

# Slate Decision Management

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## Adding Decisions Overview

After evaluation, all applications in Slate must have a decision to show the status of the application and to correctly flow over to PeopleSoft. Decisions must be in the correct order, and include a decision reason, to correctly flow to PeopleSoft. **Only submitted applications should have decisions.**

Withdrawal decisions are considered “stack closing” decisions and will stop any further decision information flow from Slate to PeopleSoft, even if the withdrawal decision is later deleted. **Decisions should never be deleted without consulting PSI and/or the URO.** The URO should ALWAYS be notified when a decision needs to be updated (changed, deleted, etc.) after a decision has already been on a record for more than 24 hours.

At the end of each cycle, within a couple of days of August 1<sup>st</sup>, all applications without a decision are reviewed by PSI and are either withdrawn or moved to the next cycle as part of bin cleanup for the new cycle. After August 1<sup>st</sup>, if you think applications were incorrectly withdrawn or moved to the new cycle, please contact PSI.

If you have any questions about the decision process in Slate, please contact [psi-list@vanderbilt.edu](mailto:psi-list@vanderbilt.edu)

# Slate Decision Management

## Types of Decisions

<b>Admit</b>	Added when a program offers admission to an applicant.
<b>Deny</b>	Added when a program denies admission to an applicant.
<b>Applicant Withdrawal</b>	This decision should be added when an applicant withdraws their application but only BEFORE any other decisions have been added to an application. If any other decision already exists on an application and the applicant chooses to withdraw, it is considered an Administrative Withdrawal.
<b>Administrative Withdrawal</b>	This decision should be added for any reason for a withdrawal of the application AFTER there is an existing decision on the application.
<b>Intention to Matriculate</b>	<p>This decision means the applicant has accepted the offer of admission.</p> <ul style="list-style-type: none"><li>• This decision is typically automatically added to an application when the applicant accepts the offer of admission by submitting an Enrollment Response form.</li><li>• If a program requires a matriculation deposit, this is typically also added automatically upon the submission of the Enrollment Response form and the Intention to Matriculate decision will not be added until the deposit is paid.</li></ul> <p>Please note: all automations around an Intention to Matriculate decision only work when the application is in a current round. If it is past August 1<sup>st</sup> and you are admitting an applicant to the previous cycle, the rule to automatically add the Enrollment Response form will not run. If an applicant accepts the offer of admission through the Enrollment Response form the Intention to Matriculate decision being automatically added, and any applicable deposit payment due activities, will not run. These can be manually added administratively. If you need assistance with this process, please contact PSI.</p>

## Decision Reasons

The most frequently used decision reasons are listed below.

<b>Decision</b>	<b>Reason</b>
Applicant Withdrawal	Withdrew prior to decision Incomplete
Admit	Regular Admit
Deny	No fit Unqualified
Intention to Matriculate	Accepted offer Deposit paid
Administrative Withdrawal	Declined admission No response to admit offer Withdrew after deposit

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# Slate Decision Management

## Timing of Decisions

Decisions will be released upon clicking **Save** on a decision. Releasing a decision is a Slate automated process that cannot be stopped once **Save** is clicked.

Decisions can be scheduled to release at a specific future date and time. To release a decision at a specific future date and time, please note that Slate runs on Eastern time. If you want to release Deny decisions at 5:00pm on a Friday, you must set the **Released** time to 6:00pm on the specific date.

## Decision Notification

The decision notification email that automatically goes out when a decision is released to an applicant is standard across all instances of Slate. It notifies the applicant that there is a new update on their application and instructs them to log in to their application portal to view it.

## Adding a Decision

1. Navigate to the application.
2. Scroll down to **Decisions** and click on **New Decision**.
3. Select the **Code** for the decision you are adding.
4. Select the **Reason** for the decision you are adding.
  - a. Some conditional logic within the decision letter may be based on decision reasons.
  - b. Most decisions need a reason to correctly flow to PeopleSoft.
5. Select the **Letter** for your program.
  - a. A decision without a letter will not send an automatic notification to the applicant of the decision update.
  - b. You must use the most current letter for your program – do not leave as **Default for Decision** as there typically isn't one and this will prevent the decision notification from automatically going out to the applicant.
  - c. Once a letter is selected, you can view the letter as it would appear to the applicant on the right side of the pop-up box. This is a good way to confirm that all conditional logic within the letter is working correctly, and the letter is what you are expecting.
  - d. You can also click on **Expand Preview** to view the letter as it would appear to the applicant in their portal.
6. **Confirm** and/or **Release** the decision.
  - a. Confirm
    - i. When this box is checked, the decision will automatically flow to PeopleSoft. Deleting a decision or unchecking this box will not remove the decision from PeopleSoft. If you need to change a decision that has already been confirmed, please contact PSI.
  - b. Release
    - i. When this box is checked, the applicant will automatically be notified that there has been a update on their application.
      1. Decisions are not shown in this notification, applicants must log in to their status portal, and click on **View Update**, to see the decision.
    - ii. Once the email notification is triggered, it cannot be stopped.
7. **Do not check the Notification box**. This will automatically be checked by Slate when the applicant views their decision. Checking this box prior to the applicant viewing the decision update will trigger different processes within Slate that will give the applicant access to view various items that they should not view until after they have seen their decision update.

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# Slate Decision Management

## Adding a Decision Screenshot

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				

**Decision for Valentina Beana** [X]

Code: Admit (dropdown)

Reason: Regular Admit (dropdown)

Letter: 2023-10-20 - Admit - TEST Grad Letter 10/20/23 to present (dropdown)

Confirmed:

Released:

Expires:

Notification:  Decision has been received.

Merge Fields (Field=Value): [Text Area]

Comments: [Text Area]

Custom Letter Upload:  No file chosen

Custom Letter Override: Show both assigned letter and custom letter (dropdown)

## Decision Stacks

Decisions added to Slate records, must match viable combinations within PeopleSoft. If decisions are not added in correct combinations, decisions may not flow correctly and/or cause data issues. The following are possible scenarios and what the resulting decision stack should look like.

### Applicant withdrawal prior to a decision

All withdrawals prior to a decision are considered an applicant withdrawal. This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes. The decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
04/12/2023	Applicant Withdrawal	Incomplete		Val Ilyukhina

### Deny


This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes.

When an application should be denied admission to the program, the decision stack should look like this:

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# Slate Decision Management


Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Deny No fit Grad Deny Regular 1/20/2021 to present effective 01/01/2021	10/12/2023		Val Ilyukhina 

## Admit

When an application should be offered admission to the program, the decisions stack should look like this:

Decisions



Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
04/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	04/12/2023		Val Ilyukhina 

## Admit followed by a withdrawal by the applicant

This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes.

When an applicant has been admitted but now needs to be withdrawn (note: the decision reason will be different based on the circumstances of withdrawals), the decisions stack should look like this:

Decisions



Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Administrative Withdrawal No Response to admit offer			Val Ilyukhina 
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina 

## Acceptance of admission offer

This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes.



When an applicant has been admitted, has responded to the admit offer, and the program does not have a matriculation deposit, the decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Intention to Matriculate Accepted Offer Intention to Matriculate Message effective 01/10/2014			Val Ilyukhina 
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina 

If an applicant has been admitted, has responded to the Admit offer, and the program has a matriculation deposit, the decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Intention to Matriculate Deposit Paid Intention to Matriculate Message effective 01/10/2014			Val Ilyukhina 
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina 

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## Slate Decision Management

### Withdrawal of an Intention to Matriculate applicant

This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes.

When an applicant has been admitted and has responded to the admit offer but then chose not to attend Vanderbilt, regardless of if the program requires a deposit, the decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Administrative Withdrawal Withdrew after Deposit			Val Ilyukhina
10/12/2023	Intention to Matriculate Deposit Paid Intention to Matriculate Message effective 01/10/2014			Val Ilyukhina
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina

### Defer of an admitted applicant

This is a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the URO should be notified by the program of any decision changes.

If an applicant has been admitted, has accepted the offer of admission, and has decided to defer the decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Defer			Val Ilyukhina
10/12/2023	Intention to Matriculate Accepted Offer Intention to Matriculate Message effective 01/10/2014			Val Ilyukhina
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina

When deferring an application, the term should be updated to the new start term on the **Application Details** tab. The **Deferred From Term** can also be updated to the original application term.

### Withdrawal of a deferred applicant

Defers are a stack closing decision. After it is added, decision changes will NOT automatically flow to PeopleSoft and the **URO should be notified** by the program of any decision changes.

If an applicant was deferred and then notifies the program that they will not be attending in their new start term, the decisions stack should look like this:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				
10/12/2023	Administrative Withdrawal Withdrew after Deposit			Val Ilyukhina
10/12/2023	Defer			Val Ilyukhina
10/12/2023	Intention to Matriculate Deposit Paid Intention to Matriculate Message effective 01/10/2014			Val Ilyukhina
10/12/2023	Admit Regular Admit Grad Admit Letter 1/1/2023 to present effective 12/01/2022	10/12/2023	10/12/2023	Val Ilyukhina

### Waitlist decisions

Please contact PSI for questions regarding Waitlist decisions and decision stacks.

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