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
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Submitting the Form

1) Login with your 6+2 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.
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4) You can search for a particular student by clicking the magnifying glass (“Search for student by name or M#”) and getting this screen.

![Student Search Screen](image1.png)

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 Screen](image2.png)

6) Click on the “Submit Forms” link at the end of the above statement.
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7) You will then get this screen.

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): [blank box]
Search [button]  Search for Discontinued Student [button]
No records found

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

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

- 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.
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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.
12) The form below will then be displayed.

![Reinstatement/Extension Form]

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”.

[Image of Reinstatement/Extension Form]

- Name:
- Department/Program:
- StudentID:
- Email:
- Address:
- First term registered into program:
- Time-to-Degree Expiration Date:
- Last Term Registered:
- 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:
  - [Field]

**Extension Section:**
- Previous extensions details if any:
  - NONE
- Extension requested to:
  - [Field]

**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.
- Please upload the file here:
  - [Choose File] Test Document...document.pdf [Upload]
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.
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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.
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17) The approver will then see this screen.

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

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
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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 School regarding this.

23) If the request is denied, the Graduate School Director 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.
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Work Flow Guide

Advisor Starts Form → Advisor Submits Form with required materials to GPC → GPC Reviews → GPC Approves → GPD Reviews → GPD Approves → GSC Reviews → GSC Approves → GradSchool Director (GSD) Reviews → GSD Approves → Student Reviews → Student Approval → Approved Form sent to OnBase and emailed to all participants in this form.