

INSTRUCTIONS FOR DEPARTMENTAL GRADUATE ACCEPTANCE/DENIAL FORM

For assistance with this form, please call the Graduate School at 882-6311.

This form is to be completed by the department/area program. The original is sent to Graduate Admissions, 210 Jesse Hall, attached to official transcripts, departmental funding letter, and official TOEFL/IELTS score results. (If official TOEFL/IELTS scores are already in CICS or myZou an official paper copy of the test scores is not required.)

Questions 1 through 4: Answer each of these questions to avoid delays in the admission process.

Program/Degree/Emphasis Information: Complete **each** of these areas to ensure student records are accurate. This information is needed even if the student is being denied.

Decision Section

Check only ONE of the boxes (Acceptance, Denial, Deactive, or Cancel) and complete the questions related to that decision only.

- Acceptance: To avoid delays in student admission, complete each of the questions in the acceptance section. Indicate
 - **Departmental Funding** (attach letter for international students who are awarded funding)
 - **Adviser (both first and last name)**. Advisers will not have access to their advisees' records in myZou if this section is not completed.
 - **Basis of Admission:** If student does not have a graduate degree, indicate the GPA on their last 60 hours of undergraduate credit. If that GPA is below 3.0, a detailed justification for admission must be provided.
- Denial: fill in the blank to indicate the reason
- Deactivate: *If there is a problem with the application itself* such that it should be deactivated, mark the appropriate choice (and fill in the blank if documents were missing).
- Cancel application: Student declined offer or withdrew application--choose this option only if the student themselves made the decision to not attend MU.

Signatures: After the Director of Graduate Studies has signed and dated the form, please send it to Graduate Admissions, 210 Jesse Hall.

Attach the following if applicable:

- Official transcripts that were not uploaded into ApplyYourself by the Graduate School
- Official TOEFL/IELTS score results if they are not already in CICS/myZou
- A Departmental Funding letter if the student is international.



GRADUATE ACADEMIC PROGRAM ACCEPTANCE/DENIAL FORM

University of Missouri-Columbia

NAME (please print): _____ STUDENT ID#: _____
Last First Middle

- Is this student currently enrolled in any classes at MU? Yes No
 IF YES, what is the current academic level? Undergraduate Graduate
 What is their current status? Degree-Seeking Nondegree-Seeking
- Has this student ever been enrolled as a graduate student at MU? Yes No
- Semester for decision to take effect: Fall Spring Summer Year _____
- Will this student be enrolled in online courses/through MU Direct? Yes No

PROGRAM/DEGREE/EMPHASIS INFORMATION

PROGRAM: _____ EMPHASIS AREA: _____

DEGREE (circle one): MA MS MFA MM MST MACC MBA ME MPA MHS
 MOT MPH LLM MSW MEd EdSp EdD PhD DPT Other _____

DECISION OF ACADEMIC PROGRAM--COMPLETE ONLY ONE OF THE OPTIONS BELOW

Acceptance (complete each bullet):

- AWARDED DEPARTMENTAL FUNDING: YES (attach award letter if international) NO
- ADVISOR: First Name: _____ Last Name: _____
- DOES STUDENT HAVE A GRADUATE DEGREE: Yes NO: If no, GPA on last 60 hours of undergraduate curriculum is: _____. **If GPA is less than 3.0, provide detailed justification for admission, (required for Graduate School approval). Attach a letter if necessary.**

Denial: Reason: _____

Deactivate because: Application is missing the following documents: _____

Application was submitted after the departmental deadline.

Cancel application because: Student withdrew application before a decision was made.

Student declined offer of acceptance.

Signature of Director of Graduate Studies: _____ **Date:** _____

Forward original to Graduate Admissions, 210 Jesse Hall • Retain copy for departmental records

For Graduate School Use Only

Graduate Admissions Approval: _____ **Date:** _____
 (for applicants who do not meet minimum Graduate School admission requirements)