



National Open University of Nigeria

Policy Title	Policy on Programme, Course, and Examination Deferment
Policy No:	NQSA/POL/TEL/026
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Registrar: Academic Registry
Date of Approval:	7 th October, 2024
Date of Next Review:	October 2027

1.0 Introduction

National Open university of Nigeria is a university whose motto is “learn at any place at your pace.” since it allows flexibility in studies a student who feels that it is not convenient for him/her to continue with the study at a particular time or session due to one problem or the other may be allowed to defer his/her course or programme or examination to a stipulated time.

2.0 Purpose

This policy will guide both the undergraduate and postgraduate students who have been offered a place in NOUN on how to defer a programme or course or an examination.

3.0 Scope

3.1 This policy applies to registered students in NOUN and all academic programmes that are validated by the Senate of NOUN.

3.2 The policy should be read in conjunction with related NOUN policies which include:

3.2.1 Policy on Credit Transfer and Articulation for New Students.

3.2.2 Policy on Learners with Special Needs

4.0 Definitions

4.1 **Deferment:** The act of postponing a programme or course or examination to a later date.

4.2 **NOUN:** National Open University of Nigeria

4.3 **NUC:** National Universities Commission

- 4.4 **Senate:** The highest body in charge of the academic affairs in the university.
- 4.5 **Addendum:** Is an addition material added at the end of a book or document, typically to correct, clarify, or supplement something.
- 4.6 **Cohort:** A cohort is a group of students who work through curriculum together to achieve the same academic degree.
- 4.7 **Resumption.** This means continuing the course after deferment.

5.0 Principles

It should be noted that the procedures for deferred entry are different by cohorts and that. Deferred entry/deferral requests are considered on a case-by-case basis and a range of factors are considered, including programme quota, the nature of the offer, and the reasons set out by the applicant. Any application for deferred entry being made on medical grounds requires providing evidence such as letter or certificate from a reputable doctor or from a reputable government hospital/medical centre. There is no guarantee that a deferred entry/deferral application will be approved.

6.0 Policy Statements

- 6.1 Request for deferment of a programme or course or examination must be communicated to the Registrar of NOUN through writing. The student must write through the Study Centre Director to the Registrar.
- 6.2 Deferral and re-entry are not a right and are awarded at the discretion of NOUN. Each case is subject to individual review and NOUN reserves the right to adjust decisions depending on individual circumstances.
- 6.3 Deferment application shall be considered based on valid reason(s).
- 6.4 Any student who exist from a programme for four semesters (con-current or at interval) shall lose his/her student status with NOUN. If such a student is still interested in continuing with his/her programme, he/she will have to re-apply. Previous accumulated grades would be transferred for the student.
- 6.5 A student who registered for a course and did not take the examination without deferment approval will have to re-register the course and take the examination. The score will be recorded against the current semester in which the examination was taken.

- 6.6 A student who wishes to resume must notify the Registrar in one clear month before the beginning of the semester. And the student must receive a written reply from the Registrar's office before he/she can resume.
- 6.7 Deferment does not exempt students from paying statutory semester's fees. Students must pay all statutory fees up to date before resumption.
- 6.8 A student who defers shall not graduate with his/her cohort. Therefore, would graduate with the students in the current year of resumption.
- 6.9 For a deferment to be approved, the student would have paid all statutory fees to date.
- 6.10 Deferment on entry shall only be for a maximum of two semesters and the student would have paid all statutory/compulsory fees and done matriculation.
- 6.11 Deferment on entry without approval is null and void. Such a person must re-apply to NOUN if he/she wishes to study in NOUN.
- 6.12 Deferred examination without approval is null and void. A student must re-register the course and take the examination.

- 6.13 Programme components such as courses and assessments may have changed by the time of re-entry, and therefore there might be need to complete additional courses to achieve the learning outcomes of the programme.
- 6.14 Any request for deferral that falls within a semester that has already begun shall not receive attention.

7.0 Policy Implementation

- 7.1 A student writes or fill a form for deferment to the Registrar through the Centre Director. This process may be automated. This will show student's name, matriculation number, programme, year of entry, reason for deferment, valid email address and phone number, proposed date of re-entry,
- 7.2 Academic Registry considers the application in line with the policy. Where clarification is needed, the student is called and directed on what to present.
- 7.3 A letter of approval or disapproval is sent to the applicant by the Registrar. This should be done through the student's email. Where approved, there must be stated directives for the students to follow including what he/she needs to do at re-entry.

- 7.4 Where counselling is required, the academic registry must involve DLSS to provide the counselling services.
- 7.5 Academic registry is to monitor re-entry date of the student and remind the students of the re-entry in a month and finally when it is two weeks to re-entry date. This process shall be automated.
- 7.6 Administrative time for approval or disapproval for deferment request shall not be more than two weeks.

8.0 Sanctions on Violating this Policy

- 8.1 A student who violates this policy will not be eligible for deferment.
- 8.2 Any staff who violates the policy or hinders the successful implementation of the policy shall be handed over to the University Disciplinary Committee.

9.0 Policy Alignment

- 9.1 Policy on Credit Transfer and Articulation for New Students.
- 9.2 Policy on Learners with Special Needs.

9.3 NOUN Open, Distance and eLearning Policy.

Team of Developers

1. Prof. Obhajajie Juliet Inegbedion
2. Blessing U. Ozukwe