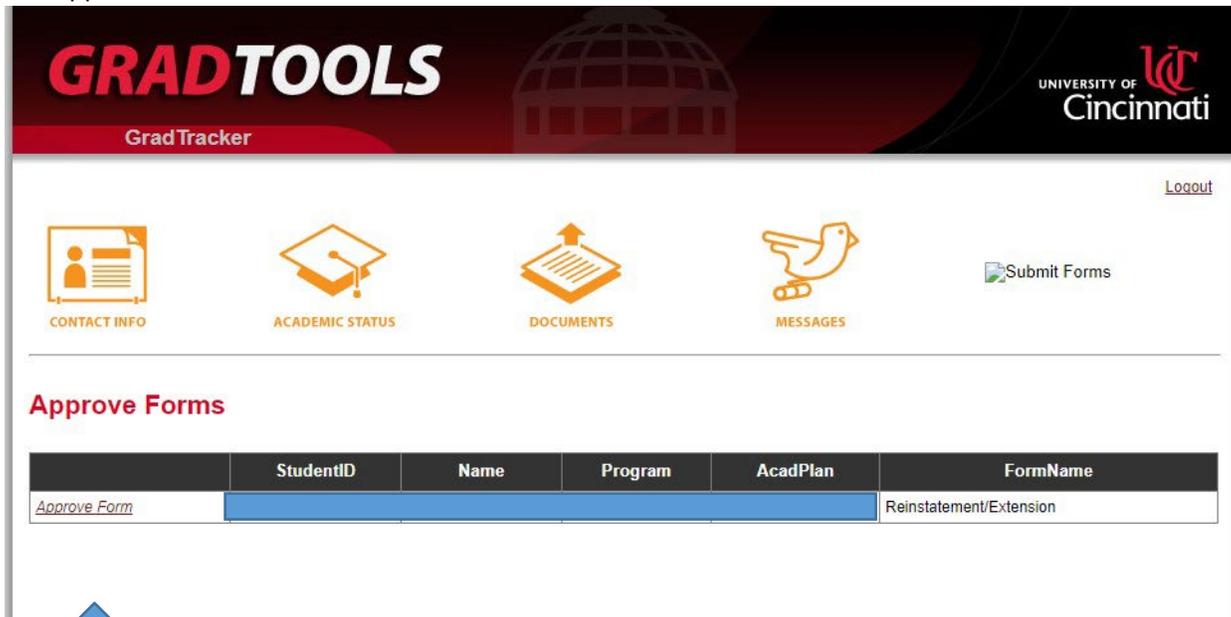
The screenshot displays the GRADTOOLS GradTracker interface. At the top, the logo "GRADTOOLS" is in red and white, with "GradTracker" below it. The University of Cincinnati logo is in the top right. A navigation bar contains icons for: MY PROGRAMS, MISSING TRANSCRIPTS, DOCUMENTS, SUBMIT FORMS, CALENDAR (with a "JUNE COMING SOON!" banner), REPORTS, STUDENT SEARCH, and APPROVE FORMS. The main content area features a "What is this?" section with the following items:

- MY PROGRAMS**: List of all your students at a glance. Select student name to view detail (student picture, messages, documents, academic progress).
- MISSING TRANSCRIPTS**: View students missing final transcripts indicating bachelor or higher earned.
- DOCUMENTS**: Coming Soon! View or upload student documents to OnBase to permanent record.
- SUBMIT FORMS**: Annual Review form. Coming soon all other forms! Forms will route to next level of approval and then send final form to OnBase.
- CALENDAR**: Coming Soon! View Grad School events. Add events for your program.
- REPORTS**: Run reports on matriculated students.
- STUDENT SEARCH**: Search for student by name or M#.
- APPROVE FORMS**: List of forms awaiting your approval.

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17) The approver will then see this screen.



The screenshot displays the GRADTOOLS GradTracker interface. At the top, the logo 'GRADTOOLS' is prominent, with 'Grad Tracker' below it. The University of Cincinnati logo is in the top right corner. A navigation bar includes icons for CONTACT INFO, ACADEMIC STATUS, DOCUMENTS, and MESSAGES, along with a 'Submit Forms' button and a 'Logout' link. Below this is the 'Approve Forms' section, which contains a table with the following data:

	StudentID	Name	Program	AcadPlan	FormName
Approve Form					Reinstatement/Extension

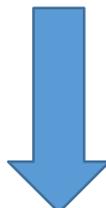


Click "Approve Form" link on far left next to the student's M#.

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18) This will then bring up the form and the attached documentation to review.




Reinstatement/Extension Form

Name: [Redacted]
Department/Program: [Redacted]
M#: [Redacted] Email: [Redacted]
Address :
First term registered into program: 2128 (2012 Fall)
Time to degree expiration date: [Redacted]
Last term registered: 2171 (2017 Spr)
Registered at least 1 credit hour each academic year: No

Extension Section:
Previous Extension Details if any: NONE
Extension requested to: 5/1/2019 [Redacted]

Reinstatement Section:
Years of non-registration: 2012-2013 [Redacted]

Program Coordinator: [Redacted] 03/01/2018
Program Director:
Graduate School Coordinator:
Graduate School Director:
Student:





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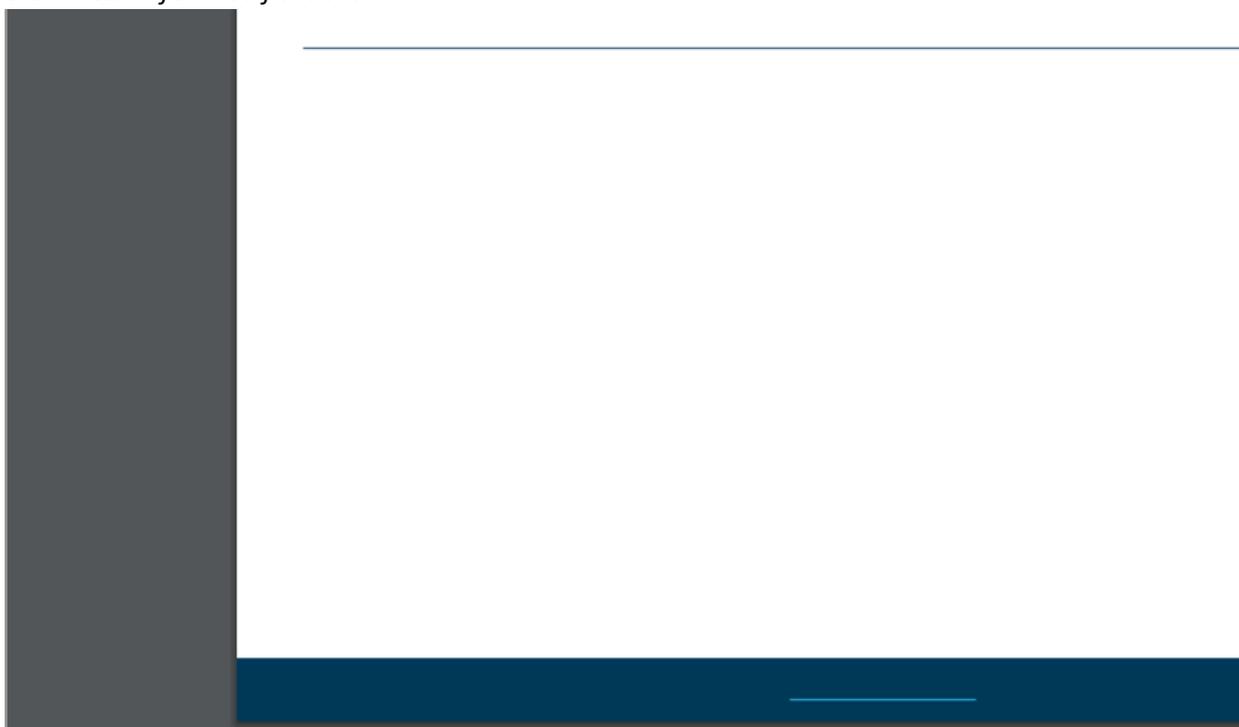
- 19) You can click either the “*Save & Approve*” tab or “*Request Modifications*” (both in screenshot below). If you click “*Save & Approve*”, it will move on in the process and the next person in line to approve will receive an email that there is a form that needs his/her approval.



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- 20) If you click “*Request Modifications*”, you will get this screen below with an “*Approver Comments*” text box. Type your comments in the box about what is wrong with the request and click “*Return for Modifications*”.



[Request Modifications](#) (Click to start/abort modification)

Approver Comments:

Return for Modifications

- 21) At that point, the form will return to the originator to add the additional requested information with an email that modifications have been requested. Once the originator of the form logs into GradTracker the form will be in his/her “*Approved Forms*” folder and he/she can follow the steps above to add the additional requested information, approve and resubmit form. It will then start the process again by sending an email to the next person in line to approve.
- 22) After the student approves, the process is complete. All parties will then get an email stating that the student’s “reinstatement/extension/readmission request has been approved” and “the completed form has been submitted to the OnBase permanent record and is also attached to this email.” No other email will be generated from the Graduate College regarding this.
- 23) If the request is denied, the Graduate College Associate Dean will write that in the comments box and return for modifications. The form will remain available in GradTracker should circumstances change and the program wishes to resubmit the form.

Advisor Starts Form



Graduate Program Coordinator (GPC) Starts Form



Graduate Program Director (GPD) Starts Form



Advisor Submits Form to GPC

GPC submits form to GPD

GPD submits form to Grad School Coordinator (GCC)

GPC Requests Modifications. Form goes back to Advisor

GPD Requests Modifications. Form goes back to who started it

GCC Requests Modifications. Form goes back to who started it.

GCD Requests Modifications. Form goes back to who started it.

Student Requests Modifications. Form goes back to who started it.



GPC Reviews

GPC Approves

GPD Reviews

GPD Approves

GCC Reviews

GCC Approves

Grad College Associate Dean (GCD) Reviews

GSD Approves

Student Reviews

Student Approval



Approved Form sent to OnBase and emailed to all participants in this form