

# 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 [Admissions 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.

The image displays two screenshots of the 'Deferral/Change of Term Form - Pre-Decision' and a cartoon illustration. The top screenshot is for 'Spongebob Squarepants (marissa.boston@unco.edu)' and the bottom is for 'Patrick Star (marissa.boston@unco.edu)'. Both forms include fields for First Name, Last Name, Email Address, Program, Site, Current Term, and Updated Term. The bottom form also includes a warning: 'You may change your start term ONE time. If a second change is needed, you must complete a new application non-refundable application fee.' To the right, a cartoon illustration shows a student with red hair and glasses lying on the floor, looking exhausted, next to a large calendar for 'FALL 2019'. The calendar is filled with the word 'busy' in red, and the text 'School Starts!!!' is written in red on the right side.

# 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).

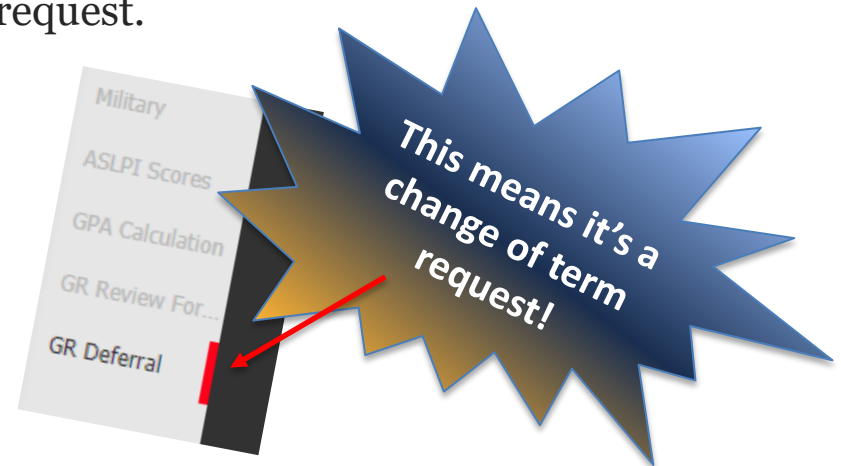


## Post-Admission Requests

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

**Current term**

#### 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)

**Requested new term**

## 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

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

**Send to Bin**

Current Bin  
Faculty Review

Next Bin (required)  
Faculty Review (current)

Next Reader (optional)

Send Draft Saved

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

# 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.

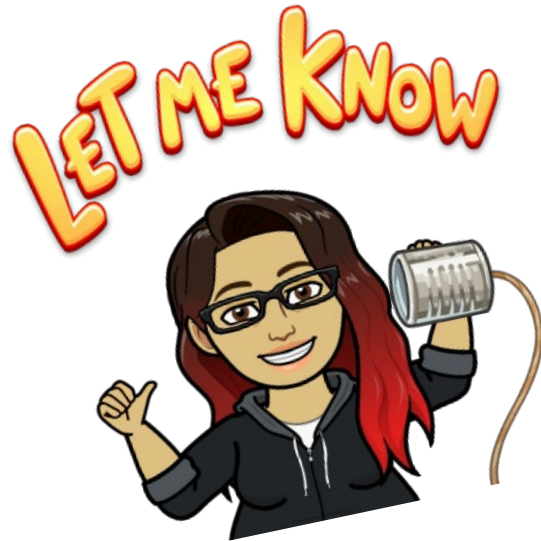
Send to Bin

Current Bin  
Faculty Review

Next Bin (required)  
Faculty Review (current) ▼

Next Reader (optional)  
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Send Draft Saved



If you have any questions, comments, or feedback regarding this new change of term process, please contact:

Marissa Boston  
[Marissa.Boston@unco.edu](mailto:Marissa.Boston@unco.edu)  
970-351-2002

# THANK YOU!

