Standing Operating Procedure (SOP) Details

<table>
<thead>
<tr>
<th>Department/Unit: Faculty of Graduate Studies</th>
<th>Employees: FGS Employees</th>
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<tbody>
<tr>
<td>Portfolio: i.e. Student Affairs</td>
<td>Implementation Date: November 2021</td>
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<td>Pages:</td>
<td>Last Updated:</td>
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A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and university policies and procedures.

Description: This procedure describes the procedures for the min/max reports and the GFU (Grad Funding Unit) reconciliation exercise.
### Procedure

<table>
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<th>Step</th>
<th>Action</th>
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| **1** | **Former Student (who has been withdrawn for more than 3 terms):**  
- Applies using central application. Or, if re-admission is pre-approved by the program, a manual application can be mounted. Program fills out manual application and contacts gsadm@yorku.ca to mount it. |
| **2** | **Office of Admissions:**  
- Codes application as Unique Admit: Re-admit. |
| **3** | **Graduate Program Director (GPD) provides:**  
- Which degree requirements are left to complete, what level the student is re-admitted into the program at, how many terms of funding the student will receive (if funded), and the Unique Admit rationale. |
| **4** | **Graduate Program Assistant (GPA):**  
- As directed by the GPD, the GPA fills out the information above and pushes the admit in Grad Adjudication. |
| **5** | **Office Of Admissions:**  
- Codes the offer and creates new offer letter with entry year level and number of funded terms (if funded). |
| **6** | **Former Student:**  
- Accepts offer on MyFile and registers/enrols. |
| **7** | **GPA:**  
- Adjusts students’ level in PES or asks FGS to adjust it. |
Workflow

Below is a visual representation of this procedure's workflow. Use SmartArt to insert a ‘Process’ visual to demonstrate the high level steps of the procedure.

1. Former student applies and application is coded as Unique Admit
2. Programs determines if they will readmit. If so, GPD provides any funding info and level
3. Program admits in Grad Adjudication
4. New offer letter is issued
5. Student accepts on MyFile
6. Level is adjusted in PES