

## Communicating Individual Application Decisions in Slate

Once academic programs make a decision, the academic program should communicate the decision to the Graduate Admissions office within Slate. Follow the steps below to enter decisions in Slate.

**NOTE:** An application and an application fee must be submitted in order for programs to review an application and record a decision. Please record a decision only if the application status is set to **Awaiting Materials** or **Awaiting Decision**.

### Entering Decisions in Slate

- 1) Click the Records icon on the top navigation bar, and search for an applicant. You can search by applicant name (last, first, preferred or previous name), email address, phone number, and Mizzou student ID number.

The screenshot shows the 'Applications by Program' search page in Slate. A search bar contains 'training test' and shows 1 matching row. The row details are: name: Test, Training; birthdate: 07/24/1987. Three callout boxes provide instructions: 1. Click the Records icon on the top navigation bar. 2. Search for an applicant. 3. Click on a name of the applicant you have searched for.

- 2) Make sure that the application is submitted and the application status is set to **Awaiting Materials** or **Awaiting Decision**. Click on the **Dept\_Decision Form** link. Click **Edit**.

The screenshot shows the application details page for a '2018 Master's Program' with status 'Awaiting Decision'. The page includes a navigation bar with 'Dashboard', 'Timeline', 'HAST-2018 Awaiting Decision', 'Profile', and 'Materials'. A callout box points to the 'Awaiting Decision' status. Another callout box points to the 'Dept\_Decision Form' link in the right-hand sidebar. A third callout box points to the 'Edit' button at the bottom of the page.

3) Select a **decision**.

- a. **Accept:** Select **Accept**. Once Accept is selected, more questions will be displayed. Complete all the required fields and click **Save**.

Department Application Decision Form

**Instructions**

This form will record your program's decision for this application. Please complete as much of this form if possible. Questions marked with an asterisk (\*) are required.

Please note that as soon as this form is submitted, the Graduate Admission Office will have immediate access to this decision and changes cannot be made. So, it is extremely important that the **CORRECT DECISION** is recorded. **Please DO NOT MAKE CHANGES TO THE FORM after this form has been submitted.** If an error has been made or information needs to be updated, please contact Graduate Admissions ASAP.

Contact Graduate Admission for assistance: 573-882-6312 or [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

**Decision**

\*Decision

Accept

If **Accept**, please notify the applicant of their acceptance, the acceptance letter is **required** to contain the following two sentences:

"If you have not done so, please have your official transcripts sent to the Office of Graduate Studies for your official review and approval by the Office of Graduate Studies."

If you are accepting an applicant to a program and/or term that is different from the one they applied to, enter the **updated information** below.

Academic Program to be updated

Entrance Term to be updated

Advisor

Advisor

Co-Advisor (if applicable)

Grade Point Average

\*Has the applicant earned a graduate degree?

- Yes  
 No

If no, GPA on last 60 hours of undergraduate curriculum is:

**GPA Justification Letter:** If applicant's GPA is less than 3.0, provide detailed justification for admission in the text box or upload a letter of justification from the Materials tab. Click here to see how to upload the letter from the Materials tab. (Required for Office of Graduate Studies approval).

**Citizenship**

\*Is the applicant a citizen or permanent resident of the United States?

- Yes  
 No

If no, please review the following information on required proof of support.

- **Funding:** International Applicants are required by U.S. law to provide proof of funding. The minimum required funding information may be found at this site: <https://international.missouri.edu/come-to-mu/students/estimated-expenses/index.php>.
- **If your program has made an offer of support to an international applicant, please upload an official copy of the offer letter** from the Materials tab. Click here to see how to upload the letter from the Materials tab.
- **Note:** Letters are only needed for international applicants; do not upload letter of support for domestic applicants. The Office of Graduate Studies will issue immigration documents after proof of support has been received.

**Approver's Information**

\*Name

Truman Tiger

\*Email Address

tigert@missouri.edu

\*Date

06/13/2016

Save

Cancel

Select **Accept**.

Answer the **Graduate Degree** question. If yes, GPA information is not required.

Answer the **Citizenship** question. If no, and your program has made an offer of support, upload the letter from the Materials tab.

If your program is accepting an applicant to a program and/or term that is different from the one they applied to, enter the **updated information**.

Enter **advisors** if available.

If no, enter **GPA**.

If GPA is below 3.0, enter **justification** here or upload a justification letter from the Materials tab.

Enter **Approver's information**.

Click **Save**.

**Refresh the page.** The recorded decision now appears on the application tab dashboard.

Truman State University | Rule execution successfully queued as of 10m ago. [Preview pending actions](#)

Dashboard | Timeline | **MAST-2017 Awaiting Confirmation** | Profile | Materials

2017 Master's Program

Awaiting Confirmation  
Submitted Number  
Last update

Academic Program  
Entrance Term  
Application  
Mizzou ID:

The recorded decision is now available here. Once admission is finalized and decision is released to the applicant, it will be updated to **Admit (Status: Released)**.

Accept  
Status: Provisional

**Department Application Decision Form**

Thank you for submitting the form with the **ACCEPT** decision. Please review the information below and if an error has been made or information needs to be updated, please contact Graduate Admissions ASAP at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

<b>Dept Decision</b>	Accept
<b>Academic Program or Degree to be Updated</b>	Public Affairs (MPA) - Distance
<b>Entrance Term to be Updated</b>	Spring 2018
<b>Advisor (First Last)</b>	Truman Test
<b>Co-Advisor (First Last)</b>	Tiger Test
<b>Has the applicant earned a graduate or professional degree?</b>	Yes
<b>If no, GPA on last 60 hours of undergraduate curriculum is:</b>	2.5
<b>GPA Justification</b>	Good test scores
<b>Is the applicant a citizen or permanent resident of the United States?</b>	Yes
<b>Name (First Last)</b>	Truman Tiger
<b>Email Address</b>	tiger@missouri.edu
<b>Date</b>	09/18/2017

[Edit](#)

The information submitted via the decision form appears here for your review.

**IMPORTANT NOTE:** Once the form is submitted, changes cannot be made. So, it is extremely important that the correct decision is recorded. If an error has been made or information needs to be updated, please contact Graduate Admissions ASAP at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

- b. **Deny:** Select **Deny**. If you wish, you can record the **reason for the decision**, but it is not required. Enter **Approver's information** and click **Save**.

Enter the **reason for the decision** (not required).

Select **Deny**.

Enter **Approver's information**.

Click **Save**.

**Decision**

\*Decision  
Deny

If **Deny**, please notify the applicant of this decision and the reason for the decision. You may record the denial reason below for your records. However, the Graduate School will not notify applicants of their denial or denial reason.

Low GRE score and undergrad GPA.

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**Approver's Information**

\*Name  
Truman Tiger

\*Email Address  
tigert@missouri.edu

\*Date  
06/13/2016

Save Cancel

**Refresh the page.** The recorded decision now appears on the application tab dashboard.

Test (Tiger), Truman Rule execution pending for 7 minutes. [Force premature rule execution](#)

Dashboard Timeline **MAST-2017** Awaiting Materials Profile Materials

Master's Program

Awaiting Materials Current Bin: Grad Admissions Final Review  
 Submitted June 8, 2016 Queue: [Test 2 Admissions](#)  
 Last updated June 13, 2016 Deny Status: Provisional

Academic Program: **Business Administration/Crosby MBA**  
 Entrance Term: **Fall 2017**  
 Application ID: **577351429**  
 Mizzou ID:

- c. **Withdrawal:** Select **Withdrawal**. If you wish, you can record the **reason for the decision**, but it is not required. Enter **Approver's information**. Click **Save**.

Department Application Decision Form

**Instructions**

This form will record your program's decision for this application. Please complete as much of this form if possible. Questions marked with an asterisk (\*) are required.

Please note that as soon as this form is submitted, the Graduate Admission Office will have immediate access to this decision and changes cannot be made. So, it is extremely important that the **CORRECT DECISION** is recorded. **Please DO NOT MAKE CHANGES TO THE FORM after this form has been submitted.** If an error has been made or information needs to be updated, please contact Graduate Admissions ASAP.

Contact Graduate Admission for assistance: 573-882-6312 or [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).

**Decision**

\*Decision

If **Withdrawal**, you may record the withdrawal reason below for your records.

**Approver's Information**

\*Name (First Last)

\*Email Address

\*Date

**Select Withdrawal.**

**Enter the reason for the decision (not required).**

**Enter Approver's information.**

**Click Save.**

**Refresh the page.** The recorded decision now appears on the application tab dashboard.

Test (Tiger), Truman Rule execution pending for 0 minutes. [Force premature rule execution](#)

**Dashboard** | **Timeline** | **MAST-2017** Awaiting Materials | **Profile** | **Materials**

Master's Program

Awaiting Materials  
 Submitted June 8, 2016  
 Last updated June 13, 2016

Current Bin: Grad Admissions Final Review  
 Queue: [Test 2 Admissions](#)

**Withdrawal Status: Provisional**

Academic Program: **Business Administration/Crosby MBA**  
 Entrance Term: **Fall 2017**  
 Application ID: **577351429**  
 Mizzou ID:

Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.