



Program Deadline Request Form

Program Name

Person Requesting Change

Date

Please note that a change will not be made to a current active term. Deadline change requests submitted during an active term are typically activated for the following term.

Definitions

Priority deadline

Applications received by this date are reviewed following the priority deadline date. A decision must be made on these applicants before the final deadline. (Waitlist is a decision.) Programs may admit students up to their program capacity if they have enough qualified applicants.

Final deadline

Date at which no other applications will be considered for the active term. After this deadline, the next term becomes active.

Rolling

One week before the start of the term.

Change/Create new application deadline (check all terms that apply)

Acceptable dates:

- Fall term PRIORITY deadline from _____ to _____
- Fall term FINAL deadline from _____ to _____
- Spring term PRIORITY from _____ to _____
- Spring term FINAL deadline from _____ to _____
- Summer term PRIORITY from _____ to _____
- Summer term FINAL deadline from _____ to _____

- Feb.1
- Feb.15
- Mar.15
- Apr. 15
- May 15
- June 1
- June 15
- July 15
- Aug. 15
- Sept. 15
- Oct. 15
- Nov. 15
- rolling

No Dates in December

Briefly explain the rationale for the requested change(s):

Requested effective term of change(s)

Program Director Name Typed

Program Director Signature

Date

Department Chair Name Typed

Department Chair Signature

Date

College Dean/Designee Name Typed

College Dean/Designee Signature

Date

Graduate School Dean/Designee Name Typed

Graduate School Dean/Designee Signature

Date

Office Use Only

Changes made by Graduate School Staff

- AppReview by Date
- ApplyYourself by Date
- Connect by Date
- GS website by Date
- Email templates by Date
- TV monitor slides by Date

Changes to be made by Other Units

- Dept website by Date
- Marketing by Date

Program notified of approval by _____ on _____