DEFERRAL OF GRADUATE STUDY

PLEASE READ THIS COVER SHEET BEFORE COMPLETING THE WAIVER

Deferral of Graduate Application

Application is still in pending status and an admission decision has not been determined.

Completed applications may be deferred once per program within one (1) academic year from the initially selected term (i.e. from fall 2015 to spring, summer or fall 2016).

Applicants who have completed their applications, but want to **apply to a different program** must complete a new application or a complete a *Transfer of Graduate Program* form, in addition to supply program-specific application materials for the new program.

Incomplete applications will be canceled one year after the originally selected term. Applicants must then submit a new online application with necessary updated program-specific materials.

Deferral of Graduate Enrollment

Admission has been offered and accepted by the applicant.

Enrollment in graduate courses may be deferred **up to one year** following the original term of admission due to extenuating circumstances (medical emergency, family emergency, delay or denial of a visa to study in the United States, or natural disaster). Consideration beyond one year requires the submission of a new application, application fee, and required documentation.

Circumstances such as employment, enrollment at another institution, funding, or indecisiveness regarding enrollment are not appropriate justifications for requesting deferred enrollment. Under these circumstances, admitted students should complete the withdrawal process (in GullNet) found on the Office of the Registrar's website.

A two-year deferral of enrollment may be approved for military or those who provide public or government service such as Teach for America, Peace Corps, or AmeriCorps, prior to enrollment. However, if the request is approved by the graduate program, a new application form may be required.

All deferrals are subject to program approval, and the program is not obligated to defer applicants to a particular term (for example, some programs do not allow students to begin their studies in the spring term).

Instructions for completing the waiver:

1. Fill out the attached *Deferral of Graduate Application* form.

2. Attach any and all documentation required for the student's request.

3. Identify the next available semester eligible for admission (within one academic year).

4. Obtain the Graduate Program Director's or academic department representative's signature.

5. Upon approval, the student must submit the *Deferral of Graduate Application* form to the Office of Graduate Studies and Research.

6. The Graduate Admissions Counselor will make the required changes in GullNet, upload the form to the applicant/student's electronic file and may send an updated application acknowledgement letter to the applicant reflecting the new term.

7. The Graduate Program Director or Academic program may issue the matriculated student a new admissions letter (or an addendum to the original letter) reflecting the new matriculation term.

Deadlines to submit deferral request for new term:

Spring Term – January 15th

Summer Term – June 1st

Fall term – August 1st

Winter – December 15th

DEFERRAL OF GRADUATE STUDIES

PLEASE TYPE OR PRINT CLEARLY

Name _____ Date _____

Street Address _____ Telephone _____

City, State, Zip _____ SU ID# _____

SU Email _____

I am enrolled in the following graduate program: _____

I hereby petition for wavier of the following University policy:

☐ a. Deferral of Graduate **Application**

☐ b. Deferral of Graduate **Enrollment**

Original Term of Admission:
☐SPRING ☐SUMMER ☐FALL ☐WINTER Year:_____

Requested Term of Deferral:
☐SPRING ☐SUMMER ☐FALL ☐WINTER Year:_____

Student's Statement. (Indicate why you feel this petition should be granted. Attach additional page if necessary.)_____

_____

_____

I certify that I have read the attached information sheet pertaining to the waiver of University policies that I am requesting, have attached all pertinent information and required documentation to support my request, and have obtained all necessary signatures of certification.

_____
Student's Signature

Program Certification:

_____
Graduate Program Coordinator's Signature

☐ Approved ☐ Not Approved

Reason:_____

_____

_____

_____ _____
Date Dean of Graduate Studies Signature

Updated: May 2016