Denial Letters

PLEASE NOTE:

MGP no longer send *automated* denial letters signed by the Dean of the Graduate School.

Your program is now responsible for setting up a customized denial email template signed by the authority of your choice (department chair, GPC, etc)

If your program does *not* create denial templates, you are responsible for sending individual denial letters to the applicants outside of the MGP system.

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Getting to the Denial Email

FOLLOW THESE BASIC STEPS:

1. Log-in to MyGrad Program (MGP)
2. Select Unit Profile
3. Select a Graduate Admission Profile
4. Select Edit Denial Letter
5. Set up the Denial Letter
6. Repeat for each Unit Profile (program)!

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Setting up the Denial Email

To Edit: Select

Edit Denial Letter   **Program Denial Letter**

Your department is currently NOT using custom offer letters. To make changes please click on the button above

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Setting up the Denial Email

Use Departmental Denial Email:	○ Yes ← Select Yes ● No
From Email Address:	
Cc Email Address (optional):	
Start of Email	Graduate Application for #qtr_year# Dear #applicant_full_name#: Thank you for your application to the University of Washington Graduate School.
Departmental Part of Email Body (max 4000 char)	I am sorry to have to tell you that your application was not among the few that were selected for admission to this program. The number and quality of graduate applicants to the University of Washington are extraordinary and these difficult decisions are reached through careful consideration of all applicants to a given program. In many cases, enrollment restrictions are also a factor, limiting our ability to accept all qualified applicants. If you have questions regarding the reasons for this decision, please direct them to the graduate program. While I know that it is disappointing to receive a letter such as this, I encourage you to continue to explore graduate opportunities in other programs elsewhere, or perhaps even at one of the other UW campuses. For some popular fields, the UW has multiple programs on all three of our campuses (Bothell, Seattle and Tacoma). While these programs are not identical, many have similar foci and have varying admissions deadlines

Setting up the Denial Email

Before setting up your template, please determine which emails to send the denial email from. Be prepared to receive email replies from denied applicants at whichever primary email address you select.

The CC field is optional. An example scenario is to send the email from the department chair, and copy the main departmental address or graduate program advisor.

Use Departmental Denial Email:	⦿ Yes ○ No
From Email Address:	deptchair@uw.edu ← required
Cc Email Address (optional):	dept@uw.edu ← optional
Start of Email	Graduate Application for #qtr_year# Dear #applicant_full_name#: Thank you for your application to the University of Washington Graduate School.
	I am sorry to have to tell you that your application was not among the few that were selected for admission to this program. The number and quality of graduate applicants to the University of Washington are extraordinary and these difficult decisions are reached through

Text will appear as:

Graduation Application for Autumn 2016

Dear Sally Jones:

Thank you for your application to the University of Washington Graduate School.

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W

Setting up the Denial Email

Departmental Part of
Email Body
(max 4000 char)

I am sorry to have to tell you that your application was not among the few that were selected for admission to this program. The number and quality of graduate applicants to the University of Washington are extraordinary and these diffi... careful consideration of all cases, enrollment restriction... to accept all qualified appli... the reasons for this decision... program.

While I know that it is disap... this, I encourage you to cont... other programs elsewhere, or ... campuses. For some popular f... all three of our campuses (Bo... programs are not identical, m... admissions deadlines.

Thank you for the time and ef... graduate program at the UW, as I recognize that expenditures of money

characters

There is some placeholder text that you can, and should customize.

Some applicants apply to more than one program, so we suggest you include the name of your program. For example:

"I am sorry to have to tell you that your application to the Master of Science in Zoology program was not among the few that were selected..."

Some applicants want to know more about why they were not selected so they can improve their application and reapply. Decide how open you are to emails and calls from these applicants. If you want to discourage these contacts, think about how you could gently do that in the denial email.

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Setting up the Denial Email

Lastly, enter in the signature of who will sign your denial email- including a closing, title, name and department. This typically should be signed by the same person who signs your offer letters.

Graduate School Part of Email	#departmental_signature#
Departmental Signature (max 500 char)	

Sincerely,

Professor Megan Jones
Chair, Graduation Admissions Committee
Aeronautics and Astronautics

Save Email Template ← Save!

W

Setting up the Denial Email

Now that you have set up your denial letter template, return to the
Unit Profile to verify it says the below:

Edit Denial Letter	Program Denial Letter
	Your department is currently using custom offer letters. To make changes please click on the button above

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Denial Letters

PLEASE NOTE:

After you have set up your custom email, MGP will default to this denial email template.

However, you can select *not* to use the denial email for individual applicants as necessary- by opting out when entering the decision on that applicant.