

Standard Operating Procedure – Off-Cycle Admission Request (College)

Primary Responsibility: Associate Dean of Graduate Studies; College Coordinator; UH Graduate School

Secondary Responsibility: Department Chair; Program Director; Graduate Admission Advisor

Definition: A one-time request to open or extend a program’s graduate application off-cycle; the application is not considered part of the College’s approved fiscal year admission cycle.

Purpose: To create a standardize process for evaluating requests to open an admission application off-cycle. The final decision of the request will be granted by the Associate Dean of Graduate Studies. In all cases, the UH Graduate School will be consulted for a final review and approval, as well technology assistance with ApplyWeb. Department will have the responsibility of communicating this off-cycle request to prospects.

Time Frame: Requested at any time by the Department Chair or Program Director.

Procedures:

Step 1: A memo will be composed by the Department for the request to open an application off-cycle with the following:

- Purpose of opening the application
- Type of application (i.e. domestic or international)
- Proposed application opening/closing and admittance term
- Tracking, if applicable (i.e. campus or cohort)
- Signature approval of Department Chair and Program Area Coordinator.

Step 2: The memo will be addressed to the Associate Dean of Graduate Studies for review.

Step 3: The Department Chair or Program Director will propose an off-admission cycle schedule, which the College Coordinator will evaluate for compliance with the University’s Graduate Admission policy, procedures and deadlines, as well as impact to financial aid, enrollment, and other risk factors.

Step 4: The proposed off-cycle admission will be provided to the Associate Dean of Graduate Studies for review; the Associate Dean will communicate the final decision to the Department Chair.

Step 4a: If approved, the Department will communicate the off-cycle admission schedule to Program Director and to the potential applicant.

Step 4b: If denied, the Department Chair/Program Director will be asked to hold their request for the next fiscal admission review cycle.

Step 5: If approved, the off-cycle request will be communicated to the UH Graduate School by the College Coordinator on behalf of the Associate Dean of Graduate Studies.

Step 6: The Graduate Admission Advisor will process the prospect/applicant, in accordance to normal admission processes and adhere to the off-cycle schedule by the Department.