

From: Vice Provost and Dean Robin L. Garrell
Sent: Friday, October 06, 2017 12:37 PM
Subject: Graduate Admissions System Transition

UCLA Graduate Division

Dear Deans, Directors and Department Chairs,

UCLA has used DecisionDesk software for graduate admissions since Fall 2016. This week, DecisionDesk announced that the company will cease operations on November 30, 2017, terminating all product support and services. This creates a tremendous challenge for UCLA, as we had opened our application system on October 1 and expect to receive more than 28,000 applications this year.

We have moved expeditiously to negotiate a service agreement with Slate. The Slate admissions system is used or being adopted by the UCLA Anderson School of Management, by UCLA Undergraduate Admissions, and by UC Berkeley, Davis, Irvine and Merced for graduate admissions. We expect to have a signed agreement in place before the end of next week. We are hiring an experienced Slate consultant to help implement the application and migration from DecisionDesk. EVC/Provost Scott Waugh and AVC Andrew Wissmiller understand the seriousness of the situation and the criticality of a smooth transition and are supporting us in our efforts. Campus IT Services is dedicating experienced staff to assist in developing the Slate application.

To be successful, we will all need to work together. Our priorities will be to ensure that basic functions are maintained, including the student-facing application, process for submitting letters of recommendation, faculty review and decisioning. We will need your advice and help to achieve this in an extremely short timeframe. To ensure the proper collection of recommender contact information and letter submissions, we are working to suppress the Letters of Recommendation module on DecisionDesk immediately. Instructions on submitting this information will be sent to applicants when an alternative collection method is available.

The Department Chairs meeting scheduled for Tuesday, October 10, 2017 (CNSI auditorium) is being repurposed to focus solely on graduate admissions. The revised time for the session is 1:30 to 3:00 p.m. At this meeting, we will provide updates, outline the major challenges that we foresee, and respond to your questions and concerns. We invite Department Chairs, Vice Chairs, Admissions Chairs and SAOs to register for the meeting [here](#).

We will continue to solicit your feedback and provide regular updates on the admissions system. The regular Department Chairs meeting will take place on Thursday, October 26, 2017, 10:00 a.m. – noon in the CNSI auditorium. A forum to provide updates and a Slate preview will be held in mid-late October. The regular Fall Admissions Chairs meeting will be on Tuesday, November 7, 2017, 10:00 a.m. – noon in the Sequoia Room of the Faculty Center. In the meantime, if you have questions, please contact Assistant Dean Anne Dela Cruz at (310) 825-3829, adelacruz@grad.ucla.edu or Assistant Vice Provost Sam Bersola at (310) 825-4386, sbersola@grad.ucla.edu.

We regret the inconvenience and disruption that this situation has caused. We will do everything possible to make sure that this graduate admissions cycle is successful.

Please forward this message to faculty and staff who participate in graduate admissions in your programs.

With best regards,

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division