



Functionality of the application deadline and decision date

All applications in Terra Dotta software have two dates associated with them which affect the applicant's progress through the pre-decision and post-decision phases of their application process. These dates are the Application Deadline and the Decision Date, and they are determined first by the application cycle of the application and then by any program date record overrides that are associated with that application cycle through the application's program.

Applies to: TDS17;TDS18

Details

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Application Deadline

The application deadline has two primary characteristics associated with it. First, the application deadline is the final day on which the software will allow a potential applicant to apply to a program for that given application cycle. Once the application deadline has passed, that application cycle is no longer an option for applicants attempting to start an application. Second, the application deadline is the date by which applicants are expected to have completed their existing applications. Once the application deadline has passed, the application page will be locked. Applicants will only be allowed to view the application and will receive a message indicating that the application deadline has passed and that the application is under review by the office when attempting to submit further process elements. In other words, if an applicant has incomplete requirements, they will not be able to complete those after the deadline.

Example:

The program Berlin: History and Politics accepts applications for the Fall and Spring terms. The Fall 2018 application deadline is 04/15/2018 and the Spring 2019 application deadline is 09/20/2018.

Aimee Chen starts an application for this program for Fall 2018 on 2/15/2018. She will be able to access this application and submit questionnaires, request recommendations, and sign signature documents until 11:59pm on 04/15/2018.

On 04/16/2018 (12:00am), Aimee Chen will no longer be able to submit questionnaires, request recommendations, or sign signature documents.

Also on 04/16/2018, other potential applicants will no longer be able to apply to Berlin: History and Politics for Fall 2018 - only Spring 2019 will be available as an application cycle.

Note: The application deadline does NOT have any affect on whether or not an application is pre-decision or post-decision. It also does not affect a recommender's ability to submit the recommendation.

Decision Date

The decision date also has two primary characteristics. First, the decision date is the first date on which the applicant will be permitted to learn if s/he has been accepted/rejected/waitlisted. If the decision is made prior to the decision date, the applicant will still see the application as 'pending' until the decision date has been reached. Second, the decision date is the first date on which an accepted/committed applicant will be allowed into the post-decision phase of the application. This naturally follows from the first characteristic, but it is important to recognize since it highlights the primary function of the decision date as the determining date when deciding if an accepted application is in the pre-decision phase or the post-decision phase.

Each night a scheduled task runs and checks for any accepted/committed/rejected/wait-listed applications that have reached the decision date. These applicants are notified via email that there has been a status change on their application and directs them to go to the site to learn what the decision has been. Also, the Contact 1 email address is sent a report listing all the applicants that were sent this notification.

Example:

Aimee Chen has applied to the Berlin: History and Politics program for the Fall 2018 application cycle. This program has a decision date of 04/20/2018.

On 03/29/2018, a staff member changes Aimee Chen's application to ACCEPTED. Aimee Chen does not receive any notification of the status change at this time.

Aimee Chen continues to see this application as PENDING through 04/19/2018. On 04/20/2018, the site sends an automated email to Aimee Chen notifying her that there has been a status change on the application and that she needs to go to the site to learn what it has been.

When Aimee goes to her home page, the application is displayed as 'DECISION REACHED'. When Aimee clicks on this application, she is shown the acceptance decision letter and clicks on the 'continue' button. She is brought to her application page. This application is now in the post-decision phase, and she sees all the post-decision process elements added to her application requirements.

Note: The decision date does NOT have any effect on whether or not an applicant can apply or continue applying to a program for a given application cycle.

Rolling Admissions

When an application cycle has an application deadline that occurs after the decision date, that application cycle is labelled as a 'Rolling Admission' application cycle. In these cases, the functionality of the application deadlines and decision dates are not altered, but they are configured in a manner to usually provide the accepted/committed applicants with access to the post-decision phase prior to the application deadline. The students are 'rolled' into the post-decision phase even though there may be other applicants still in the pre-decision phase for that application cycle.

Example:

The program Berlin: History and Politics has a Fall 2018 application cycle with an application deadline of 03/15/2018 and a decision date of 05/01/2018.

Aimee Chen has applied to the program, and she is accepted into the program on 02/20/2018. She is immediately notified of the status change when the staff makes it, and when Aimee goes to her home page, the application is displayed as 'DECISION REACHED'. When Aimee clicks on this application, she is shown the acceptance decision letter and clicks on the 'continue' button. She is brought to her application page. This application is now in the post-decision phase, and she sees all the post-decision process elements added to her application requirements even though the application deadline of the application cycle is still in the future.

Note: Even though an application cycle is listed as 'Rolling Admission' the decision date IS still the determining factor for whether or not an accepted/committed application is determined to be in the pre-decision or post-decision phase.

In the case above, if the decision date was 03/01/2018 and Aimee was accepted on 02/20/2018, she would not receive notification or move into the post-decision phase until 03/01/2018. This is still before the Deadline, so this application cycle would be considered 'Rolling Admissions.'