Slate Instructions for Graduate Faculty

Access

To obtain access to the Slate application system, you will first need to complete an access form. In the section for Roles (Grouped Individual Permissions), select one of two options: if you are a member of the review committee, check Faculty/Committee Reader; if you are a graduate director, or someone else who will be placing admission decisions on applications, select Faculty/Committee Head Reviewer.

SLATE (GRADUATE) ACCESS REQUEST FORM
Office of Graduate Admissions

PLEASE PRINT

First Name_____ MI_____ Last Name_____

Check One: ☐ New User ☐ New User-Supervised Access ☐ User Modification ☐ Disable
Title_____ College/Department _____
Campus ID _____ GSU Email _____

> **Roles (Grouped Individual Permissions):**
>
> Faculty/Committee Reader ☑ | Faculty/Committee Head Reviewer ☑
>
> CEHD:
> CEHD Admissions Advisor ☐ | CEHD Asst Director ☐ | CEHD Dept Staff ☐
>
> RCB:
> GRSS Admissions Coord ☐ | GRSS Student Services/Experience Staff ☐ | GRSS Academic Advisor ☐
> GRSS Asst. Dir Admissions ☐ | GRSS Director ☐ | PhD Asso. Dir ☐ | GRSS Recruiter ☐
>
> COTA:
> COTA Dept – Grad Coord ☐

All the access you will need is grouped into these two roles, so you won't need to select anything in the boxes for Individual Permissions, Application Sub-Tabs, or Restricted Permissions. Once you have completed and signed the form, please email it to John Stewart (jstewart20@gsu.edu). You will receive notification once your account has been activated. After your account has been created, you can log in using your campus ID and password at https://gradapply.gsu.edu/manage.

Reader

To access applications within Slate, you will need to click the icon for Reader from the top menu bar.

Next, click on Browse from the left-hand menu bar. This will display the reader bin structure. The bins are a visual indicator of where an applicant currently stands in the admission process.

Awaiting Review	Review	Final Review	Decision
Awaiting Submission-ALL COLLEGES 8197	Re-Entry Review-ALL COLLEGES 9	Dean Review 0	Submit Final Decision-ALL 11078
Awaiting Payment-ALL COLLEGES 349	CAS Department Review 772		Waitlist-ALL COLLEGES 58
Awaiting Materials-ALL COLLEGES 297			Dean of Students-ALL COLLEGES 8

A breakdown of the bins is as follows:

- **Awaiting Submission** - The applicant has begun completing the application, but has not paid or submitted.

- **Awaiting Payment** - Slate is unique in that it allows applicants to "submit" their application before paying the application fee. However, applicants in this bin are still not considered for an admission decision until the fee is either paid or waived. Applicants in this and the preceding bin are frequently sent emails and invited to recruitment events to encourage them to submit.

- **Awaiting Materials** - The applicant has submitted the application and paid the application fee, but they still have outstanding admission materials. Some materials, like personal statements and writing samples, are part of the application, and the applicant cannot submit until they have been uploaded. Others, such as transcripts and test scores, can be sent to GSU after the application has been submitted. It is the receipt of these materials that will allow an application to move beyond the Awaiting Materials bin. Applicants in this bin cannot be admitted until the outstanding materials have either been received or waived.

- **Reentry Review** - Submitted, complete reentry applications ready for faculty review. These applications are from matriculated students who have fallen out of compliance with continuous enrollment.

- **CAS Department Review** - Once an applicant has submitted the application and all required materials, it is routed to Department Review for faculty to make an admission decision. This will be discussed in greater detail below.

- **Dean Review** - Applicants who are being recommended for admission, but do not meet specified admission thresholds, are sent to the Dean Review bin. The Associate Dean for Graduate Programs will evaluate the application and the department's justification for admission. If it is deemed sufficient, the application will be moved to the Final Decision bin.

- **Submit Final Decision** - Once an application has been assigned an admission decision (Admit Full Status, Admit Special Status, Withdraw, or Deny), it is moved to the Submit Final Decision bin. Placement in this bin will trigger Graduate Admissions to release the appropriate decision letter to the applicant.

- **Waitlist** - If a department is not ready to make a decision on an application, they can elect to move it to the Waitlist bin. This is essentially a holding pen, as no letter or notification is released to the applicant about being waitlisted. The expectation is that these applicants either get admitted or denied once the department has a clearer picture of what their cohort will look like.

- **Dean of Students** - If an applicant answers in the affirmative to one of the security questions, they will have to be approved by the Academic Background Committee in the Dean of Students Office. Until the committee has reached a decision, the application will be housed in the Dean of Students bin. Once that decision has been made, the committee notifies Graduate Admissions,

at which point the application can be moved to Final Decision and a decision letter released. Please note that departments cannot see or access this bin, so if you recommended an applicant for admission, but the application has seemingly disappeared, it's usually here. You can contact the advisor assigned to your program for clarification.

To show the applications to your department, select the appropriate query from the drop down menu to the right of the bins.
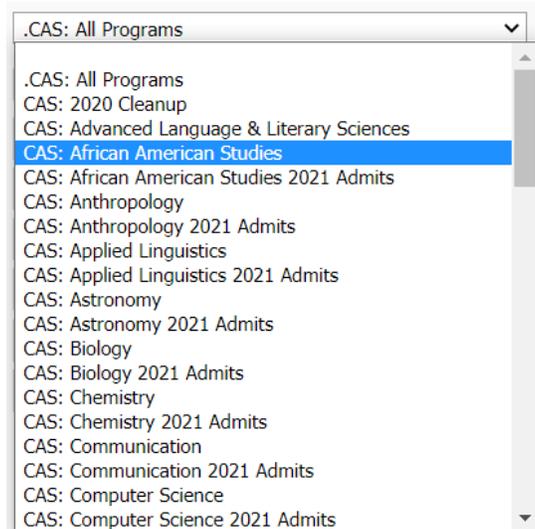
Click the bin to display the applicants currently at that stage of the process. From this screen you will be able to select individual applications by clicking the Display Copy button found at the end of each row.

After opening an application, you can scroll through the various sections and uploaded materials using the menu on the left. You can also use the arrow keys on your keyboard to move from page to page.

While we strongly encourage users to review through the Slate portal, if you would rather download the application as a PDF, you can do so by clicking the student's name in the upper left, then selecting Download PDF.

Admission Decisions

When you are ready to place a decision on an application, go to the CAS Department Review bin, display the relevant application using the steps above, and then click Add to Queue in the bottom left, then Review Form/Send to Bin in the bottom right.
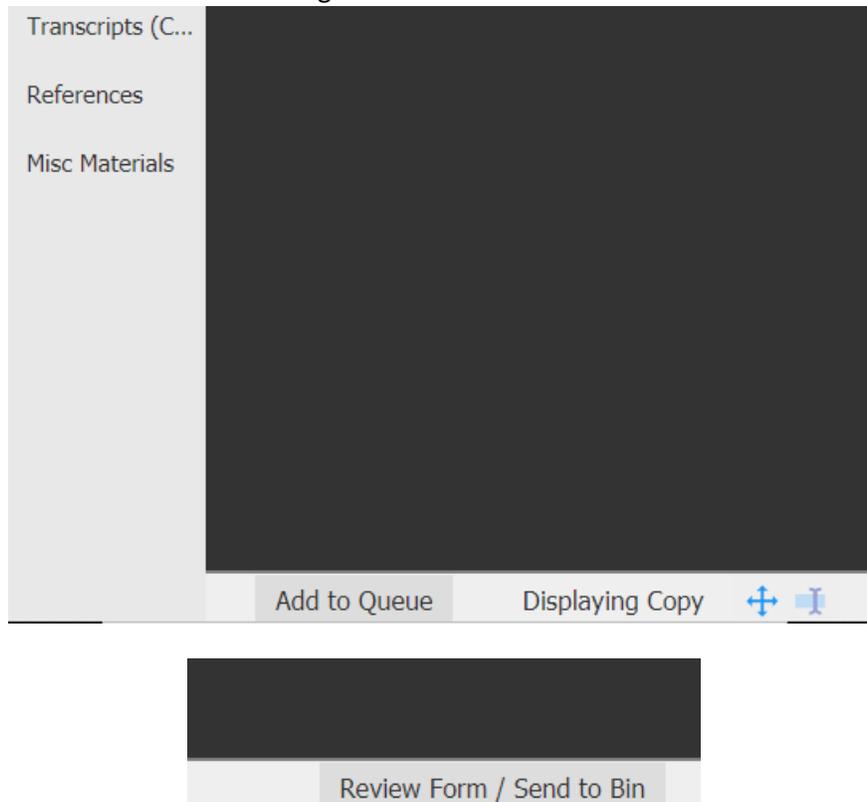
These two all-important clicks will bring up the actual review form. The first block is some basic information on the applicant. Next, the Department Offer of Financial Support is where you will be able to state whether the applicant will receive funding, the amount of the stipend, and the date funding will begin. This information will then be automatically pulled into the admit letter. Please note that is not a requirement at this stage, so if you're still deciding on funding, that information can be relayed to the student at a later date.

The next block, Department Recommendation for Admission, is where you will select the decision for the applicant. From the drop-down menu, you can choose Admit-Full Status, Admit-Special Status, Application Withdrawn, Deny, or Waitlist. If you are admitting a student Special Status, an additional text box will appear where you can enter the admission conditions. This information will be included in the admit letter.

Department Recommendation for Admission

Recommended Decision:

[dropdown]

Additional (internal) comments for Dean or Admissions team:

[text box]

Students that are being admitted either full or special status should meet certain thresholds, which are set as a 3.0 cumulative undergraduate GPA, as well as the 35th percentile or higher in the verbal and quantitative section of the GRE. The GPA automatically populates in the block, and the test scores can be found within the application. If the student meets these thresholds, select Yes from each of the dropdowns. If they do not meet a threshold, select No, and then include a brief justification in the text box. These applicants will then go onto Dean Review for final approval.

Admissions Threshold

Applicants admitted Full or Special Status should meet certain thresholds:

*Undergrad Cumulative GPA: 3.0 or better (please note self-reported GPA below)
*GRE Verbal and Quantitative Percentiles: 35% or better

Please confirm whether the applicant meets the threshold or not. If you wish to admit an applicant below either threshold, a justification and Dean's review are required.

Undergrad Cum GPA (self-reported)

3.48

GPA threshold met? GRE threshold met?

[dropdown] [dropdown]

Justification (Threshold Not Met):

[text box]

Finally, the last block on the review form is to route the application to the appropriate bin. For admitted applications that meet the thresholds, denies, and withdraws, select Submit Final Decision-All. For admits that do not meet the thresholds, select Dean Review. And finally for waitlisted applications select Waitlist. From there you will hand off the baton, and a combination of Admissions and Graduate Services will ensure that the appropriate decision letter goes out and the student is set up in GSU systems.

Reentry Admission

The process for reviewing reentries is similar to regular applications, but they are handled somewhat differently. First, as mentioned above, there is a separate bin for reentry review. Because they are set apart, sometimes these applications can fall through the cracks, so remember to check this bin as well when making decisions. When reviewing, you will follow the same initial steps: Add to Queue in bottom

left, Review Form/Send to Bin in bottom right. This will bring up the reentry review form. Check the box to display the form, select your admission decision, then send to the Final Decision bin.

Exceptions and Waivers

Reviewing applications and admitting students is rarely 100% straightforward. However, the Office of Graduate Services is available to assist and troubleshoot a variety of issues. These include the following:

- Deadline extensions or changes
- Test score waivers
- Off-cycle applications
- Admission deferrals
- Modifications to the application
- User access
- Applicant data reports - We can pull a lot of data out of Slate, so you should not need to manually create applicant spreadsheets.
- Communication - This is still a work in progress, but moving forward the college's ability to communicate with applicants through Slate should improve. Until then, we can assist with stopgap measures.

Slate is a robust system, so if there is something you think can be done, there's a good chance it is possible. Please don't hesitate to reach out to the Office of Graduate Services if you have any questions.