Policy
Changes to Admission Requirements for Graduate and Professional Programs
October 10, 2023 (updated September 9, 2024)

On occasion, a graduate or professional program may seek to make one or more types of change/s to its admission requirements and procedures. The process of approval and timeline for submission for each type of proposed change is outlined below.

Any change/s to a graduate or professional program's admission requirements – except for the changes included in the footnotes below – must receive necessary academic approval for submission to the Office of Graduate & Professional Enrollment Management by its annual deadline of **May 1**. Any new admissions requirements will be effective for all applicants once the new admissions cycle begins.

1. The following types of changes to a program's admission requirements are processed with a program change request in the Curriculum Inventory Management (CIM) system. Once the Provost approves the program modification, the Office of Graduate & Professional Enrollment Management (GPEM) is notified and GPEM implements the actions outlined in the form.

    - Change to required GPA

    - Change to program prerequisites (*Note*: Prerequisite courses are defined as courses that *must* be completed prior to admission to a program. Co-requisite courses are defined as required courses outside of the program curriculum that may be taken concurrently in the first term of enrollment will not be considered prerequisites. Any additions to or subtractions from, including co-requisite courses, must be processed via a program modification form. Conditional admission will not be granted for those missing pre-requisite courses).

    - Change in the type of requirements for a completed application (e.g. essay, additional documents, interview)[*]

2. The following types of changes to a program's admissions requirements requires the submission of a written request via email from the Program Director to the Dean of the program's academic unit.

---

[*]Any added admissions requirements approved by February 1 will be effective for all applicants for the following fall admissions cycle (for example, approval by February 1 of 2025 means effective for Fall 2026 applications). However, the elimination of admissions requirement/s is not subject to the Feb 1 deadline. They may be submitted for academic review at any time and, upon approval, will be implemented immediately by the Office of Graduate & Professional Enrollment Management.

After being approved, <u>the Dean will submit</u> the revised admission requirements to the Office of Graduate & Professional Enrollment Management via an email to gradapp@luc.edu.

- Change in the content of required material (e.g., change to a Statement of Purpose prompt)

- Closing the admissions application early for a program (closing an application cycle prior to a publicized deadline)

- Pausing admission to a program for one or more terms (i.e., removal of a program from the admissions application for one or more terms)[†]

3. All other types of changes regarding the admissions process, including updating a program entry term and extending/changing an application deadline date for one or more entry terms, may be <u>submitted by a Graduate Program Director</u> to the Office of Graduate & Professional Enrollment Management via the GPEM Admission Change [Form](). The Graduate Program Director also must notify the Dean of these requested changes.

Thank you for your work on these issues related to graduate program admissions. Please contact us if you have questions about this new process.

Sincerely,

Robyn Mallett
Vice Provost, Academic Programs and Planning

Emily Barman
Vice Provost, Graduate Education
Dean, The Graduate School

Janice Miller
Associate Vice President, Graduate and Professional Enrollment Management

---

[†] Pausing admission or closing an application early are not "admissions requirements" and so are not subject to the May 1 deadline. They may be submitted for Dean's approval at any time and, upon approval, will be implemented immediately by the Office of Graduate & Professional Enrollment Management. Please cc the Provost's Office (i.e., Academic Programs & Planning) on a request to pause program admissions.