

Quick Reference Guide to Processing Denies

*Tip: If you process your Admits and Waitlisted applicants first, anyone left in the **E. Review** bin can be batch denied.*

Select the Query tool in the main Slate view, then click on the department folder on the right side menu, then click on GRAD.



Click on the [Applications Ready for Faculty Review – Copy Me!](#) query. Hit Edit Query, and then save a copy to your folder. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**

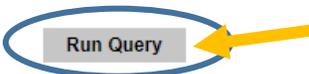
If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

[All Queries](#) > [Applications Ready for Faculty Review - Copy Me!](#) ←

Then hit the 'Run Query' button.

Applications Ready for Faculty Review - Copy Me!

Folder	Department / GRAD
User	Patty Krus Stanfield
Base	Configurable Joins - Application
Execution Mode	Retrieve all records each time query is run
Filters	Submitted Status = Submitted Lookup Round / Active Status = Active Degree Level IN Aerospace Engineering Sciences - In Review Bin Exists
Matching Rows	372



Since we are moving files to a new bin, set the 'Output' to 'Bin' as shown below, and then hit 'Export':

Applications Ready for Faculty Review - Copy Me!

Output

This Bin Management screen is where the GPA can add/remove readers, and move these applications to a new bin:

Bin Management	
Workflow	<input type="text" value="Graduate Admissions"/>
Bin Action	<input type="text" value="Set Bin"/>
Bin	<input type="text" value="Applications - K. Deny"/>
Queue Action	<input type="text" value="Clear Readers"/>
Add Reader	<input type="text"/>

It's a good idea to select 'Clear Readers' for 'Queue Action' here to remove these files from faculty member queues.

Select either 'Update Selected' or 'Update All' as needed to move the applications to the **I. Deny** bin.

Sending Letters

To process multiple denials at once, follow these steps:

From the Query tool, navigate to the Department > GRAD folder and select the [Applications Ready to Deny query](#). This will show a list of all applications in the bin. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**

If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

[All Queries](#) > [Applications Ready to Deny - Copy Me!](#) 

Select 'Run Query'.

Applications Ready to Deny - Copy Me!

Folder Department / GRAD
User [Patty Krus Stanfield](#)
Base Configurable Joins - Application
Execution Mode Retrieve all records each time query is run
Filters [Lookup Round / Active Status](#) = Active
[Degree Level](#) IN Aerospace Engineering &
[In Deny Bin](#) Exists
Matching Rows 41



In 'Output' select 'Decision' and then hit 'Export':

Applications Ready to Deny - Copy Me!

Output Decision

Export

This will open the Decision Management screen:

Decision Management	
Code	Deny
Letter	2017-06-02 - Deny - GS Deny Letter
Status	<input checked="" type="checkbox"/> Confirm decisions immediately upon updating.
Update Selected (0) Update All (46)	

Select 'Deny' for the code, and select a letter using the 'Letter' dropdown menu – if your department does not have a specific letter loaded, the GS Deny Letter shown in the example above is available as a generic deny letter.

If you would like a specific department deny letter uploaded/updated, please send it to us:

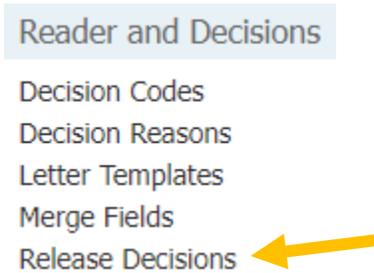
Allison Metzger	allison.metzger@colorado.edu
Jennifer Shurley	Jennifer.shurley@colorado.edu
Patty Stanfield	patricia.stanfield@colorado.edu

Check the 'Status' box to confirm the decision immediately upon updating, then select 'Update All' or 'Update Selected'.

After this, **YOU STILL NEED TO RELEASE THE LETTER(S)**! You'll need to go to the main Slate Database for this at grad.apply.colorado.edu/manage. Select the database button from the top menu:



Then, select 'Release Decisions' under the Reader and Decisions column:



From the right-hand side menu, select 'Release' to show the list of decisions ready to be released:

Release Decisions



Applicant	Decision	Created ▼
Shurley (Campbell), Jen (test record) C (Jenny)	Deny (Deny)	10/27/2022

Select all files in your decision group by checking the blue box. The list will highlight in yellow, the box will have a checkmark, and a set of gears will appear with the count of your decision group:



Click on the gears. This opens a pop-up where you can enter the 'Release Date' and hit the 'Release' button to make these decision letters available to the applicants:

Release Decisions ×

Records Affected **1** Note: Decision Release permissions are enforced.

Sample Records Shurley (Campbell), Jen (test record) C (Jenny)

Release Date Time: Eastern Time

Expires Date (optional) Time: Eastern Time

Release **Cancel**

Do NOT enter an 'Expires Date'!

The applicants will then get a notification that their status has been updated, prompting them to log into their Status Portal. The Deny letter will be shown on the decision page under a 'Status Update' link.

ALL DONE!