

# May 2, 2014: Deferral of Admission

BERKELEY: OFFICE OF DEAN OF THE GRADUATE DIVISION

May 2, 2014

To: Head Graduate Advisers

From: Rosemary A. Joyce, Associate Dean

Re: Deferral of Admission

With the successful implementation of the JAZZEE system, and ongoing review of admissions procedures, the Graduate Division is updating the policy on deferral of admission contained in Associate Dean Joseph Duggan's memo of October 2, 1999. The following policies continue unchanged:

Departments may defer an applicant only once (unless a specific exception has been requested and granted)

Applicants admitted by exception may not be deferred

Previously, programs were asked to include deferred students in their count of newly admitted students both in the year when they originally applied, and in the year when they took up deferred admission. *This has now been simplified, as described in this memo.*

## **New: Relationship between deferred admit and enrollment allocation**

All students recommended for admission count against the current year's admissions allocation. A program wishing to defer an admitted student does not receive an additional admissions allocation at that time.

When a program wishes to recommended final admissions for a deferred admit, it should use the form provided to request an additional admissions allocation for that purpose. The reason for the request should be stated as "previously deferred admit" and the year of the original admissions recommendation should be stated.

**Recommendation for deferred admission.** Departments can recommend that an applicant's admission be deferred one time only if the applicant has been admitted but is unable to enroll on schedule and wants to begin graduate school in a later semester. Departments that admit only for fall semester can recommend to defer an admission only

until the next fall semester; those admitting for both semesters can recommend to defer until spring or the following fall.

Deferred admission may be offered only to superior applicants. Applicants admitted by exception may not be deferred. Applicants must be reviewed and ranked with the current applicant pool. Under no circumstances can deferred admission be offered to an international applicant who has not yet received a basic degree or whose scholarship, preparation, or English proficiency is questioned by Graduate Admissions.

**How departments request deferred admissions.** To request a deferred admission, the graduate adviser should write a short memo to the Admissions Office, justifying the reason for the deferral.

An applicant offered deferred admission to another academic year (i.e., fall to fall) must submit a new application and updated transcripts after the period of deferral. If the program wishes to consider the deferred applicant for a University multi-year fellowship, the department must review and rank the applicant with the current applicant pool.

cc: GSAOs