



REQUEST FOR STANDING DEFERRED

Policy for Deferred Standing from UBC Okanagan Online Calendar. See also Academic Concession, <https://senate.ubc.ca/okanagan/policies/o-135-academic-concession/>
<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,41,90,1015>

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. Students 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. Supporting documentation should normally be provided. 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.

I have read and understand the above

_____ **Student Signature**

STEP 1: To be completed by Student

Date of Submission:

Student Name:	Student Number:
Email Address:	Student CWL:
Degree & Major:	Academic Session E.g., Winter Term 1, or Term 2:
Course & Section Number:	Instructor:
Reason for Request: (Please attach documentation to this form before submitting – see policy link above for information regarding documentation.)	

STEP 2: To be completed by Dean’s Office

% of work completed:	Mark based on completed work:	Final Grade (if SD not completed):
Work remaining and weight provided by course instructor:		

--

Instructor is aware of the SD request and agrees to support the request:

Instructor CWL Name:

Dean's Designate:

Standing Deferred Recommended

Standing Deferred NOT Recommended

Comments:

Name (please print): _____

Dean's Designate Signature: _____ Date: _____

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, FCCSstudents.ok@ubc.ca.

- SISC | Email Student/ cc Prof SISC | Comments & Notes Department Office Scan & Archive