

From: [Dean of Grad Ed & Postdoc Affrs](#)
To: [Dean of Grad Ed & Postdoc Affrs](#)
Subject: Financial Support Letter Guidance
Date: Friday, February 3, 2023 11:12:53 AM
Attachments: [Final 2023 - Acad Program-Financial Support Letter Guidance.pdf](#)
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Friday, February 3, 2023

TO: TOTAL CAMPUS DEANS
GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE PROGRAM ADVISORS
GRADUATE COORDINATORS
DEPARTMENT BUSINESS OFFICERS

FR: April Bjornsen, Assistant Dean, Student Affairs, Graduate Education and
Postdoctoral Affairs (GEPA)
Mary Hogan, Director, Graduate Admissions , GEPA

SUBJ: Financial Support Letter Guidance

The purpose of this communication is to provide guidance about what might be included in your program-specific admission and financial support offer letters to admitted PhD and MFA applicants.

As a reminder, once a PhD or MFA applicant receives and reviews the standard offer of admission letter from the GEPA Dean, they will receive via Slate a [General Parameters letter from GEPA](#) that broadly outlines the 5-year PhD/3-year MFA funding guarantee. This is then typically followed by a program-specific financial offer, sent from the program to the admitted applicant.

New UCOP-Approved Financial Support Letter Template

Program-specific financial offer letters should use the UCOP-approved language, **which is attached**.

The UCOP-approved language contains placeholders for the various elements of a student's financial package. We assume programs will edit this part, and provide their own respective details. This said, we advise you to provide financial details in a general sense. If you wish to provide specific details, consider doing so only for the first year. This is because the funding package a student receives in the first year may be different from what they will receive in subsequent years. If changes to the packaging occur in the first year, a subsequent letter must be issued which supersedes the original letter *and* honors at least the value of the original total support package.

We refer you to the new salary scales, along with their relative timing for each year of the new contract, we recently posted under the "Salary Scales and Timing" part of the [FAQ](#) (where it says, "*The phased-in base rates of compensation for each type of employment category, sorted by level of appointment and phase-in period, are depicted in [the tables in this pdf.](#)*")

Please remember to upload all financial support letters into Slate no later than 30 days prior to the quarter of matriculation.

Advice about Admission Yields During this Current Year

One of the issues we anticipate is that the yields for your incoming cohorts may be more unpredictable than in previous years. Given the challenging financial climate, it is especially important that programs avoid inadvertently becoming over-enrolled. Therefore, we suggest you consider using phased admission strategies, and perhaps using internal wait lists to manage the flow of your offers.

To assist your admissions committees should they choose to adopt such an approach, we have created a new “waitlist” bin in Slate to further assist your admissions committees in your review. The bin can be found in the Committee Review workflow in Slate, and is named “CR-Waitlist.” The intent of this bin is to help your committees more easily organize and identify applicants whom your department wishes to admit should your yield from your first round of nominations allow you to do so. Please note that applicants placed in this bin will not be notified – this bin is not attached to a waitlist decision, but rather is a place to “hold” your nearly top candidates that you plan to offer admission should you have space available in your cohort in the future. Please do not hesitate to reach out to the GEPA admissions team should you have additional questions around the waitlist bin.

Conclusion

In this time of transition GEPA is committed to maintaining the excellence of our graduate programs and we stand by to assist in achievement of your admissions goals. After April 15, Dean Antony will empanel a working group to examine all aspects of the admission process, and the offer letters in particular, to determine how things might be improved. Stay tuned for more information about that effort.

