Verifying and Releasing Decisions in Slate

Once the program coordinator or director has moved the application to the appropriate decision bin, the standard Graduate School decision letters will be attached to the application. Custom decision letters may also be uploaded, but **must be uploaded prior** to decision release.

1. Go to the Application page and scroll down to Decisions. Verify that the correct decision letters are showing there.

2. If correct, go to the Reader, click **Add to Queue** and choose the appropriate bin.

3. Click the Read icon on the right side.

4. Click **Add to Queue** in the left and then **Review Form / Send to Bin**.

5. This opens the Verify Decisions form on the right side.

6. Select Yes if the decision is ready to be released to the applicant. In the next bin, select the current bin (Admit (current) or Deny (current bin)) and click send to submit the form. The Grad School will release decisions at 3pm daily.
7. If you wish to admit the applicant to another program or term, select No. Choose the correct term and email ucgs@uc.edu to notify the Grad School of a change to be made.

8. If the applicant is in the wrong decision bin, please move the application back to Committee Review and then to the correct bin.