

## Graduate Admissions Guide for New Program and Re-Entry Admissions

### NEW Application Option:

- Departments may elect to require students to submit a full graduate application with all application materials, including the application fee, to change programs within or to re-enter the Graduate College. If you require the application, when ready to approve, you will complete the online admissions referral within Apply Yourself like you would with any regular admission. However, we have added fields for you to indicate that the student is a current or returning graduate student. If the student is changing programs, you will be required to upload a statement from the previous program indicating approval into the admissions referral.
- You will need to inform your students to either complete the full application, or to utilize the Graduate Student Request Form for a streamlined new program / re-entry admission. These requests will be managed within the Graduate College portal by the Graduate and Professional Admissions unit.

### Graduate College Portal Option:

- We have provided instructions below for all required information when reviewing and approving new program / re-entry admission requests via the Graduate Student Request Form within the Graduate College portal.

### New Program Admission / Change in Curriculum Requests:

- UIN, Student Name, Current Program Code
- Proposed New Program Major, Degree Level, and Effective Term
- Current Department - two authorized signatures and comments indicating approval.
- New Department – two authorized signatures and comments indicating approval.

### New Program Admission / Change in Curriculum with Transfer Credit Requests:

- UIN, Student Name, Current Program Code
- Proposed New Program Major, Degree Level, Effective Term, and List of Courses to be Transferred
- Current Department - two authorized signatures and comments indicating approval of both the program and coursework transfer. Comments must confirm that requested coursework to be transferred will not be used towards current degree objective.
- New Department – two authorized signatures and comments indicating approval of both the program and coursework transfer.

### Re-Entry Admission to Previous Program Requests:

- UIN, Student Name, Current Program Code
- Re-Entry Effective Term and Expected Graduation Date
- Current Department - two authorized signatures and comments indicating approval.

### Re-Entry Admission to Previous Program with Time Extension Requests:

- UIN, Student Name, Current Program Code
- Re-Entry Effective Term and Expected Graduation Date
- Current Department - two authorized signatures and comments indicating approval of re-entry and time extension. Time extensions will not be granted for more than one year at the time of re-entry request.

Re-Entry Admission to New Program Requests:

- UIN, Student Name, Current Program Code
- Proposed New Program Major, Degree Level, and Re-Entry Effective Term
- Current Department - two authorized signatures and comments indicating approval.
- New Department – two authorized signatures and comments indicating approval.

Re-Entry Admission to New Program with Transfer Credit Requests:

- UIN, Student Name, Current Program Code
- Proposed New Program Major, Degree Level, Re-Entry Effective Term, and List of Courses to be Transferred
- Current Department - two authorized signatures and comments indicating approval of both the program and coursework transfer. Comments must confirm that requested coursework to be transferred will not be used towards current degree objective.
- New Department – two authorized signatures and comments indicating approval of both the program and coursework transfer.