



Deferral of Admission to Graduate Program	
Responsible Official: Provost	Responsible Office: Dean, School of Graduate Studies

**Policy Purpose:**

The purpose of the policy is to allow students admitted to the ETSU School of Graduate Studies to request deferment of admission to a future term.

**Policy Statement:**

An offer of admission to the School of Graduate Studies is made for a specific semester. A student who cannot enter the program for the specified semester may request a deferral of admission from the graduate program coordinator for up to one year from the initial term of admission. Decisions of the graduate program coordinator are final.

**Authority**

N/A

**Definitions:**

N/A

**Policy History**

Effective Date: February 23, 2018

**Procedure (s)**

To request a deferral the student must:

- Complete the deferral form (available on the School of Graduate Studies website)
- Submit the form to the graduate program coordinator prior to the first day of classes of the original term of admission (<https://www.etsu.edu/gradstud/coordinators.php>)

The graduate program coordinator must:

- Approve/deny the deferral request within one week of receipt of the form
- Send the form with the decision to the appropriate Graduate Program Specialist in the School of Graduate Studies as soon as the decision is made.

The Graduate Program Specialist will:

- Record the decision
- Notify the student, the graduate coordinator, and other offices as appropriate when the deferral decision has been recorded.

If the deferral is approved, the student must reapply for any scholarships, financial aid, graduate assistantships, or other opportunities that were offered for the original admission.

#### Procedure History

Effective Date: February 23, 2018

#### Related Form(s)

Graduate Admission Deferment/Change of Term Request (<https://www.etsu.edu/gradstud/forms.php> )

#### Scope and Applicability

Primary:       Academics  
Secondary:     Students