

Submitting the decision to Graduate Studies

Once the Graduate Program Manager has been advised of the final decision for each applicant, the program manager moves these applicants to the Complete – Send to Grad Studies Bin.

Add each one to your 'queue' and then click on 'review form' at the bottom of the right side of the page.

A different review form will appear so the correct information is sent to Grad Studies. The fields change with different scenarios.

Initial view:

The form is titled "Submit Decision to Grad Studies Form". It contains the following sections:

- Admission Decision:** A dropdown menu labeled "Select a decision".
- Faculty Advisor:** A text input field labeled "Faculty name".
- Degree:** A section with a "Change Degree" checkbox and the text "Change degree from Doctoral to Masters".
- Petition:** A section with a "Petition needed" checkbox and the text "We will submit a petition for this applicant".
- Send to Bin:** A section with a "Current Bin" dropdown menu (showing "Complete - Send to Grad Studies"), a "Next Bin (required)" dropdown menu, and a "Next Reader (optional)" text input field.
- Buttons:** "Send" and "Draft Saved".

A provisional admit requires text to be pasted into the provision field which is inserted into the letter.

This form view is for a provisional admit. It includes:

- Admission Decision:** A dropdown menu showing "Admit - Provisional".
- Faculty Advisor:** A text input field labeled "Faculty name".
- Degree:** A section with a "Change Degree" checkbox and the text "Change degree from Doctoral to Masters".
- Provision:** A text input field with a red arrow pointing to it. Above the field is a red note: "The provision that you enter below will be shown to the student in the admission letter. Please word it accordingly."
- Petition:** A section with a "Petition needed" checkbox and the text "We will submit a petition for this applicant".
- Should this applicant be considered for the Graduate Studies Belonging Fellowship?:** Radio buttons for "Yes" and "No" (selected).

These are the Decision options:

A dropdown menu titled "Select a decision" is shown, with the following options:

- Admit - Department
- Admit - Provisional
- Deny - Department
- Waitlist - Department
- Conditional Admit - Missing Requirements
- Withdraw

A conditional admit decision requires other items – a paragraph about the condition to be met. If the condition is a credential evaluation, then you must indicate who will pay for the evaluation.

Admission Decision

Select a decision

Conditional Admit - Missing Requirements ▼

Faculty Advisor

Faculty name

Degree

Change Degree

☐ Change degree from Doctoral to Masters

Foreign Credential Evaluation

Department/Student Pay Foreign Credential Evaluation

☐ Department Pay

☐ Student Pay

Conditional

Please identify the requirements below. The requirements that you enter below will appear in the admission letter. Please word it accordingly.

Conditional

Petition

Petition needed

☐ We will submit a petition for this applicant

If you want to admit someone with a low English proficiency score, you indicate you will submit a petition (Online petition for exception) and once approved, Grad Studies will adjust the decision to Admit.

‘Waitlist’ is a new option in Slate. If this selection is chosen, the applicant is assigned a decision letter that tells them they are on a ‘waitlist’ which is not a deny nor a true admit. Applicants with this status NEED TO BE CHANGED at some point to Admit or Deny. This should happen after you have received one or more ‘decline to accept the offer of admission’ responses.

A Deny decision requires a deny ‘reason.’ Most applicants will fit the Not Competitive option.

Deny Reason

- ☐ Applicant not competitive
- ☐ GPA
- ☐ English Proficiency score
- ☐ Prerequisite academic prep
- ☐ Prerequisite degree
- ☐ GMAT score MBA
- ☐ GMAT score and work experience MBA
- ☐ Need managerial work experience MBA

Do NOT select the MBA reasons. They are specific to MBA applicants.

The last step is to select the correct bin and hit ‘Send’ so it moves to that bin.

Send to Bin

Current Bin

Complete - Send to Grad Studies

Next Bin (required)

Deny - Department ▼

Next Reader (optional)

Send

Saving in 6s...

Once in the correct bin, Grad Studies will confirm and release the decision so applicants are notified and can view the online decision letter.

Change a Waitlist decision to Admit or Deny

The graduate program manager needs to “Classify” the applicant from the browse view of the bins. Move it to Complete Send to Grad Studies and then you can add the admit or deny decision in the review form with all the correct information needed for their letter. To learn how to “Classify” please read the document specifically about Classifying applicants.

Adding a decision for applicants not reviewed

(For applicants in Awaiting materials, Awaiting Endorsements, or received too late after the deadline.)

Do not deny or withdraw anyone who has not paid the fee, as those will be deleted in bulk at the end of the cycle.

You will sometimes have applicants who have not submitted required materials or are still awaiting endorsements or just submitted much later than your program deadline.

There is a specific decision reason that can be applied to any applicants who fit the descriptions above. We no longer use a ‘Late’ decision but a ‘Withdraw – department initiated’ option.

Just Classify them to the Complete – Send to Grad Studies bin and process the Withdraw – department initiated as you do for others you have reviewed. Use the Classify feature (found in another tutorial).

When you select ‘Withdraw’ as your decision, you then have to indicate if this is for a student initiated withdraw or a Department initiated withdraw. The letters are different.

Select a decision
Withdraw

Degree
Change Degree
☐ Change degree from Doctoral to Masters

Withdraw

Withdrawal confirmation (indicate if department or student requested)

The form shows a dropdown menu with 'Withdraw' selected. A red arrow points to the dropdown arrow. Below it is a section for 'Degree' with a checkbox for 'Change degree from Doctoral to Masters'. Another red arrow points to the 'Withdraw' section. Below that is a text box for 'Withdrawal confirmation (indicate if department or student requested)'.

The letter language is copied below:

Your application has been marked withdrawn because the relevant application deadline for the semester of intended admission has passed and/or some of the requirements as listed in your application checklist were not received by said deadline.

If you wish to be considered for a future semester or term, you must submit a new application along with the required admission materials. Please refer to the specific admission requirements for your respective graduate program/s at <https://gradstudies.byu.edu/programs>.

We wish you success in all your endeavors.