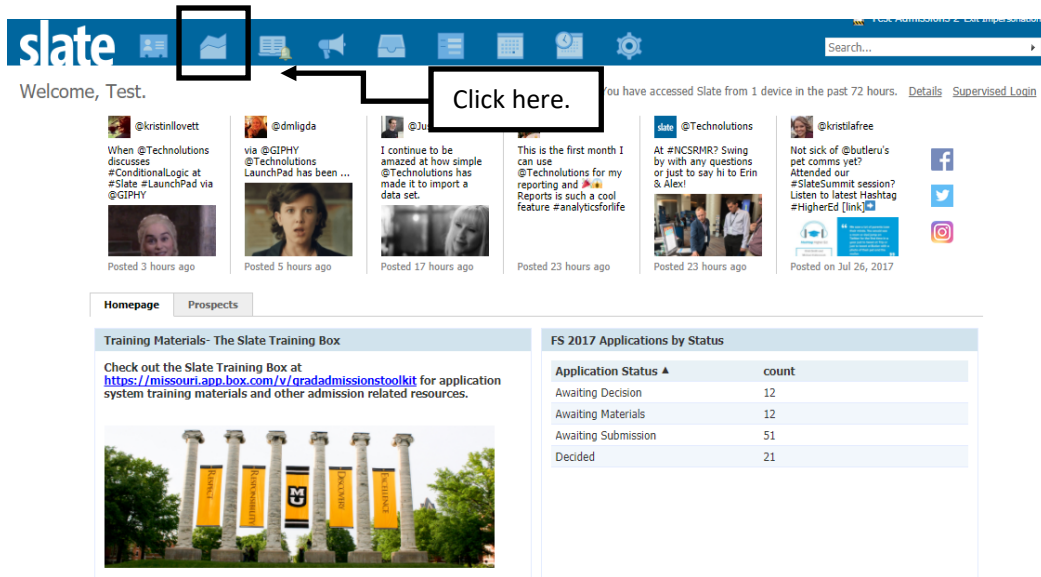


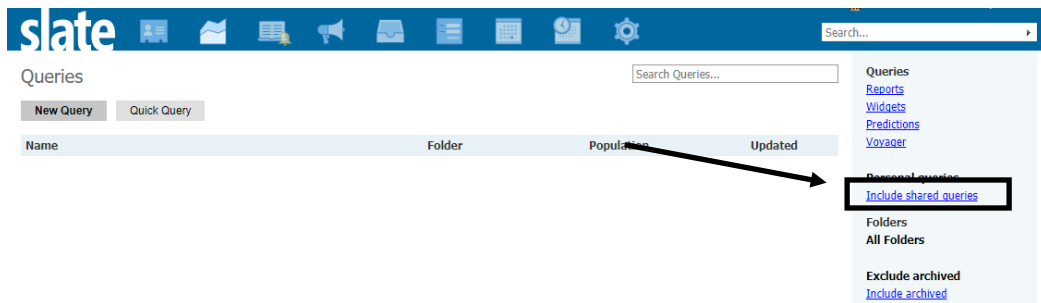
# Communicating Batch Application Decisions from Slate

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.

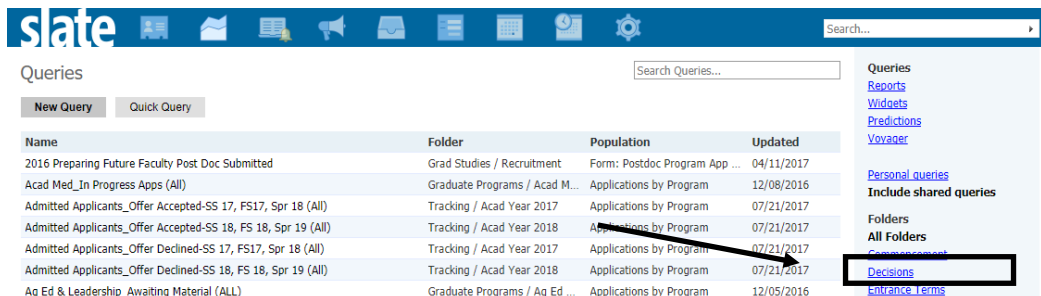
1. From the Slate home page, click on the **Queries/Reports** icon at the top of the screen.



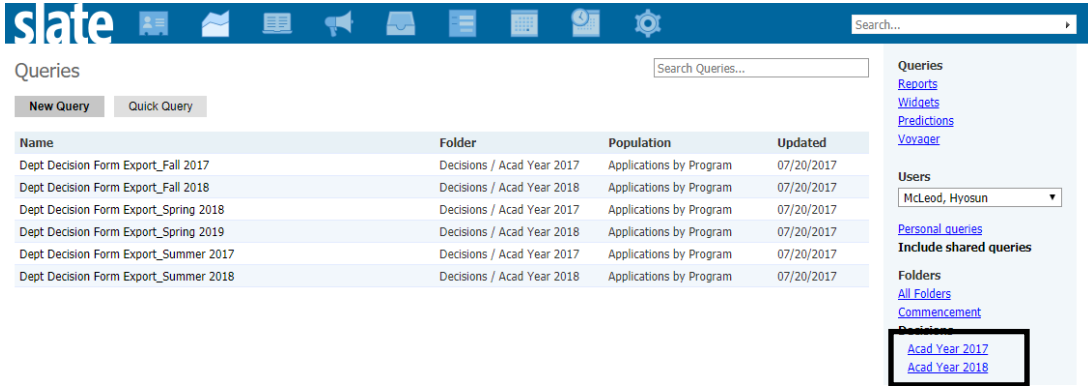
2. Click on the **Include Shared Queries** link in the right navigation column.



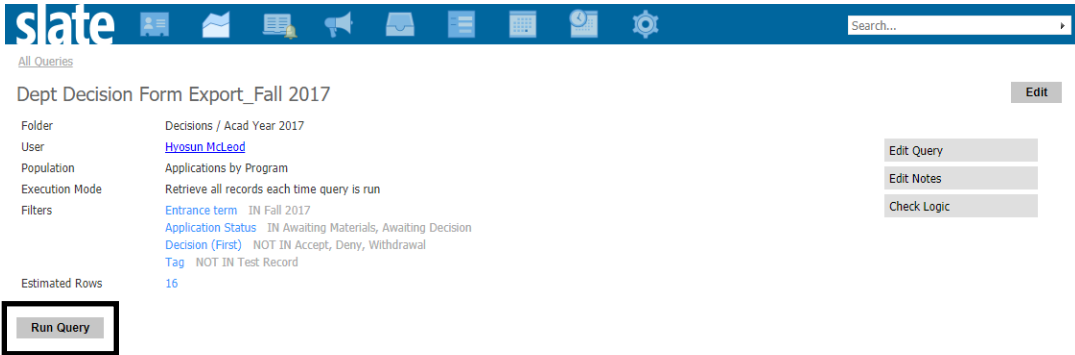
3. Click on the **Decision** link.



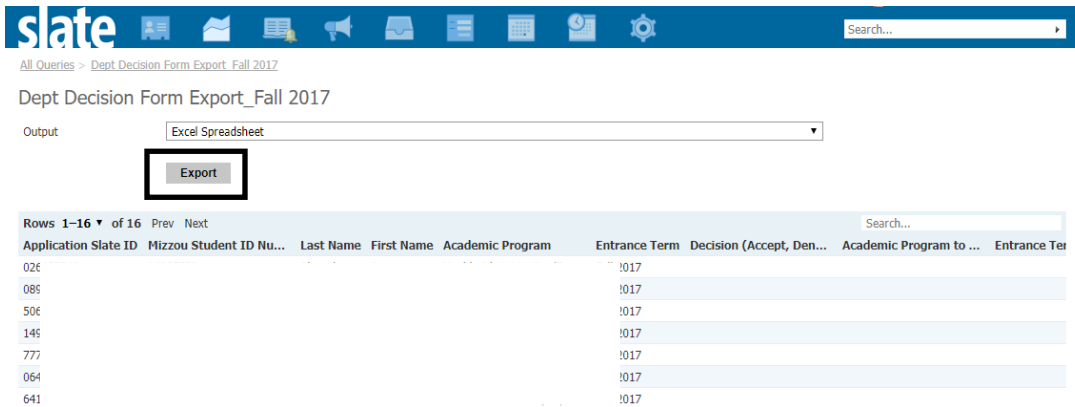
- Click on a sub-folder of the academic year you want to find applications for.  
e.g.) Acad Year 2017 includes Summer 2017, Fall 2017 and Spring 2018  
Acad Year 2018 includes Summer 2018, Fall 2018 and Spring 2019



- Click on an appropriate query to search the applicants to be accepted, denied or withdrawn by term.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



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



7. Open the Excel file and enter the following fields. **DO NOT MAKE ANY CHANGES to the fields in the first six columns.**

Application Slate ID	Mizou Student ID Number	Last Name	First Name	Academic Program	Entrance Term	Decision (Accept, Deny or Withdrawal)	Academic Program	Entrance Term	Advisor	Co-Advisor
085596294	0000000	McLeod	Hyosun	Career & Technic	Fall 2017					
507794669	45102365	Test	Bobby	Career & Technic	Fall 2017					
032366509	08888888	Test	Terrence	Career & Technic	Fall 2017					
468247888	03030202	Tiger	Gerald	Career & Technic	Fall 2017					

- 1) If a decision is **Deny** or **Withdrawal**, 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)**
- **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 [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

Application Slate ID	Mizou Student ID Number	Last Name	First Name	Academic Program	Entrance Term	Decision (Accept, Deny or Withdrawal)	Academic Program	Entrance Term	Advisor	Co-Advisor
085596294	0000000	McLeod	Hyosun	Career & Technical Ed/Business & Marketing Education-Distance (MEd)	Fall 2017	Accept				
507794669	45102365	Test	Bobby	Career & Technical Ed/Business & Marketing Education-Distance (MEd)	Fall 2017	Deny				
032366509	08888888	Test	Terrence	Career & Technical Ed/Business & Marketing Education-Distance (MEd)	Fall 2017	Accept				
468247888	03030202	Tiger	Gerald	Career & Technical Ed/Business & Marketing Education-Distance (MEd)	Fall 2017	Accept				

**\*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 [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu). 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 [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.**