

Griffith College
Quality Assurance and Enhancement Policies, Procedures, Practices
and Guidelines

Title	Deferrals Procedure
Document No.	QAE C4
Initial Approval by APC	April 2005
Approval of current version by APC	January 2019
Responsibility for Implementation	Admissions Officer Registration Manager
Related Documents	Programme Information Provision Policy (QAE C1)
	Learner Record Amendment Form (LRAF) QAE CA1
	Appeal Procedure (QAE E15)

QAE C4 - Deferrals Procedure

1. Objectives

- 1.1 To outline the procedure governing the application for and consideration of programme and module deferrals

2. Scope

- 2.1 This procedure refers to the application for and consideration of programme and module deferrals on academic undergraduate and postgraduate programmes
- 2.2 This procedure may be varied under the terms of an Institutional Agreement where a programme of study is delivered as a collaborative initiative with a partner institution.

3. Responsibility for implementation

- 3.1 Admissions Officer
- 3.2 Programme Director
- 3.3 Applicant

4. Types of Deferral

A learner can apply for two types of deferral:

4.1 A **programme deferral** constitutes:

- 4.1.1 The postponement of a programme of study (prior to registration) until the next available commencement
- 4.1.2 The postponement of a stage of a programme (prior to or subsequent to registration) until the next available commencement

4.2 A **module deferral** constitutes:

- 4.2.1 The postponement of a module(s) (attendance and assessment) until the next available commencement. This option is not normally available to learners enrolled on a full-time programme.
- 4.2.2 The postponement of a module(s) (assessment only) until the next available sitting.

5. Grounds for Deferral Applications

- 5.1 The Admissions Officer uses their discretion in the granting of a deferral of a programme of study (prior to registration) until the next available commencement. In making a determination, the Admissions Officer should have due regard to QAE policies and guidelines relating to mitigating circumstances and documentary evidence.

The Admissions Officer shall ensure the individual is issued with a letter which states the following:

5.1.1 The deferral granted is for a maximum of one academic year

5.1.2 The College reserves the right to discontinue a programme without prior notice to an individual who has deferred from that programme

5.1.3 The College reserves the right to amend the entry criteria or conditions for a programme without prior notice to an individual who has deferred from that programme.

5.1.3.1 A change in entry criteria shall not normally affect a learner who has been granted a deferral from a programme

5.1.4 The College reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme

5.1.5 The individual shall be liable for the tuition fee applicable to the academic year that they join the programme.

5.1.6 The relevant faculty shall keep a record of all learners who have deferred a programme or module of study, and regularly update QAES in relation to this

- 5.2 The Programme Director uses their discretion in the granting of a deferral of a stage of a programme (prior to or subsequent to registration) until the next available commencement. Learners applying for stage deferrals should be of good academic standing and shall normally have completed the previous stage. Applications for this type of deferral must normally be made within two weeks of the beginning of the semester. The Programme Director shall ensure the individual is issued with a letter which states the following:

5.2.1 The deferral granted is for a maximum of one academic year

5.2.2 The College reserves the right to discontinue a programme without prior notice to an individual who has deferred from that programme

- 5.2.3 The College reserves the right to amend the programme content without prior notice to an individual who has deferred from that programme
- 5.2.4 The individual shall be liable for the programme tuition fee applicable to the academic year that they re-joins the programme.
- 5.3 The Programme Director uses their discretion in the granting of a deferral of a module(s) (attendance and assessment) of a programme (prior to or subsequent to registration) until the next available commencement. Deferral applications for this type of deferral must normally be made within two weeks of the beginning of the semester. The Programme Director shall ensure the individual is issued with a letter which states the following:
 - 5.3.1 The deferral granted is for a maximum of one academic year
 - 5.3.2 The College reserves the right to discontinue a module without prior notice to an individual who has deferred from that module
 - 5.3.3 The College reserves the right to amend the module content without prior notice to an individual who has deferred from that module
 - 5.3.4 The individual shall be liable for the module tuition fee applicable to the academic year that they joins the programme.
- 5.4 In the case of deferral of assessment only, the Programme Director can grant a deferral until the next available sitting on the grounds stated below (5.4.1 – 5.5):
 - 5.4.1 **Illness:** Applications on grounds of illness must be supported by appropriate medical documentation covering the submission date/examination period for which the learner has applied for a deferral. Medical certificates for the period in question must be submitted to the Faculty within 5 working days of the initial illness. The time period may be extended only in exceptional circumstances where the provision of the note within 5 days is not possible.
 - 5.4.2 **Bereavement:** Applications on the grounds of bereavement may be granted at the discretion of the Programme Director. In all cases the Programme Director has the right to ask for proof of bereavement.
 - 5.4.3 **Extenuating Circumstances:** Applications on the grounds of extenuating circumstances include the following:
 - 5.4.3.1 Where a learner's ability to perform to their academic potential is, in the view of the Programme Director, severely diminished due to circumstances outside of their control – normally as evidenced by appropriate documentary evidence - they will normally be granted a deferral until the next available sitting

- 5.4.3.2 Where a learner's ability to perform to their academic potential has been diminished due to jury duty, which constitutes absence from at least three weeks of the semester - normally as evidenced by written support from the court authorities - they may be granted a deferral until the next sitting
- 5.5 The Programme Director may also grant a deferral where the learner's ability to perform to their academic potential is, in the view of the Programme Director, severely diminished due to reasonable and documented extenuating circumstances
- 5.6 The Learner Director shall ensure the individual is issued with a letter which states the following:
 - 5.6.1 The deferral granted is until the next available sitting
 - 5.6.2 The College reserves the right to discontinue a module without prior notice to an individual who has deferred from that module
 - 5.6.3 The College reserves the right to amend the module content without prior notice to an individual who has deferred from that module
 - 5.6.4 The individual shall be liable for any module assessment fee applicable to the academic year that they re-joins the programme.

6. Applying for Deferrals

- 6.1 An applicant who wishes to apply for a deferral of a programme of study (prior to registration) should submit their application, normally in the form of a letter, to the Admissions Officer. The Admissions Officer shall issue the applicant with a letter stating whether or not the applicant has been granted the deferral and the associated conditions (see 5.1 above)
- 6.2 An applicant who wishes to apply for a deferral of a stage of a programme (prior to or subsequent to registration), a module(s) (attendance and assessment), or a module (assessment only) should submit their application, normally in the form of a Learner Record Amendment Form (LRAF), along with any supporting documentation to the Programme Director. The Programme Director shall issue the applicant with a letter stating whether or not they has been granted a deferral, the associated conditions (see 5.2.1-5.2.4, 5.3.1-5.3.4, 5.6.1-5.6.4 above) and the applicant's right of appeal, if applicable. The Programme Administrator shall then forward the signed LRAF to the Registration Officer - normally within 5 working days of receiving the deferral application - which in turn, if necessary, informs the Accounts Department and deregisters the learner on the learner administration system. Should the application

be unsuccessful, the Programme Director shall record the basis of the rejection, normally on the LRAF, and forward it to the Registration Officer.

6.3 A learner or applicant wishing to appeal the outcome of a deferral application may do so by invoking the College Appeal Procedure (QAE E15):

7. Responsibilities

7.1 Admissions Officer

- Receives applications and uses their discretion in granting a deferral of a programme of study prior to registration [5.1, 6.1]
- Ensures applicant is issued with a letter stating the conditions of the deferral [5.1]

7.2 Programme Director

- Receives applications and uses their discretion in granting a deferral of a stage of a programme (prior to or subsequent to registration) and ensures the applicant is issued with a letter stating the conditions of the deferral [5.2, 6.2]
- Receives applications and uses their discretion in granting a deferral of a module(s) (attendance and assessment) and ensures the applicant is issued with a letter stating the conditions of the deferral [5.3, 6.2]
- Receives applications and considers requests for a deferral of a module(s) (assessment only) of a programme (subsequent to registration) on specific and documented grounds and ensures the applicant is issued with a letter stating the conditions of the deferral [5.4, 6.2]

7.3 Applicant

- Follows the stated procedure for applying for a deferral [6]
- Familiarises him/herself with their right of appeal and the corresponding procedure [8, 9]