



### STANDING DEFERRED REQUEST FORM

**PART A: To be completed by Student**

*See the Policy for Deferred Standing on the reverse side of this page.*

Student Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date of Standing Deferred: \_\_\_\_\_

Reason for Request: (Attach medical certificate or other documentation where appropriate.)

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

**PART B: To be completed by the Professor**

Standing Deferred Recommended (PLEASE CONTINUE TO PART C)

Work remaining:

Date by which work will be completed: \_\_\_\_\_

Standing Deferred NOT recommended

Reason:

Professor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PART C: To be completed by Student only if Professor recommends the deferred standing.**

*By signing below, the student indicates that he/she agrees to the conditions for removal of the Standing Deferred designation*

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

DATE

**PART D: To be completed by Dean, Faculty of Health and Social Development or Designate**

Standing Deferred Approved

Standing Deferred Denied

Comments:

\_\_\_\_\_

DEAN or DESIGNATE SIGNATURE

\_\_\_\_\_

DATE

***Policy for Deferred Standing***

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 25 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 31<sup>st</sup> for Winter Session courses or December 31 for Summer Session courses following the original deferral.