



## REQUEST FOR DEFERRED STANDING

### DIRECTIONS TO STUDENTS & INSTRUCTORS:

Complete Part A of this form, then submit to the Academic Programs Office (fom.bmgt@ubc.ca) for further processing. Refer to the policy for Academic Concession on the reverse page.

### PART A: To be completed by Student – SUPPORTING DOCUMENTATION IS REQUIRED

Date of Submission:

Student Name:

Student Number:

Student Email:

Session: (e.g. 2019W)

Course & Section Number:

Term: (e.g. 1 or 2)

(e.g. MGMT 100-003)

Instructor:

**Reason for Request:** (Please provide a detailed explanation and submit original medical or other supporting documentation)

Student's signature: \_\_\_\_\_

Date

### PART B: To be completed by the Dean's office

Standing Deferred Recommended

Grade to date (e.g. 35/50 or 70%):

Standing Deferred **NOT** Recommended

% of course work completed:

Work remaining:

Date by which work will be completed:

If course work is not completed what grade would be submitted?:

Instructor Signature



Policy for Standing Deferred from UBC Okanagan Online Calendar.

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 Concession). Students granted Deferred standing in Winter Session courses must complete all outstanding course requirements by August 23 following. Student granted Deferred standing in Summer Session courses 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 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 Deferred and Supplemental Examinations for additional information.

Requests for courses in Art History, Cultural Studies, English, French, German, Japanese, Spanish, Creative Writing, Performance/Theatre and Visual Arts should be directed to the Faculty of Creative and Critical Studies. http://fcss.ok.ubc.ca/students.html

PART D: To be completed by Dean or Designate of Faculty in which student is enrolled

Standing Deferred approved

Standing Deferred denied

Reason:

[Empty text box for Reason]

Signature of Dean or Designate

Date

\_\_\_\_\_

[Empty date box]

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the Freedom of Information & Protection of Privacy Act (the "Act"), R.S.B.C. 1996, c.165 for the purpose of processing your request for an out-of-time final examination 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 appropriate faculty as listed on the front page.

Academic Programs Office comments:

Student - email copy

SISC

Instructor - email

Academic Programs Office - file copy