

# Change of Term Requests

Reviewing Change of Term requests within Slate.



# Change of Term

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PORTAL

## Requests through Slate

Applicants can now request a change of term through Slate. There are separate forms for pre- and post-admission. Applicants can access the forms through their [application portal](#) or through the [Forms page](#) on the Graduate School website.

Admitted applicants can only request one change of term and must reapply for a new term if the request is denied or they are unable to attend in their new term.

Both forms will pre-populate applicant data, including program, site, and their current start term. Applicants can then select a new term based on when their program is available to start.

**Deferral/Change of Term Form - Pre-Decision**  
Spongebob Squarepants (marissa.boston@unco.edu)  
2019 GR - Admit

**Current Information**

First Name: Spongebob  
Last Name: Squarepants  
Email Address: marissa.boston@unco.edu  
Program: Special Education M.A. - Generalist Emphasis  
Site: Greeley  
Current Term: 2019 Summer (May)

**Updated Term**

Please select your desired term:

Submit Cancel

**Patrick Star (marissa.boston@unco.edu)**  
2019 GR - Admit

You may change your start term **ONE** time. If a second change is needed, you must complete a new application and pay the non-refundable application fee.

**Current Information**

First Name: Patrick  
Last Name: Star  
Email Address: marissa.boston@unco.edu  
Program: Accounting M.Acc.  
Current Site: Greeley  
Current Term: 2019 Fall (August)

**Updated Term**

Please select your desired term:  
If the term that you wish to start in is not listed below, please contact your program.  
If your desired start term is not listed above, please contact your advisor and discuss alternative options.

Submit Cancel

# Faculty Review

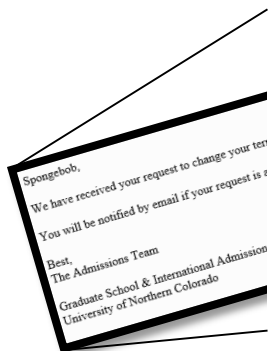
## Pre-Admission Requests

Applicants who request a change of term before they've been admitted do not require faculty approval. The Graduate School will process the request automatically. Applicants will not be able to request a term in which their program does not typically start.

Applicants also receive confirmation emails when their request is received, approved/denied, and processed.

Spongebob,

We have received your request to change your term for Special Education M.A. – Visual Impairment emphasis (Extended Campus) from 2019 summer (May) to 2019 fall (August).

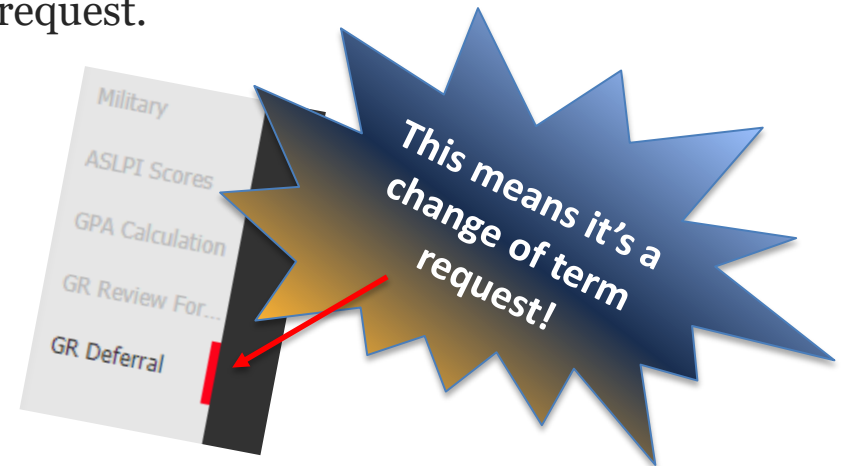


## Post-Admission Requests

If an applicant requests a change of term after admission, the application and form will be sent back to Faculty Review for approval/denial.

When you receive a request for change of term, you'll open the application in the Slate Reader as you would when you review an application for admission.

Since it is a change of term request, you'll see a red highlight by the tab reading "GR Deferral." Click the tab to view the request.



# Faculty Review

## Approving/Denying the Request

Once you click the “GR Deferral” tab, you will see the request form. The form includes the applicant’s current/original term of admission as well as the term they would like to change to.

Deferral/Change of Term Form - Post-	
Form Title	Deferral/Change of Term Form - Post-Admission
Form Submitted	05/23/2019
Current Information	
First Name	Patrick
Last Name	Star
Email Address	marissa.boston@unco.edu
Program	Accounting M.Acc.
Current Site	Greeley
Current Term	2019 Fall (August)
Updated Term	
Please select your desired term: If the term that you wish to start in is not listed below, please contact your program.	2020 Spring (January)

**Current term** (points to 2019 Fall (August))

**Requested new term** (points to 2020 Spring (January))

## Change of Term Form

Click on “Review Form/Send to Bin” in the lower right corner to open the form. Here, you’ll select if you approve or deny the request.

Faculty Change of Term Form

## Change of Term Form

All fields are required.

Do you grant the change of term?

Yes

No

Select whether you would like to approve or deny the request.

For any questions, please contact Janis Hooper at [janis.hooper@unco.edu](mailto:janis.hooper@unco.edu) or [970-351-1807](tel:970-351-1807).

**Send to Bin**

Current Bin  
Faculty Review

Next Bin (required)  
Faculty Review (current)

Next Reader (optional)

Send Draft Saved

# Faculty Review

## Denied Requests

If a change of term request is denied, a text box will pop up on the change of term form asking for a Denial Reason. This is **required**. Please be mindful when completing this section as anything typed in the text box will be sent to the applicant via email.

Denial Reason - ANYTHING YOU TYPE HERE WILL APPEAR IN THE EMAIL TO THE STUDENT

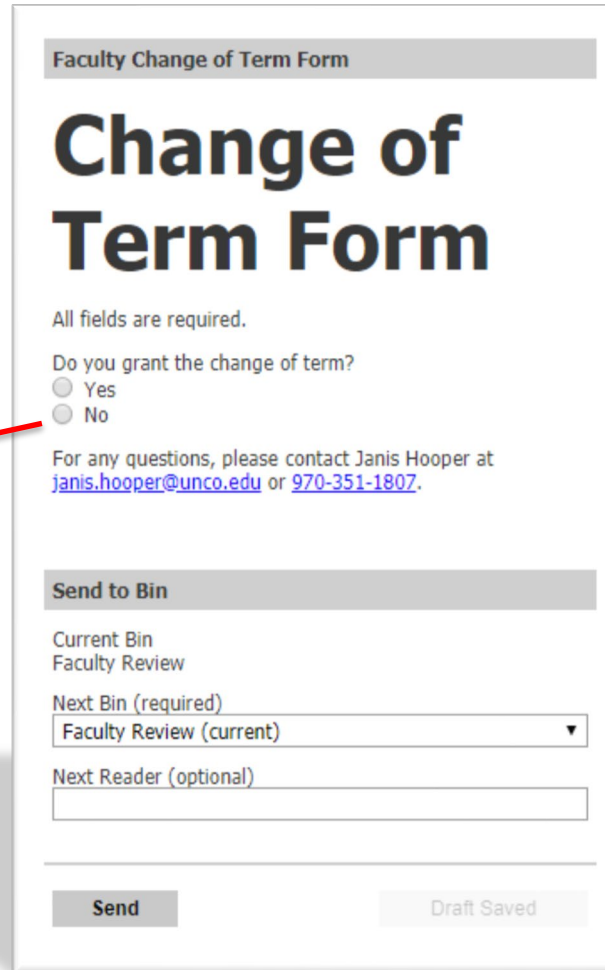
**If you deny the request, you'll be required to enter a reason. This will be sent to the applicant via email.**

## Approved Requests

If the request is approved, the form will be sent to staff in the Graduate School for processing. Once the changes have been made an email will be sent to the applicant to inform them that the change was approved and completed.

## Remember

Applicants can only request one change of term after they've been admitted. If they cannot start in their deferred term, they will need to reapply to the program for another term.



Faculty Change of Term Form

## Change of Term Form

All fields are required.

Do you grant the change of term?

Yes

No

For any questions, please contact Janis Hooper at [janis.hooper@unco.edu](mailto:janis.hooper@unco.edu) or 970-351-1807.

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**Send to Bin**

Current Bin  
Faculty Review

Next Bin (required)  
Faculty Review (current) ▼

Next Reader (optional)

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# THANK YOU!

Graduate School  
Change of Term - Faculty  
8/20/2020



UNIVERSITY OF  
**NORTHERN**  
**COLORADO**