Communicating Batch Application Decisions from Slate

If there are more than 10 decisions that graduate programs need to deliver to the Office of Graduate Studies, the programs can deliver them at one time by running a query, exporting data to the Excel spreadsheet, updating several fields in the spreadsheet and emailing it to the Office of Graduate Studies. The file will then be uploaded to the application system. Please follow the steps below in order to begin this process.

1. From the Slate home page, click on the Queries/Reports icon at the top of the screen.



2. Click on the **Shared queries** link in the right navigation column.

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	gradSlate (Mizzou)		
Queries New Query 🞸		Search Queries	Queries
Name	Folder	Base Updated	Query Library
There are no records that meet these criteria.			Personal queries Shared queries
			Exclude archived Include archived
			Folders All Folders

3. Click on the **Decisions (Shared-DO NOT EDIT)** link.

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150-hr BSAcc/MAcc_Submitted Apps_SS23 (All) 🗎		G	raduate Programs / A	countancy Applications by Program	08/04/2022	Folders
2017 Informatics PhD_Submitted_(All) 🗎		G	raduate Programs / M	JII/Grant Applications by Program	08/04/2021	All Folders
2017 Informatics PhD_Unsubmitted Apps 🔒		G	raduate Programs / M	JII/Grant Applications by Program	05/10/2021	Data Exports
2017-20_Bio Apps_General Export (All) 🗎		G	raduate Programs / Bi	Sci Applications by Program	03/04/2020	Decisions (Shared-DO NOT
2018 Informatics PhD_Submitted_(All) 🗎		G	raduate Programs / M	JII/Grant Applications by Program	08/04/2021	EDIT)
2018 Informatics PhD_ Unsubmitted Apps		6	raduate Programs / M	III/Grant Applications by Program	05/10/2021	Deliver

- 4. Click on a sub-folder of the academic year you want to find applications for.
 - e.g.) Acad Year 2022 includes Summer 2022, Fall 2022 and Spring 2023 Acad Year 2023 includes Summer 2023, Fall 2023 and Spring 2024

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Name	Folder	Base Updated	Query Library
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Dept Decision Form Export_Fall 2022 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 06/10/202	22 Shared queries
Dept Decision Form Export_Fall 2023 (All Submitted Apps)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22 <u>All queries</u>
Dept Decision Form Export_Fall 2023 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22
Dept Decision Form Export_Spring 2023 (All Submitted Apps)	Decisions (Shared-DO NOT EDIT	Applications by Program 06/17/202	22 Include archived
Dept Decision Form Export_Spring 2023 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 06/10/202	22
Dept Decision Form Export_Spring 2024 (All Submitted Apps)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22 Folders
Dept Decision Form Export_Spring 2024 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22 Commencement
Dept Decision Form Export_Summer 2022 (All Submitted Apps)	Decisions (Shared-DO NOT EDIT	Applications by Program 06/10/202	22 Data Exports
Dept Decision Form Export_Summer 2022 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 06/10/202	22 Decisions (Shared-DO NOT
Dept Decision Form Export_Summer 2023 (All Submitted Apps)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22 Acrd Ver 2022
Jept Decision Form Export_Summer 2023 (Complete Apps Only)	Decisions (Shared-DO NOT EDIT	Applications by Program 07/29/202	22 Acad Year 2023

5. Click on an appropriate query to search the applicants to be accepted, denied or withdrawn by term. Click **Run Query**.

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	gradSlate (Mizzou)	
All Queries		
Dept Decision	Form Export_Fall 2022 (All Submitted Apps)	Edit
Folder	Decisions (Shared-DO NOT EDIT) / Acad Year 2022	
User	Hyosun McLeod	Edit Query
Base	Applications by Program	Edit Notes
Execution Mode	Retrieve all records each time query is run	Charles and
Filters	Entrance term IN Fall 2022 Decision (First) NOT IN Accept, Deny, Withdrawal	Check Logic
	Tag NOT IN Test Record	
	Bin IN Pre-Review - Submitted- Awaiting Materials, Academic Program Review - Acad Program/Committee Review, Academic Program Review	
Matching Rows	277	
Description	Pull all applications that are submitted for Fall 2022 and awaiting the academic program's decision. Use this query to communicate batch application decisions. <u>Click here</u> for more information.	
	Note: This query is shared. Please DO NOT EDIT.	
Run Query		

6. Click **Export** and save the Excel file to your computer.

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All Queries > Dept Decisi	on Form Export Fall 2017									
Dept Decision F	orm Export_Fall	2017								
Output	Excel Spreadsheet							¥		
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Rows 1-16 • of 16	Prev Next								Search	
Application Slate ID	Mizzou Student ID Nu	Last Name	First Name	Academic Pro	ogram	Entra	ance Term	Decision (Accept, Den	Academic Program to	Entrance Ter
026							017			
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7. Open the Excel file and enter the following fields. DO NOT MAKE ANY CHANGES to the fields in the first six columns.

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2	085596294	00000000	McLeod	Hyosun	Career & Technic	Fall 2017					
3	507794669	45102365	Test	Bobby	Career & Technic	Fall 2017					
4	032366509	08888888	Test	Terrence	Career & Technic	Fall 2017					
5	468247888	03030202	Tiger	Gerald	Career & Technic	Fall 2017					

- 1) If a decision is **Deny** or **Withdraw**, please enter the following fields:
 - Decision (Deny or Withdrawal): Required
 - Approver Name: Required
 - Approver Email: Required
 - Approval Date (MM/DD/YYYY): Required
- 2) If a decision is **Accept**, please enter the following fields:
 - Decision (Accept): Required
 - Academic Program to be Updated (If available)
 - Entrance Term to be Updated (If available)
 - Advisor (If available): Required (Enter a faculty advisor. If a faculty advisor has not been assigned, enter the name of the Director of Graduate Studies. If no information is entered, your program will have issues with myVita.)
 - Co-Advisor (If available)
 - Grad Degree (Yes or No): Required
 - Last 60 Hours GPA: Required if an applicant has no graduate degree
 - US Citizen or PR (Yes or No): Required
 - Approver Name: Required
 - Approver Email: Required
 - Approval Date (MM/DD/YYYY): Required

8. **Final Step**: After the decision fields have been entered and you have confirmed the decisions are correct, save the file and then email the file as an attachment to <u>gradadmin@missouri.edu</u>.

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1	1 Application Slate ID	Mizzou Student ID Number 💌	Last Name 💌	First Name 🝸	Academic Program	Entrance Term	Decision (Accept, Deny or)	Withdrawal) 🔽 Aca
1	2 085596294	00000000	McLeod	Hyosun	Career & Technical Ed/Business & Marketing Education-Distance (M	d) Fall 2017	Accept	
3	3 507794669	45102365	Test	Bobby	Career & Technical Ed/Business & Marketing Education-Distance (M	d) Fall 2017	Deny	
4	4 032366509	08888888	Test	Terrence	Career & Technical Ed/Business & Marketing Education-Distance (M	d) Fall 2017	Accept	
1	5 468247888	03030202	Tiger	Gerald	Career & Technical Ed/Business & Marketing Education-Distance (M	d) Fall 2017	Accept	
	e							

***GPA Justifications**: GPA justifications will have to be handled separately. If an applicant has less than a 3.0 GPA on their last 60 credit hours, send a justification email to <u>gradadmin@missouri.edu</u>. The email must include the others factors considered by the program and must discuss why the program believes the applicant will succeed in the program.

The minimum 3.0 GPA requirement only applies to applicants with less than a master's or professional degrees. If an applicant has earned a degree higher than a bachelor's degree, GPA is no longer considered by the Office of Graduate Studies.

Please contact the Graduate Admission Office at <u>gradadmin@missouri.edu</u> with questions or for assistance.