Deferrals
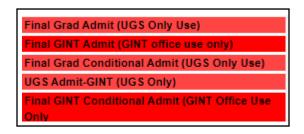
The deferral process varies depending on if a student has been admitted or not, and if they are moving to a new CAS Cycle in WebAdmit.

If applicant is admitted…

Notes:
- "Admitted" means the admission in WebAdmit has been reviewed & approved by the department, the College (if applicable), and UGS. The OIS may or may not have reviewed the admission. WebAdmit will reflect the following RED Local Statuses for "admitted" students:

Final Grad Admit (UGS Only Use)
Final GINT Admit (GINT office use only)
Final Grad Conditional Admit (UGS Only Use)
UGS Admit-GINT (UGS Only)
Final GINT Conditional Admit (GINT Office Use Only

- The deferral process is the same for all admitted students regardless of CAS cycles (information on CAS cycles is in the notes below)

Process:
- Submit a *deferral* request via Student Confirmation eform in Atlas

If applicant is NOT admitted…

Notes:
- "Not admitted" means the admission in WebAdmit has not been approved by the College (if applicable) and/or UGS. The department may or may not have admitted the student. The OIS has not reviewed the admission.
- "CAS Cycle" refers to an annual application cycle in WebAdmit that begins with a winter term and ends the following fall. There are currently two CAS cycles available in WebAdmit:
  - 2019-2020 CAS Cycle: winter 2019, spring 2020, summer 2020, fall 2020
  - 2020-2021 CAS Cycle: winter 2020, spring 2021, summer 2021, fall 2021

- WebAdmit does not have the ability to carry over applications from one CAS cycle to another, which affects the deferral process.

Process for deferring to a NEW CAS cycle:
- Have the applicant re-apply for the new term through WebAdmit using a coupon code to avoid repeat application fees
- Submit a *withdrawal* request for the OLD application via Student Confirmation eform in Atlas

Process for deferring WITHIN a CAS cycle:
- Submit a *deferral* request via Student Confirmation eform in Atlas
- In WebAdmit, update Local Status to "Program Term Change" and Add Designation for the new term

If applicant has a Kuali eDoc…

Process for deferring admitted applicants with a Kuali eDoc:
- Submit a *deferral* request via Student Confirmation eform in Atlas

Process for deferring NOT admitted applicants with a Kuali eDoc:
- Have applicant submit new WebAdmit application for the new term using a coupon code
- Submit a *withdrawal* request for the old application via Student Confirmation eform in Atlas