

From: Dean of Graduate Education Susan L. Ettner

Sent: Monday, January 22, 2024 1:01 PM

Subject: Reminder: New Graduate Student Admission and Funding Offers



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

What you need to know:

- Any direct departmental communications with prospective students cannot include individual-specific information about admissions or funding.
- Funding letters must be generated centrally in the Slate platform.
- Support for departments is offered to assist with the transition.

Dear Colleagues:

This message is a reminder that, as detailed in the [September 25, 2023 BruinPost](#) from Executive Vice Chancellor and Provost Hunt and me, any direct departmental communications with prospective students can no longer include individual-specific information about admissions or funding. All departments under the purview of the Division of Graduate Education (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 the campus adheres to the Graduate Council's [Guidelines for the Graduate Admissions Process & Codification of Policies Governing Admission](#).

We trust that most departmental staff responsible for entering student admissions and funding letters attended the training sessions in the Fall. However, for those who may have missed the training or need to review, [Slate Funding Offer Builder Training](#) resources are available on Go.Grad. The training materials include PowerPoint slides, video recording of the training, sample funding offer letters, and FAQs. Please ensure that all of your departmental staff and faculty dealing with admissions and funding know these new requirements and procedures.

The department may answer an admitted student's questions about the offer once the student's official funding offer letter has been released in Slate. Departments should develop their applicant review timeline to ensure that Slate offer letters can be made available on the preferred date. The DGE encourages departments to coordinate their admission decision timelines to allow for competitive recruitment.

We understand that departments may encounter situations not covered by training materials. To support departments in creating funding offer letters, the DGE is hosting office hours every other Wednesday. Future sessions include:

- Wednesday, Jan. 24, 9–10 a.m.
- Wednesday, Feb. 7, 9–10 a.m.
- Wednesday, Feb. 21, 9–10 a.m.
- Wednesday, March 6, 9–10 a.m.

Please note that you must [register for these office hours](#).

We hope these resources will support departments in complying with the new campus requirements. We appreciate your time and attention to these changes.

Best regards,

Susan L. Ettner
Dean of Graduate Education

The UCLA logo is displayed in white, bold, sans-serif capital letters on a solid blue rectangular background.

