



REQUEST FOR DEFERRED STANDING

Policy on Deferred Standing

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. See Academic Concession: <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,41,90,1015>

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 concession will be approved. 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.

Irving K. Barber Faculty of Science Policy on Supporting Documentation for Academic Concessions

Requests for academic concessions must be accompanied by acceptable supporting documentation, or it will not be reviewed. Students must provide original documents in support of requests for academic concessions. Medical documentation must be original, with a signature in ink from the medical professional: we do not accept digital signatures. The note must be on letterhead, with complete contact information provided to allow us to contact the office for document authentication.

Student Information

ORIGINAL SUPPORTING DOCUMENTATION REQUIRED

Student Name:	<input type="text"/>	Student Number:	<input type="text"/>
Subject:	<input type="text"/>	Course number:	<input type="text"/>
		Section:	<input type="text"/>
Instructor:	<input type="text"/>	Academic Session: (ie. 2019W T1)	<input type="text"/>
Canvas Extension Required If yes, provide CWL name	CWL name only:	<input type="text"/>	

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 of this information may be directed to fos.students.ubco@ubc.ca

Reason for Request: Please provide a detailed explanation. Emailed submissions will only be processed once original supporting documentation is received.

Student Signature

Date

* Email submission of this request is accepted in lieu of student signature. I am aware that if outstanding work is not submitted to my instructor by the completion date the SD will be removed and the grade to date will stand.

Dean's Office Use Only

Percent of work completed: Grade to date: Final Grade:
(Mark based on completed work) if SD not completed

Work Remaining and weight:

Instructor recommended: Yes No Completion Date:

Request Approved

Request Denied

Comments:

Signature of Dean or Designate

Print Name

Date

CANVAS REQUEST

Instructor CWL name only:

Shell close Date:

Comments and Notes

Assign SD

Email – student and instructor

Contact CTL

Email – instructor to publish

Data Entry

Scan

Student File