Duke University School of Nursing Policy

Name:	Admission Deferral Policy
Effective Date:	June 16, 2016
Review/Revision History:	July 25, 2019
Next Review Date:	November 1, 2021
Approval Authority:	Dean of the School of Nursing
Policy Responsibility:	Associate Dean for Academic Affairs
Policy Manager:	Director of Admissions

GUIDING PRINCIPLE

Admission deferrals are occasionally needed for students who have significant and extenuating circumstances such as personal/family changes, military deployments, and personal health/sickness that impact their ability to attend school for the admitted term. The purpose of this policy is to describe the process within which a student may request and be considered for a one-time only deferred matriculation and the related financial commitments required.

POLICY

All deferrals are reviewed and approved by the academic program directors who assume responsibility for informing the Associate Dean for Academic Affairs. PhD deferrals are not included in this policy as they are managed by the Graduate College.

Students approved for a deferral will be required to pay a $1,000 non-refundable deferral deposit, in addition to the initial non-refundable enrollment deposit, which will be applied to their future semester tuition bill.

The option to defer is only available one time to students. If a student is unable to begin coursework at the start of the term to which they had deferred, the student will be dematriculated and required to submit a new application for admissions consideration.

DEFINITION

A deferral is the postponement of admission to a future entry term.

PROCEDURE

1. When a student notifies the academic program or Office of Admissions about deferring enrollment, he/she is instructed to complete the electronic deferral request form which is sent by the respective program's admissions officer. The deferral request information is automatically routed, via email, to the program director for review/decision.

2. The program director will review the request, consult the faculty specialty director (if appropriate) and make the final decision. The decision will be submitted electronically, via the program director response form, to the Office of Admissions. The submission will generate an automated copy to the Director of Admissions, Director of Financial Aid, and the admissions officers. The program director will be responsible for sending an email to the appropriate specialty director, advisor and program coordinator.

3. If a deferral request is denied, the student will be called by either the program director, program coordinator or Office of Admissions staff to inform them of the decision and determine if the student wants to withdraw or take their seat in the current class. A formal communication will be sent to the student and logged into the admissions file by the Office of Admissions staff.

4. Upon approval, the student will be notified and required to submit a non-refundable deferral deposit of $1,000. A copy of the approval to defer is kept in the student's record.

5. If circumstances warrant, the program director, in consultation with the Associate Dean of Academic Affairs, has the authority to waive the deferral deposit. Deferral deposits will be submitted by the student using the same e-check deposit process which was used for the initial enrollment deposit. The Bursar's Office will apply the deferral deposit towards the student's future semester tuition bill.

6. If the deferral request is approved, the Office of Admissions will initiate the dematriculation process following the Student Information Services and Systems office protocols.

7. If a deferral is not approved and the student withdraws with plans to be reconsidered for a future term, he/she will have to resubmit their application and pay the required application fee.