THE UNIVERSITY OF BRITISH COLUMBIA
Graduate and Postdoctoral Studies

Office of the Dean and Vice-Provost
Student Academic Services
grad.ubc.ca | graduate.sas@ubc.ca

REQUEST FOR DEFERRED STANDING IN COURSEWORK

STUDENT INFORMATION:	**Student Number:**
Given Name:	**Family Name:**
Degree(e.g. PhD, MSc):	**Program:**

Deferred standing may be appropriate if a student has a valid reason for not completing course requirements as scheduled (e.g. medical or personal problems of a very unusual nature), but the requirements can be completed with an extension of time.

Please see http://www.grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing

Policy in UBC Calendar: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,42,97,0

Course Start Date (yy/mm/dd)	Date of Last Attendance (yy/mm/dd)	Term	Course Name and Number	Section	Credit Value	Interim Grade (%)	Course Instructor Name

IMPORTANT: The interim grade is the grade the student has earned for the course to date, based on what they have already submitted for grading. It is **not** an estimate of the grade the student might receive if they were to complete the outstanding work.

Once the deadline for completing the deferred work has passed, programs must submit a Change of Grade form to Grad Studies with the new grade for all the work completed. The deferred standing will be removed and the new grade entered. If the work is not completed, the deferred standing will be removed, and the interim grade will remain as the final grade for the course.

- **Winter session courses: must be completed by August 23rd of the following Summer session.**
- **Summer session courses: must be completed by December 25th of the following Winter session.**

TO BE COMPLETED BY INSTRUCTOR OR GRADUATE PROGRAM: Reason for deferral:

Please note that this form will not be processed for students who have outstanding fees.

Approval of Course Instructor:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)

Approval of Research Supervisor (if applicable):

Signature	Name (please print)	Program	Date (yyyy/mm/dd)

Approval of Graduate Advisor <u>of the Student's Graduate Program</u>:

Signature (must be different from above)	Name (must be different from above)	Program	Date (yyyy/mm/dd)

Graduate Studies use only:		
	Date of Approval	Signature of G+PS Clerk