

To: Senate

From: H.M. Evans
Secretary.

S. 194

Subject: Deferred Grades

Date: January 23, 1967

Deferred Grades

The following is an extract from the 1968-69 Calendar:

"Students who miss examinations because of illness or for compassionate reasons should obtain a physician's certificate or other supporting documents in order to obtain consideration in the course. Such documents should be filed with the Registrar within four days of the date on which the examination was to have been written.

The letter grade DEF will be given when a physician's certificate or other document substantiating a request for deferment on medical or compassionate grounds is received by the Registrar within four days of the date from which the examination was to have been written, or when the instructor in the course wishes to defer submitting a final mark pending completing of further work from the student. The awarding of the letter grade DEF will be subject to agreement between the Registrar and the instructor, as will be the method of establishing the new grade."

The following is an extract from the Minutes of May 1st, 1967 Meeting of Senate:

- "1(a) that the Registrar accept and record any deferred grades submitted through the Head of Department by the instructor in the course
- 1(b) that all unchanged DEF grades be automatically converted to F after the 5th day of lectures of the semester immediately following the one in which the grade was awarded. In exceptional cases the Senate Committee on Undergraduate Admissions and Standings may grant an extension on petition by the Head of the Department of the course concerned."
- 2(a) that all course grades require the approval and initial of the Department Head or his delegate before being submitted to the Registrar.
- 2(b) that all course grade changes require the approval and initial of the Department Head or his delegate before being submitted to the Registrar.

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- 2(c) that course grade changes be permitted up to but not beyond the 5th day of lectures of the semester immediately following the one in which the grade is awarded. In special cases the Senate Committee on Undergraduate Admissions and Standings may grant an exception on petition by the Head of the Department of the course concerned."

The answers to B. D'Aoust's questions would be as follows:

1. A deferred grade may be submitted on the original examination class listing which is due ninety-six (96) hours after the examination date. When a medical certificate or document of a compassionate nature is received all departments in which the student is registered for courses are notified. Medical certificates are due four days after the date of the exam. (The procedure for handling deferred grades received after this date is outlined under No. 3).
2. The motion passed at Senate stipulates that the Registrar accept and record any deferred grade submitted through the Head of the Department by the Instructor in the course. Senate also approved the wording in the current calendar that a deferred grade would be based on medical or compassionate grounds or when the Instructor in the course wishes to defer submitting a final mark pending completion of further work from the student.
3. All unchanged deferred grades are automatically converted to a grade of 'F' after the 5th day of lectures of the semester immediately following the one in which the grade was awarded. Grade changes received after this date are submitted to the Senate Committee on Undergraduate Admissions and Standings and if the grade change to deferred is approved, the new grade of 'Def' is entered on the record. (A deferred grade is considered in the same manner as an 'N' or an 'F' for purposes of computing the grade point average.)
4. Senate has made special provision for an extension of the deferred grade after the 5th day of lectures of the following semester on petition by the Head of the Department of the course concerned to the Senate Committee on Undergraduate Admissions and Standings. This Committee sets a final date for the submission of the grade and if this date is not met, the 'Def' is again converted to an 'F' grade.

NOTE:

In calculating grade point averages for graduation purposes and in determining whether an individual qualifies for an Honors or First Class Honors degree, grades of "DEF", "N" and "F" are not included. In the calculation of cumulative grade point averages and semester grade point averages through the computer service, grades of "N", "F" and "DEF" carry a zero value. From this standpoint, the print outs by computer showing grade point averages do include the "DEF" grade. The print out average first listed therefore may prove to be too low when a formal grade is later assigned for the "DEF". When the change is made, the new print out includes the appropriate adjustment. (This comment is added to clarify and correct a statement made earlier in connection with the inclusion or non-inclusion of "DEF" grades in the calculation of averages).

Deferred Grades

To: M.M. Evans
Secretary of Senate

From: J. D'Aoust

Subject: Deferred Grades

Date: January 30th, 1969.

An agreement re a DEF grade can be arrived at between the Registrar and the Instructor concerned.

1. Up until when can an agreement be entered to?
2. Do only medical and compassionate grounds determine deferring a grade or does the Instructor's judgement regarding, for example, the educational value of deferment count?
3. If a deferment agreement can be made how can the conversion of that DEF grade to an F be stopped so that it is not counted as an F in calculating the grade point average.
(N.B. Your interpretation on S177[b] states "the course is not counted, so long as the notation 'DEF' remains.")

I assume that once it becomes an 'F' - i.e. after the 5th day of lectures in the next semester - it is counted in calculating the grade point average.

4. Is there any ruling against a 'DEF' grade or DEF grades remaining permanently on a student's record? Some students prefer not to complete a course out of consideration for example, of their esteem for the instructor.