

# 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)
  - **Advisor** (both first and last name). Advisors 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

- 1. 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  Certificate Seeking  Post bach (Nondegree)
- 2. Has this student ever been enrolled as a graduate student at MU?  Yes  No
- 3. Semester for decision to take effect:  Fall  Spring  Summer Year \_\_\_\_\_
- 4. Will this student be enrolled in courses through Mizzou Online?  Yes  No

## PROGRAM/DEGREE/EMPHASIS INFORMATION

PROGRAM: \_\_\_\_\_ EMPHASIS AREA: \_\_\_\_\_  
 DEGREE: Grad Certificate: \_\_\_\_\_ Master of \_\_\_\_\_  
 EdSp \_\_\_\_\_ Doctor of: \_\_\_\_\_

## 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: \_\_\_\_\_ CO-ADVISOR \_\_\_\_\_  
 Last Name, First Name Last Name, First 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)