

UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

Standard Operating Procedure – Admitted Student Defers Enrollment

Responsibility: Associate Dean; College Coordinator

Time Frame: Prior to the Last Day to Add a Class of any first academic session

Definition: Currently admitted student chooses to defer enrollment to a subsequent semester.

Procedures:

Step 1: Student

Step 1a: Contacts Office of Graduate Studies, Departmental Staff, and/or Advisor

Step 1b: Directed to Graduate and Professional Student Petition by College community

Step 1c: Completes Petition by checking box #10, entering the expected enrollment semester, and signs Petition

Step 1d: Routes petition to Advisor, Departmental Staff, or Office of Graduates Studies for signatures

Step 2: Office of Graduate Studies

Step 2a: Reviews and obtains signature of the Associate Dean

Step 2b: Uploads to IRIS using the Graduate Admissions Petition option

Step 2c: Notifies student of the outcome via e-mail

Step 2i: Notifies College Admissions and Advisor