

**From:** Executive Vice Chancellor and Provost Darnell Hunt and Dean of Graduate Education Susan L. Ettner

**Sent:** Monday, September 25, 2023 3:31 PM

**Subject:** Changes to Graduate Student Funding Offer Letters Starting Fall 2023



## Office of the Executive Vice Chancellor and Provost

### Division of Graduate Education

**To: Administrative Officers, Deans, Department Chairs, Directors,  
Vice Chancellors and Vice Provosts**

#### **What you need to know:**

- A centralized process for graduate student admission and funding offer letters will start Fall 2023.
- Any direct departmental communications with prospective students cannot include specific information about admissions or funding.
- Funding letters will be generated centrally in the Slate platform, and training for departments is offered to assist with the transition.

Dear Colleagues:

Starting Fall 2023, there will be a new process for generating graduate student admission and funding offer letters for the UCLA campus. All departments under the purview of the [Division of Graduate Education](#)

[\(PDF\)](#) (DGE) must utilize the DGE's centralized admissions platform, Slate, to prepare and distribute their admission and funding offers. This will ensure that language complying with new collective bargaining agreements/legal requirements is used consistently and that campus adheres to the Graduate Council's *Guidelines for the Graduate Admissions Process & Codification of Policies Governing Admission*. As of Fall 2023, any direct departmental communications with prospective students cannot include specific information about admissions or funding.

The DGE consulted with departmental staff involved in graduate student admissions and awarding processes to develop the interface for submitting departmental funding decisions in the Slate system. The new process developed through this collaborative approach allows flexibility in selecting funding components offered by departments and tailoring packages to individual students. Having all admission and funding communication in one portal will also minimize confusion for students.

Training on the new centralized admission and funding offer letters processes will be offered via Zoom on the following dates:

**Slate Funding Offer Letter Training #1**

October 16, 1:00 p.m.–3:00 p.m.

[Zoom Registration](#)

**Slate Funding Offer Letter Training #2**

November 1, 10:00 a.m.–12:00 p.m.

[Zoom Registration](#)

We understand that implementing the new process for offer letters may require a change in the workflow of your area and adjustments to how your department has managed admissions and funding processes in the past. We strongly encourage department staff and faculty to work together on their internal timelines to accommodate this change.

We appreciate your time and patience as we navigate these changes together.

Sincerely,

**Darnell Hunt**

Executive Vice Chancellor and Provost

**Susan L. Ettner**

Dean of Graduate Education

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