

## Waiving Academic Program Application Requirements (Pre-Submission)

In Slate, the academic program requirements and deadlines (hard deadlines only) are built into the application, so applicants cannot submit their applications until after they fulfill all the requirements and after the deadlines. **If your program would like to waive one or more submission requirements for a specific applicant, follow the steps below.**

1. Look up an applicant who you are willing to waive requirements for.

1. Click here.

2. Search for an applicant.

3. Click on an applicant's record.

2. Make sure the application has **Awaiting Submission** status. Click on the **In Progress** link to see which documents are missing. Click **Close**.

1. Click on the **In Progress** link to see which documents are missing.

2. Click **Close**.

| Page ID              | Message   |
|----------------------|---|
| frm?06d109ec-0c7...  | Missing Resume or Curriculum Vita                         |
| frm?07d4c9e5-d65...  | Missing Missouri Educator Profile                         |
| frm?d3879f70-6fcf... | Missing Awarded Mizou Degree                              |
| frm?d3879f70-6fcf... | Missing Primary/Secondary Education in U.S.               |
| frm?d3879f70-6fcf... | Missing U.S. Armed Forces Status                          |
| frm?d6822fe0-da5...  | Missing Honors and Awards                                 |
| frm?75b1c3c3-80f4... | Missing Required Field(s)                                 |
| per                  | Missing Missouri Resident                                 |
| frm?bf6f324d-d00...  | Warning: Missing Application for Assistantship (Optional) |

3. If the applicant has completed everything except for the materials your program is waiving, click on the **Dept\_Waive Req (Pre-Submit)** link.

The screenshot shows the application portal for 'Test2, Truman'. The 'MATERIALS' tab is active, displaying 'Master's Program' details. A callout box points to the 'Dept\_Waive Req (Pre-Submit)' link in the right-hand navigation menu.

4. Click **Edit**.

The screenshot shows the 'Waive Academic Program Application Requirements (Pre-Submission)' section. The 'Edit' button is highlighted with a callout box.

5. Select **Yes** and click **Save**.

The screenshot shows the 'Waive Academic Program Application Requirements (Pre-Submission)' form. The 'Yes' radio button is selected, and the 'Save' button is highlighted with a callout box.

Please note that once **Yes** is selected, applicants can bypass all of your program requirements for application submission, except for the deadlines. It is not possible to waive one individual application item once submission requirements are in place. Additionally, once hard deadlines are set up in the system, applicants cannot submit their applications after the deadlines. **If deadlines and/or submission requirements need to be changed, please contact the Graduate Admissions office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu).**