MEMORANDUM

Date: November 7, 2017

To: Deans, Associate Deans and Department Chairs

From: Dr. DeBrenna Agbényiga
Vice Provost and Dean of the Graduate School

Re: CGS Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistantships

As we approach another graduate recruiting and admissions season, I write to remind you of our institution’s participation in the Council of Graduate Schools’ (CGS) “Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistantships” also known as the “April 15 Resolution.” Even though April 15, 2018 falls on a Sunday, the deadline for acceptance of financial aid remains on that date, at midnight (late Monday, early Tuesday) in your time zone.

Participation in the resolution obliges us to allow admitted graduate students to consider all offers of financial support through April 15. In turn, the resolution binds students to their decisions made or held in place after April 15. Over 350 U.S. institutions offering graduate degrees have agreed to abide by this resolution. Your cooperation ensures that both student and program conduct their admissions in an ethical manner, and that they receive equal treatment and consideration in the financial support decision-making process.

Here are some important aspects of the Resolution:

- The April 15, 2018, deadline applies only to acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship.
- It applies only to offers of financial support for the following academic year.
- Although you can send out your offers well before the deadline, prospective graduate students are under no obligation to respond to offers of financial aid prior to April 15.
Acceptance of an offer of financial support made after April 15, 2018, is conditional upon presentation by the student of written release from any previously accepted offer.

All offers of financial support should include a copy of or link to the “April 15 Resolution”:

In addition to direct information on the resolution, some explanatory language should be included in all financial support letters. Below are some examples of wording that you are free to use.

Please inform us in writing of your decision no later than April 15, 2018. In accordance with the Council of Graduate Schools’ (CGS) resolution, you may consider other offers of financial support until the April 15 deadline, but any decision after April 15 is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible.

Feel free to contact me at debrenna.agbenyiga@utsa.edu if you have any questions or concerns about the April 15 Resolution.
April 15 Resolution Frequently Asked Questions

1. **Can a program establish a deadline for acceptance of an offer of admission to a graduate program before April 15, if there is no offer of financial support? Is this a violation of the April 15 Resolution?**

   Yes, an admission offer deadline is permissible, if there is no offer of financial support. The April 15 Resolution only applies to offers of financial support.

2. **If an offer of acceptance and financial support requires acceptance before April 15 for the Fall term by a signatory institution, what should an applicant or another program that has also extended an offer of admission to the applicant do?**

   Inform your graduate advisor and the Dean’s office of your graduate school about the early deadline. Send them a copy of the offer letter. Graduate deans are encouraged to communicate with the non-compliant university’s graduate dean directly to inform them of the violation. The dean at the offending university will address the problem with the department in violation of the resolution. NOTE: if the university is not a signatory to the April 15 Resolution, it is not in violation.

3. **Where can a list of the institutions that adhere to the April 15 Resolution be found?**


4. **Does the April 15 deadline apply to summer admissions and funding?**

   No, the April 15 Resolution applies to offers of financial support for academic year offers beginning in Fall term only.

5. **What is the process by which institutions sign on to the April resolution?**

   The Resolution is renewed every five years. It was last renewed in October 2014 and will be renewed again in October 2019. Prior to renewal, CGS surveys member institutions to determine how many support the continuance of the resolution and whether the April 15 date is optimal for the majority of institutions. Upon board review of the survey data and approval, the resolution is then sent to institutions with a request to reaffirm their signatory status. An updated list of signatory institutions is included in the current resolution [http://cgsnet.org/ckfinder/userfiles/files/CGSResolution_Jan2017.pdf](http://cgsnet.org/ckfinder/userfiles/files/CGSResolution_Jan2017.pdf).

6. **How are faculty and admissions staff informed of the April resolution?**

   Each year, the Graduate School in each institution should distribute information about the April 15 Resolution, to make faculty, directors of graduate programs, and other interested members of their academic community aware of the goals and provisions of the resolution. Alternatively, interested parties can go to the CGS website to obtain more information: [http://cgsnet.org/april-15-resolution](http://cgsnet.org/april-15-resolution).

7. **What if April 15 falls on a weekend?**

   Acceptances received by end of day April 15 should be honored, even if the university cannot process these acceptances until the following Monday. For example, in 2018, April 15 falls on a Sunday.

8. **What time on April 15 is the deadline?**

   The deadline should be 11:59 pm of April 15 in the time zone of the school offering financial support.
Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed October 2014.

* This Resolution applies to offers of financial support only, not offers of admission.
MEMORANDUM

TO: Deans and Department Chairs

FROM: C. Mauli Agrawal, Ph.D., P.E. 
Interim Provost and Vice President for Academic Affairs

SUBJECT: Summer Enrollment Requirements for Teaching Assistants and Graduate Assistants

DATE: May 12, 2017

For this summer only, graduate students who were employed as Teaching Assistants or Graduate Research Assistants in fall 2016 and spring 2017 need to be enrolled only for 1 or more credits rather than the usual 3 hours credit that is expected for the summer in which they are employed.

We are hoping to make this a permanent change by revising HOP 4.09 Student Employees, but making this change will require additional time.

cc: Jesse Zapata  
Anujani Aluwihare  
Human Resources  
Legal Affairs