Graduate Deferrals

Faculty of Graduate Studies
Updated October, 2020
Includes COVID 19 Considerations
Document Outline

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2. Process Steps
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5. Future State
Purpose

This standard operating procedure includes steps and instructions on how graduate programs authorize and request deferrals. This process includes COVID 19 considerations, and is based on the current state process for graduate deferrals.

Owner: Faculty of Graduate Studies

Stakeholders: Office of Admissions, Graduate Programs, IDIS (web development)

Version: 2
Deferrals – Making the Decision

- Graduate programs determine and approve any admission deferral
- Graduate Program Directors, in particular, will make the decision to defer, and authorize the Graduate program assistant to action it
# Deferrals – Important Contacts

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Deferrals - Process

1. Graduate Program Director authorizes Graduate Program Assistant to action a Deferral. Graduate Program Director will provide: applicant name, current application session and admission session to move to.

2. Important – the Graduate Program Director decides on admission window. Some programs only admit in Fall, which would prompt a deferral to the NEXT Fall. The graduate program determines.

3. Graduate Program Assistant receives direction with student name, current application session (where their application is sitting) and application session to be referred to.
Deferrals - Process

4. Graduate program assistant opens Grad Adjudication, searches for student and notes Student ID number.
5. GPA checks in PES to see if student has already registered/enrolled for upcoming term(s) and courses.

- If the student has registered, email gsenrol@yorku.ca to request that the student is removed from any courses and de-registered from any term(s) that are registered active. **This has to be actioned before a deferral can be requested.
6. Graduate Program Assistant issues Deferral email using following template:

Subject: Deferral – Applicant Name – Student ID – Program Name – Assessor ID
To: gsadm@yorku.ca
Cc: Stebbins@yorku.ca; tavaresj@yorku.ca

Please defer the above applicant’s admission as follows:
FROM Fall 2020 (insert current window where application is)
TO Fall 2021 (insert window application should be moved to)

Please remove the Offer Letter for the old session, and upload with the new session to the student’s MyFile. Thank you.
Deferrals – Assessor ID

• Please include your Assessor ID on the email to request the deferral.
• This ensures your email makes it to the correct Assessor.
• This list can be found on GPA Resources > entitled Assessor List 2019
• [https://gradstudies.yorku.ca/py_protected/gpa-gpd/]
Deferrals -

7. The Central Admissions team will move the application in SIS from the current session to the new session.

8. Within the next 24 hours, you will see the application move in Grad Adjudication from one session to the new session.

9. Only once the Admission Cycle opens for the ‘new’ session, will you be able to process the admission.

10. If the applicant is funded and the deferral is for an admission window that is already open, email stebbins@yorku.ca to request that a funded target be moved to the desired session (example- move one funded MA domestic from FA20 to WI21).

11. Communicate the deferral to the applicant using the following email template.
Deferrals – Applicant Email

Subject: Confirming Deferral of your Admission to York University – STUDENT ID

Dear Student –

I am writing to confirm your deferred admission to York University from (insert session) to (insert session). Please log into your MyFile in the next 48 hours to accept your new Offer Letter.**

**(Include highlighted sentence only if deferred session is currently open for admits). If it is NOT open, let the applicant know that you will connect with them when admission opens to remind them to log into MyFile and accept the offer, but that admission is guaranteed.

Thank you.
Process Overview

Graduate Program Director
- Authorizes deferral

Graduate Program Assistant
- Actions deferral

Central Admissions
- Adjusts student start window

Faculty of Graduate Studies
- Adjusts targets to allow for Admission (moves funded seats)
Contacts

Central Admissions
Eloisa Hammond – hammone@yorku.ca

Graduate Assessors- gsadm@yorku.ca

Faculty of Graduate Studies
Anne Stebbins – stebbins@yorku.ca