

Berkeley Graduate Division

Date: November 7, 2017

To: Department Chairs, Head Graduate Advisers,
Graduate Student Affairs Officers

From: Fiona M. Doyle, Vice Provost for Graduate Studies
and Dean of the Graduate Division



Re: **Graduate Admission Deferral Policy, Effective Fall 2018**

1. Departments may request deferral of admission after the student declares intent to register (completes the SIR process). Deferral requests are generally limited to one year, with exceptions for longer deferrals granted for certain circumstances (e.g. military, Teach for America, Peace Corp, etc.)
2. Each admission term has a deferral deadline:
 - a. For Fall admits, the deferral deadline is June 1.
 - b. For Spring admits, the deferral deadline is November 1.
 - c. For Summer admits, the deferral deadline is April 1.
 - d. For programs with rolling admissions, the deferral deadline is that term's matriculation date, which is generally two months prior to the start of instruction.
2. If the request is approved, Graduate Admission staff will update the student record and change the student's admit term in Campus Solution to a future term. The student will receive all onboarding notifications for the new admit term and will need to complete mandatory onboarding tasks.
3. After the deferral deadline for an admit term, late deferral of admission will be handled only on an exceptional basis in documented cases of true hardship (e.g. medical, family, or financial emergency). All requests for late deferral must be made prior to the first day of the semester. Requests after that date will not be considered and the student must withdraw.
4. If the exceptional request *is approved*, the deferral will be processed by Graduate Admissions in coordination with the Office of the Registrar. This involves cancelling course enrollment, processing tuition reimbursement, reversing term activation and admission, and creating a new applicant record for a future term.
5. If a late deferral exception is *not approved* and a student does not attend the first term, the student will be administratively cancelled automatically (if not enrolled in classes) or must initiate withdrawal from the university (if enrolled in classes). Any financial obligation to the university resulting from a withdrawal or cancellation must be met. All students who withdraw or are cancelled before their first semester must reapply for admission.