Communicating Academic Program Decisions in AY

Academic programs are able to communicate admission decisions within the ApplyYourself application system. There are a number of benefits to recording decision in AY:

- The decision becomes part of the application; there’s no need to create an alternate record or form;
- The process requires minimal data entry;
- The decisions can be more closely tracked;
- The Graduate School can post status updates to accepted applicants (e.g. “The Graduate School has been notified of your acceptance by your program. You should receive a final decision by email……”).
- Less chance of the decision being “lost in the mail”!

Decisions entered into AY are downloaded each morning and disbursed to the Graduate Admission Advisors. To enter admission decisions in AY, follow the steps below.

1. Complete a Search for Applicants to find the applicant(s). Click on the applicant’s name to open the Applicant Summary Screen.

2. On the Applicant Summary Screen, click on MU Graduate Student Application to expand the sections. Then click on the decision form- DEPT: Application Decision Form.

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3. On the **decision form**, the applicant’s name, program information and term are automatically filled by a business rule when the application is submitted. Please make sure the program and term information is correct! If the applicant initially applied to a different program, you may need to update the information.

To record a decision, you must enter a **Decision** and **Save** the form. We also ask that you include the applicant’s **GPA**, justification if the GPA is below a 3.0, and **advisor information** (if available at the time of acceptance). If you are funding an international applicant, you may upload a copy of your offer letter as well (no need to send us a hard copy!).

![Decision Form](image)

Enter a decision.

Form- continued next page
Enter **GPA** is applicant does not have an advanced degree.

**If GPA** is less than 3.0 on the last 60 hours, enter or upload justification for acceptance.

**Form- continued next page**
The Graduate School downloads the decisions every day. If you need to make any changes to the form after you have submitted the form, please notify Graduate Admissions ASAP at gradadmin@missouri.edu.

Continue onto the next page if you would like to learn how to generate a copy of the decision for your records.
If you need a copy of a decision for your records, follow the steps below.

1. Find/select the applicant. Under the Select an Action drop-down, choose the Create Letter option and click Go.

2. Click the radio button next to Use Email Template and select the template DEPT Decision Form_Program Users in the DEPT App Manager Templates folder and click Create.

(Note: You will not actually be sending an email message; we just use an email template for this form.)
3. Click **View** to open the letter.

Here’s how it looks:

![Academic Program Decision Form](image)

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