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:

These are the Decision options:

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

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.
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.

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

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

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.

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.