

Protocol 1011 Deferral of Admission
Protocol Number: 1011
Effective Date: 07/01/2025
Revised Dates:

Protocol

On occasion, there might be a compelling reason for an admitted applicant to postpone their enrollment prior to matriculation in August. Under special circumstances, deferral of admission may be granted to an admitted applicant for the following academic year. These circumstances are if the admitted applicant has an urgent (unplanned and needing immediate attention) medical need for self or close family members or visa/immigration issues that will prevent arrival in time for the first module course. In all other cases where an admitted applicant wishes to postpone their start date, a deferral is not available and the admitted applicant may be reconsidered the following year, provided they submit an updated application.

If an admitted applicant meets one of the circumstances, a deferral may be requested by following the steps below.

1. Admitted applicant contacts the Dean and discusses reasons for requesting a deferral.
2. Admitted applicant contacts the designated official for immigration, if applicable, for discussion on how deferral could impact their immigration situation.
3. Dean communicates deferral decision, contingent on the applicant's written statement, to the Assistant Dean for Academic Affairs.
4. Assistant Dean for Academic Affairs communicates deferral decision to applicant, contingent on the written statement.
5. If deferral is approved, contingent on the applicant's written statement, admitted applicant submits a written statement clearly stating the reason(s) for the deferral request to the Assistant Dean for Academic Affairs.
6. If the written statement aligns with the discussion in steps 1 and 2, Assistant Dean for Academic Affairs provides a deferral admission letter with key information and deadlines to the admitted applicant.
7. Admitted applicant signs deferral letter and returns to Assistant Dean for Academic Affairs.
8. Admissions Committee is informed about the deferral.
9. Admitted applicant commits to enrollment by February 1 of the following year or forfeits their position in the next class.

The deferral letter contains the following key information and deadlines:

- Date of original offer
- Confirmation of deferral request (method of request and date)
- Confirmation of deferral approved
- Date of new admission (the following year)
- Final confirmation requested by February 1 of the following year.

Deferral of admission is limited to one year. If an admitted applicant needs additional time before starting the graduate program, they will need to resubmit an application for admission.

A limited number of deferrals are available per admission class on a first come basis. Admission deferrals are not available to those candidates admitted from the waitlist. The Dean may confer with the Admissions Committee regarding the requested deferral at any point in the process. All decisions regarding deferrals are at the discretion of the Dean.