

[SAMPLE LETTER TO YOUR SCHOOL DEANS, GRADUATE PROGRAMS DIRECTORS, AND ADMINISTRATORS]

Dear Graduate Program Director,

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 Sunday 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:" <http://cgsnet.org/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 my office if you have any questions or concerns about the April 15 Resolution.