

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 the text 'training test'. Below the search bar, a table lists search results. The first result is 'Test, Training' with a birthdate of '07/24/1987'. Three callout boxes provide instructions: 1. 'Click the Records icon.' (pointing to the Records icon in the top navigation bar), 2. 'Search for an applicant.' (pointing to the search bar), and 3. 'Click on a name of the applicant you have searched for.' (pointing to the name 'Test, Training' in the table).

- 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 '2018 Master's Program' application page. The application status is 'Awaiting Decision', submitted on September 12, 2017, and last updated on September 18, 2017. The current bin is 'Acad Program/Committee Review'. Three callout boxes provide instructions: 1. 'Make sure that the application is submitted and the application status is set to Awaiting Materials or Awaiting Decision.' (pointing to the application status), 2. 'Click on the Dept_Decision Form link.' (pointing to the 'Dept_Decision Form' link in the right-hand sidebar), and 3. 'Click Edit.' (pointing 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

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. 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.

Decision

*Decision
Accept

Program, Degree and/or Term Updates

If you are accepting an applicant to a program and/or term that is different from the one they applied to, please provide the following information:

Academic Program or Degree to be Updated (Leave blank if no change)

Entrance Term to be Updated (Leave blank if no change)

Advisor

Please enter a faculty advisor. If a faculty advisor has not been assigned, enter the name of the Director of Graduate Studies with myVita.

*Advisor (First Last)
Please enter a faculty advisor in this box. If a faculty advisor hasn't been assigned, enter the name of the Director of Graduate Studies (DGS). If no information is entered, we'll list the DGS as this applicant's faculty advisor in myZou.

Co-Advisor (First Last, if applicable)

Grade Point Average

*Has the applicant earned a graduate certificate, graduate degree or professional 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 Graduate School 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/iss/current-students/expenses-and-funding/>.
- 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. Please note that letters are only needed for international applicants; do not upload letter of support for domestic applicants.
- If your program does not make an offer of support to an international applicant, the Graduate School will check on funding sources with the applicant and issue immigration documents after proof of support has been received.

Letter Templates

Your program is formally **accepting** this applicant. 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 Graduate School. Pending receipt of your official transcripts and final review and approval by the Graduate School, you will be officially admitted to the University."

Acceptance Letters (required information): [At this link](#) you will find the information that must be included in the academic program's acceptance letter.

Assistantship Offer Template: [At this link](#) you will find the Graduate School offer letter template. This template contains the required information for an official offer letter and can be updated to meet your program's needs.

Form Submitter's Information

*Name (First Last)

*Email Address

*Date (MM/DD/YYYY)

Save Cancel

Callout Boxes:

- Select Accept.** (Points to the *Decision dropdown)
- Answer the Graduate Degree question. If yes, GPA information is not required.** (Points to the *Has the applicant earned a graduate certificate... question)
- Answer the Citizenship question. If no, and your program has made an offer of support, upload the letter from the Materials tab.** (Points to the Citizenship question)
- Enter form submitter's information.** (Points to the Form Submitter's Information fields)
- Click Save.** (Points to the Save button)
- 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.** (Points to the Program, Degree and/or Term Updates section)
- 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.** (Points to the *Advisor field)
- If no, enter GPA.** (Points to the If no, GPA on last 60 hours... field)
- If GPA is below 3.0, enter justification here or upload a justification letter from the Materials tab.** (Points to the GPA Justification Letter text box)

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.

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

- 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**.

The screenshot shows a web form with the following sections and callouts:

- Decision** section:
 - *Decision: A dropdown menu with "Deny" selected. Callout: "Select Deny."
 - Text: "If **Deny**, please notify the applicant of this decision and the reason for the decision below for your records. However, the Graduate School will not notify applicants of their denial or denial reason." Callout: "Enter the reason for the decision (not required)."
 - Text input: "Low GRE score and undergrad GPA." Callout: "Enter the reason for the decision (not required)."
- Approver's Information** section:
 - *Name: "Truman Tiger" Callout: "Enter form submitter's information."
 - *Email Address: "tigert@missouri.edu" Callout: "Enter form submitter's information."
 - *Date: "06/13/2016" Callout: "Enter form submitter's information."
- Buttons: "Save" and "Cancel". Callout: "Click Save."

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.

Decision

*Decision

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

Approver's Information

*Name (First Last)

*Email Address

*Date

Annotations:

- Select **Withdrawal**.
- Enter the **reason for the decision** (not required).
- Enter **form submitter'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 with questions or for assistance.