

Amended by
Senate
3 Nov 08

OFFICE OF THE
ASSOCIATE VICE PRESIDENT ACADEMIC AND ASSOCIATE PROVOST

MEMO

ATTENTION	Senate
FROM	Bill Krane, Chair Senate Committee on Undergraduate Studies
RE	DE Grade Wording (SCUS 08-40)
DATE	October 3, 2008

For information:

Acting under delegated authority at its meeting of October 2, 2008, SCUS approved the following:

Change to the DE Grade wording to clearly explain its procedure and intent.

Rationale:

The existing process as described in the calendar for the DE grade is confusing for students and faculty and does not appear to be expedient in situations requiring decisions on grades. The changes clarify and streamline the process to be effective September 2009.

S.M. 3 Nov 08

Referred back to SCUS for reconsideration

MEMO

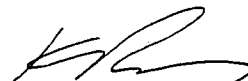
Registrar's Office

ATTENTION Bill Krane, Chair Senate Committee on Undergraduate Studies

8888 University Drive
Burnaby B.C.
V5A 1S6

FROM Kate Ross, Registrar and Senior Director Student Enrollment

RE Deferred Grade wording change



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DATE September 24, 2008

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The existing process as described in the calendar for the DE grade is confusing for students and faculty and does not appear to be as expedient in situations requiring decisions on grades. We are proposing to clarify and streamline the process as outlined in the new calendar entry below and ask that SCUS approve the change effective September 2009.

Current Calendar Entry

The DE notation 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 or the chair of the department concerned within four days of the date from which the final examination was to have been written, or when the course instructor wishes to defer submitting a final mark pending completion of further work by the students. The DE notation must be submitted by the instructor with a recommended length of deferral and approved by the chair. All unchanged DE notations will be converted automatically to F after the fifth day of classes of the term immediately following the one in which the notation was awarded. In exceptional cases, an extension may be granted by the department chair upon petition by the student.

Proposed Calendar Entry

DE Grades

The DE notation will be given by the instructor when notice is received from the student ^{normally} within 24 hours after the final examination date or final course work submitted. Within four days the student must also submit a physician's certificate or other document substantiating a request for deferment on medical or compassionate grounds. All unchanged DE notations will be converted automatically to 'F' 21 days after the grade deadline. In exceptional cases, an extension may be granted by the instructor upon petition by the student. This extension must be submitted by the instructor in writing to the Registrar's office with a recommended length of deferral and approved by the chair.