

Graduate School Guidelines for Denial Notices and Letters
2/06/09

Many individuals today use email as their preferred form of communication and the Graduate School is trying to accommodate this preference; however, the Graduate School also needs to be sensitive and responsive to individuals who do not have access to or prefer not to receive office notices via email.

The Graduate School has notified applicants on its application that email is the Graduate School's official means of communication with applicants. If an applicant wants to receive correspondence in a format other than email (such as letter format), he/she must notify the Graduate School staff, who will flag the applicant's record in the official file so that they can comply with the applicant's request.

The Graduate School will send official denial notices to applicants via email. A letter will be prepared for those applicants who notified the Graduate School of their preference not to receive notice of their status via email.

The official denial notice or letter will:

- Not be sent as an attachment to an email.
- Have Dean of the Graduate School's signature on the notice.
- Come officially from the Graduate School.

A copy of the official denial notice or denial letter will be scanned into the applicant's file for departmental access. A record of the denial notices sent by Talisma email will remain in the Talisma system.

For programs who wish to send a program denial letter as a follow-up to the official notice from the Graduate School, a denial letter template is included below. The optional paragraph may be modified slightly to fit the circumstances of the program.

Date

Applicant Name

Applicant Street Address

City, State, Zip

Country (if international)

Dear Mr./Ms. Student Name:

Your application for admission to the Degree or Certificate (i.e., Ph.D.) program in Program Name (i.e., English) for Term (i.e., Fall 2009) has been received and carefully reviewed, and we regret to inform you that our department will not be able to recommend you to the Graduate School for admission.

(Optional Paragraph): The numbers of applications to our graduate program are increasing and admission is becoming more competitive, making the selection process a difficult one. We appreciate your patience during our review and evaluation process.

Thank you for your interest in graduate studies at Washington State University. I wish you success in your future educational endeavors.

Sincerely,

Name

Title, Program

Cc: Graduate School