

Referring Applications to another Program

Applications that are not admissible to your program but would be an ideal fit for a different program can be referred for review internally through Slate via these steps. The most common example of this situation is referring a doctoral applicant to the master's program of the same subject.

1. Complete your review form as you would for any other applicant indicating a **recommended decision of Deny**. **Do not release a Deny decision!** Only select a recommended decision of Deny on the form.
2. Send the application to the Referral bin. A new form will appear allowing for the selection of the referred program. Readers from the referred program will have access to the application while the application is in the Referral bin.

Referral

Refer to:

Send to Bin

Current Bin
Committee Review

Next Bin (required)
Referral

Next Reader (optional)

Send Draft Saved

An application can only be referred to one program at a time.

3. Review the application.
 - a. If the referred program does not wish to make an offer of admission but believes a different program would be a better fit, move the application into the Referral (current) bin. This will prompt the form to refer to another program.

Send to Bin

Current Bin
Referral

Next Bin (required)
Referral (current)

- b. If the referred program does not wish to make an offer of admission and does not see a more suited program, move the application to the Deny bin. The original program will then deny the application.

Send to Bin

Current Bin
Referral

Next Bin (required)
Deny

- c. If the referred program wishes to make an offer, move the application to the Program Change bin. Doing so will require you to verify that the program of admission is correct.

Verify Decisions

Admit Program:

Biological Sciences, Master of Science ▼

Any change to program and term must be made prior to releasing the decision by selecting the correct change below and contacting the Grad School representative.

The decision for this application for the specified program and term and attached letters are correct and ready for release.

Yes, release the decision to the applicant ▼

4. A Program Change letter will be released to the applicant making them aware of the offer at the same time as other decisions.
**Please note, program change decisions will only be added to applications which are not in anyone's queue.*
5. The application will be cloned overnight and an application for the referred program with an unreleased Admit decision will be available in the Admit bin. At this point, custom letters may be uploaded to the application. The decision will not be released until the decisions are verified on this new application.