Deferred Student Admission Coding

1. **Definition of Deferred Student**

2. **Adhere to this requirement**

   It is required that a student is post-matriculation before deferring to a different term. If the student is Admitted at the time of the deferral request, the institution requires that they matriculate before deferring them. If the student is pre-decision, the institution will follow Adoption #4.

3. **Post-Matriculation Process:**
   
   a. **Process 1:**
      
      i. Navigate to the student program plan stack (ACAD_PROG) MaineStreet > Enterprise Applications > Campus Solutions 9.2 > NavBar > Navigator > Records and Enrollment > Career and Program Information > Student Program/Plan, add a row to the corresponding application record being deferred and enter a DEFR program action with a current effective date.
      
      ii. Change the admit term and requirement term on the new row to reflect the term to which the student is deferring.

      iii. Change the requirement term on the new row of the Student Plan tab to reflect the term to which the student is deferring.

      iv. If subplan exists, change the requirement term on the new row of the Student Sub-Plan tab to reflect the term to which the student is deferring.

   b. **Process 2:**
      
      i. Adjust the effective date of the row to the date that falls the day after the end of the original admit term

   In the case where there is enrollment history tied to the term the student is deferring out of, Peoplesoft does not allow for a DEFR program action with current effective date. When this is the case, process 2 should be taken in addition to process 1.

   You will see the following error message:

   Admit Term: 2020 for Effective Date: 2019-10-28, Sequence: 1 is greater than Term: 2010.

   (14600,380)

   Academic Program stack changes have left this Student Career Term without a Primary Academic Program to reference. Verify that an Academic Program exists effective on or before this Term Begin Date. Admit Term must be on or before this Term as well.
PLEASE NOTE: the DEFR program action code should be reserved for post-matriculation only.

4) Pre-Decision process:

Process: Navigate to the student's application record, MaineStreet > Enterprise Applications > Campus Solutions 9.2 > NavBar > Navigator > Student Admissions > Application Maintenance > Maintain Applications, and set the program action code to “DATA” and advance the term.