



REQUEST FOR DEFERRED STANDING IN A COURSE

See Academic Concession: <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,41,90,1015>
Deferred Standing (SD) may be granted by the dean of the faculty in which the student is enrolled when a student has a valid reason for not completing course requirements as scheduled and does not qualify for Aegrotat standing (see Academic Concessions). Students granted Deferred standing in Winter Session courses must complete all outstanding course requirements by August 23 of that academic year or by an earlier date to be determined by the dean’s office. Student granted Deferred standing in Summer Session courses must complete all outstanding work no later than December 23 of the subsequent calendar year or by an earlier date to be determined by the dean’s office. Students granted Deferred standing are responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements. If a student fails to complete deferred requirements by the dates specified, the Deferred standing will be replaced with a grade or standing that reflects requirements completed in the course. Students unable to meet the specified deadline because of further medical, emotional, or other difficulties must make an additional application for Academic Concession no later than August 31 for Winter Session courses, or December 31 for Summer Session courses, following the original deferral.

Normally, requests for Deferred Standing must be submitted as close as possible to the time that class attendance is adversely affected, and before the end of term. In considering these requests or any appeals of decisions on academic concessions, the dean’s office will not normally accept untimely submissions. Acceptable supporting documentation must be provided. Initiating a request for deferred standing does not ensure the granting of the concession. The minimum criteria for approval of Deferred Standing include: at least 60% of the course work has been completed; the student has achieved a grade of 60% in the completed course work; the student has attended classes regularly during term; the course instructor is confident that the student will be able to complete the course.

Part A: to be completed by the student

Student Name:

Student Number:

Subject:

Course Number:

Section:

Instructor:

Academic Session (e.g. W2020 T1):

Reason for Request: Please provide a detailed explanation. Note that requests will be processed only when original supporting documentation is received.

I am aware that if outstanding work is not completed by the completion date, the Deferred Standing will be removed from my academic record and the grade to date will stand.

Student Signature:* Date:

* Email submission of this request is accepted in lieu of student signature.

Part B: to be completed by the Dean's Office

Percentage of work completed: Grade to date: (Mark based on completed work) Final Grade: (If SD not completed)

Work remaining and weight (provided by course instructor):

Instructor recommends SD? Yes No

Associate Dean: Request approved: Completion Date:
Request denied:

Reason for Denial:

Signature of Dean or Designate:

Print Name:

Date:

Canvas request

Instructor CWL Name:

Student CWL Name:

Shell close date:

Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Questions about the collection and use of this information may be directed to fass.students.ubco@ubc.ca

Comments and Notes

Email
(student, instructor, department)

Scan

Data Entry

Student File