

Policy for Reviewing Special Requests Regarding the Interview for Applicants

1. Purpose

To define the procedure for evaluating requests for alternative interview formats to ensure equitable treatment of all applicants.

2. Submission Requirements

- General requests must be submitted in writing to the Director of Admissions within 14 days of the interview invitation.
- In the event of a catastrophic extenuating circumstance, the request must be submitted in writing to the Director of Admissions within 24 hours of the event and the interview must be rescheduled within 3 business days after the Director of Admissions has been notified.
- Relevant documentation regarding the reason for any request must be attached (documentation proving the reason is legitimate).

3. Committee Deliberation

- The Admissions Committee shall convene (physically or digitally) within 14 days after the receipt of any general request and within 1 business day after the receipt of any catastrophic extenuating circumstance.
- The Chair will present the request and documentation.
- Voting: A quorum (50% + 1) must be present. A simple majority vote is required to approve the exception.

4: Criteria for Deliberation

When evaluating a petition for an alternative interview format, the Admissions Committee shall consider the following non-exhaustive principles to ensure a fair and consistent adjudication:

1. **Nature of the Barrier:** Is the circumstance truly outside of the applicant's control versus a matter of personal preference or convenience?
2. **Verifiability:** Has the applicant provided third-party, official documentation that substantiates the claim?
3. **Timeliness:** Did the applicant notify the program as soon as the hardship became known?
4. **Equity:** Would granting this request provide an unfair advantage or disadvantage to the applicant or the remaining cohort?
5. **Program Integrity:** Can the alternative format (e.g., synchronous video conferencing) sufficiently meet the program's requirements for holistic evaluation?

5. Notification and Documentation

- The applicant will be notified of the decision via email within 1 business day of the vote.
- The results of the vote and the reasoning (briefly stated) must be recorded in the Committee Meeting Minutes.