

Graduate-Deferment
General Academic Proposal/Policy Cover Sheet

General Catalog Information

**** Read before you begin****

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic*	Graduate-Deferment
Are you Proposing:*	<div>Activity Log</div> <div>Jeannine Perry</div> <div>New academic policy or regulations .</div> <div><input checked="" type="checkbox"/> New academic policy or regulations .</div> <div><input type="checkbox"/> Change academic policy or regulations .</div> <div><input type="checkbox"/> Delete academic policy or regulations</div>

Visit our current catalog [here](#) and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*	<p><i>(to be inserted in catalog above current Leave of Absence policy</i></p> <p>Deferment and Leave of Absence</p> <p>Students are required to enroll in at least one course in the term they are admitted and then each term following admission (excluding summer). If a student is unable to meet that requirement, there are two ways to postpone coursework without losing continuing student status and being withdrawn from the University. The first is deferment which happens before applicants or newly admitted students have taken their first course. The second is leave of absence which happens after an admitted student has begun their coursework.</p> <p>Deferring Admission or Application</p> <p>A deferment is required if an applicant has not completed their application documentation or a newly admitted student decides not to enroll in coursework in the term they were admitted to their graduate program.</p>
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Deferments enable students who have not started their coursework, and need to delay that start, to remain in good standing. In-progress applicants and newly admitted students can defer their application or admission term up to one academic year. To request a term change or deferment, the Start Term Change Request form must be completed by the end of the add/drop period for the original application or admission term. Term changes may be limited to two per application/new student within the one academic year period from their original selection. Applicants and new students who do not submit the Term Change Request form by the end of the add/drop period for the start term they have selected will be withdrawn and will be required to reapply for future consideration.

Hierarchy Owner*

Activity Log

Jeannine Perry
Longwood University

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

Graduate students frequently apply to a program with the intent of beginning their coursework in a given term, but find they need to delay that start. These requests have increased with the use of six start terms for the MBA. To remain active in the Banner database it is required to reenter the student’s application record for a new term, and takes a good deal of time for each request. The Graduate Admissions Director realized we had no guidelines regarding how often a student could request a deferment or for how long until their application (or new student status) was inactivated.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

New policy to clarify the deferment process and institute some parameters. Introductory paragraph explains the difference between deferment and leave of absence (one happens before a student begins course work and the other happens after). Policy explains process to follow if an applicant or new student needs to request a change to their selected start term, the number of times such a request can be made, and the length of time such a request can be made.

RATIONALE

Provide a brief statement as to why the new policy, the proposed changes, or the deletion is needed*

New policy and process required as requests increase. The policy will help us balance ease of entry for students with processing for the university. This policy is not referring to those who haven't submitted an application, just those who haven't submitted all the documents yet. They are prospects until they hit the submit button for the application. They are applicants after that. Those applicants are still in banner and we have to defer their start date if they don't start.

Approved by Graduate Council 11-11-2020