



UNIVERSITY of MARYLAND SCHOOL OF NURSING

Degree Enrollment Deferral Policy

Responsible Administrator: Director of Admissions and Student Scholarships

Sponsoring Unit: Office of Student and Academic Services

Effective Date: 04/01/2016

Last Reviewed: 09/27/2022

Next Scheduled Review: 06/2024

POLICY STATEMENT

The University of Maryland School of Nursing (UMSON) makes offers of admission that are limited to a specific year and semester. Accepted applicants are expected to enroll for the term for which they have been accepted. Accepted applicants to an UMSON degree program may defer the start of their matriculation to the next applicable term of entry (e.g., a BSN applicant would defer to the next fall/spring, while a Doctor of Nursing Practice applicant would defer to the next summer/fall) only under exceptional circumstances.

Exceptional circumstances typically considered for admission deferrals are:

- military obligation
- personal health circumstances
- health circumstances of immediate family members.

Financial or employment circumstances are typically not considered exceptional circumstances for admission deferral. Applicants who are not approved for a deferral may request their application materials be moved to the next admissions cycle, and the application fee will be waived. Applicants will be made aware that this does not guarantee admission, given that they will compete for seats in a different application pool.

An applicant may be approved for an admission deferral only once.

RATIONALE

For some UMSON degree programs, the number of accepted applicants aligns with scheduled classes and the availability of scarce clinical practicum sites. To properly manage class sizes and experiential placements and for other logistical reasons, it is advantageous to maintain consistent enrollment numbers. Multiple deferrals can compromise this ability, particularly when applicants

may be denied admission based on available space and projected enrollment targets.

SCOPE

This policy involves the following roles:

- Applicants to UMSON academic programs
- Academic Associate Deans
- Associate Dean for Student and Academic Services
- Director of Admissions and Student Scholarships
- UMB Graduate School (as applicable)
- Academic and Student Affairs Council (ASAC)

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

N/A

CONTACTS

Director of Admissions and Student Scholarships
Associate Dean for Student and Academic Services
Academic Associate Deans

RESPONSIBILITIES

The director of admissions and scholarships will receive all deferral of enrollment requests and provide a response to applicants when a decision is made.

Petitions for admission deferrals are evaluated by the director of admissions and student scholarships.

The director of admissions and student scholarships will confer with the director, Office of the Registrar and Student Placements, if processing requires the cancellation of registration or with the academic associate dean when circumstances fall outside those typically considered.

PROCEDURES

Admitted applicants who experience exceptional circumstances may request to defer enrollment no later than the next admissions cycle. An applicant may initiate a petition for an admission deferral when responding to UMSON's offer of admission or after they have accepted the offer of admission. Admission deferral petitions must be received no later than two weeks prior to the start of the term of entry.

The following procedures must be followed.

1. Accepted applicants must make a written request to the director of admissions by submitting the electronic [Deferral Request Form](#)¹.
2. Requests must include a concise explanation of the exceptional circumstances, the expected term of enrollment, and an acknowledgment that they are subject to the curriculum in place at the time of enrollment. Furthermore, verification of extenuating circumstances is required. Documentation of extenuating circumstances can include military orders or a letter from a health care provider stating the specific reason for the applicant's inability to pursue studies in the term admitted.

The director of admissions and student scholarships will review the request; confer with relevant parties, if appropriate; and approve or deny the deferral request based on programmatic constraints. In cases involving nontypical extenuating circumstances, if the academic associate dean and the director of admissions and student scholarships do not agree on the deferral, the request is denied. An approval must specify the term in which the applicant is authorized to enroll.

The director of admissions and student scholarships will communicate the decision to the applicant.

If the enrollment deferral is approved, the communication must include the expected term of enrollment. At the time of enrollment, the applicant may be asked to confirm that there have been no material changes to 1) degrees, licenses, and other credentials; 2) immigration status; or 3) criminal record.

If the enrollment deferral is denied, the applicant must enroll during the term for which the application was originally made, or the offer of admission is terminated. An applicant who elects not to enroll must submit a new application for admission, should they choose to apply again; they will not be required to pay an additional application fee or additional supporting documentation, unless they have undertaken activities that would require additional review. Because programs and standards of admission may change, and as competition for seats for any entering class may change, a previous offer of admission does not guarantee that an applicant will be granted a subsequent admission offer.

DATE AND SIGNATURE

Date: September 27, 2022



Approved by the Dean:

¹ https://umaryland.az1.qualtrics.com/jfe/form/SV_d5YtUcDreozXGnj