



## REQUEST FOR STANDING DEFERRED

Policy for Deferred Standing from UBC Okanagan Online Calendar. See also Academic Concession, <http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,41,90,1015>

Bring completed form to the Associate Dean's office in CCS 323 with supporting documentation

### STEP 1: To be completed by Student (Note: Save form before filling out and printing)

Date of Submission:

Student Name:	Student Number:
Email Address:	Session and Term: (e.g. W2018 T1)
COURSE & SECTION NUMBER:	Professor:
Reason for Request: (Attach medical certificate or other documentation.)	

Student Signature: \_\_\_\_\_ Date requesting for completion: \_\_\_\_\_

### STEP 2: To be completed by the Professor

<input type="checkbox"/> Standing Deferred <u>Recommended</u>	Grade to Date:	% of work completed:
Work remaining:		
Date by which work will be completed:		
<input type="checkbox"/> Standing Deferred <u>NOT</u> Recommended		
Comments:		

Professor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 3: To be completed by the Associate Dean, Undergraduate Studies, FCCS

Standing Deferred Recommended <input type="checkbox"/> Standing Deferred <u>NOT</u> Recommended <input type="checkbox"/> Reason for Denial:
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Approval from the Associate Dean, Undergraduate Studies

Name (please print): \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy for Deferred Standing from UBC Okanagan Online Calendar.

See also 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.

Students granted Deferred Standing in Winter Session courses must complete all outstanding course requirements by August 23 following. Students granted Deferred standing in Summer Session must complete all outstanding work by December 23 following.

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 deadlines because of further medical, emotional or other difficulties must make an additional application no later than August 31st for Winter Session courses or December 31 for Summer Session courses following the original deferral.

Personal Information (“Information”) provided on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the “Act”), R.S.B.C. 1996, c.165 for the purpose of processing your request for a letter of permission. The information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the Faculty of Creative and Critical Studies, [lacia.vogel@ubc.ca](mailto:lacia.vogel@ubc.ca).

SISC | Email Student/ cc Prof

SISC | Comments & Notes

Department Office

Scan & Archive