

## REQUEST FOR DEFERRED STANDING IN COURSEWORK

<b>STUDENT INFORMATION:</b>		<b>Student Number:</b>
<b>Given Name:</b>	<b>Family Name:</b>	
<b>Degree(e.g. PhD, MSc):</b>	<b>Program:</b>	

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 usually by the following August.**
- **Summer session courses: must be completed usually by the following December.**

See [Campus-wide Policies and Regulations](#) in the Calendar for exact deadlines for completing SD courses.

**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 of the Student's Graduate Program:

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

<b>Graduate Studies use only:</b>	_____	_____
	Date of Approval	Signature of G+PS Clerk