



# Deferred Standing - Guide for Instructors teaching Science courses

This Deferred Standing guide has been developed by the Science Advising team in accordance with the relevant UBC policies as laid out in the Academic Calendar.

This information is intended to support new instructors who are learning about deferred standing, as well as instructors who are looking for clarity on a specific aspect of deferred standing, for example.

## Table of Contents

<b>Deferred Standing - Guide for Instructors teaching Science courses.....</b>	<b>1</b>
<b>Overview of Academic Concessions .....</b>	<b>2</b>
<b>What is an academic concession?.....</b>	<b>2</b>
<b>Academic Concessions in the Faculty of Science.....</b>	<b>2</b>
<b>What is an academic concession vs an academic accommodation?.....</b>	<b>3</b>
<b>Overview of Deferred Standing.....</b>	<b>4</b>
<b>What is deferred standing?.....</b>	<b>4</b>
<b>What is the instructor’s role in the deferred standing process?.....</b>	<b>5</b>
<b>Deferred Standing for Students Registered with the Centre for Accessibility .....</b>	<b>7</b>
<b>Extensions to the Deadline to Resolve Deferred Standing .....</b>	<b>9</b>
<b>Template messages for communicating with students.....</b>	<b>9</b>

# Overview of Academic Concessions

## What is an academic concession?

[Academic Concession](#) is an allowance for students to make up for missed course work at a later date or by alternate means. Through some academic concessions, students are granted the opportunity to write the exam at an alternate date to support them to complete the course and move forward with their degree.

There are [multiple types of academic concessions](#) which include in-term concessions, withdrawal, and deferred standing. Academic concessions are considered under certain circumstances and are not guaranteed; requests are reviewed on a case-by-case basis. More information about academic concessions is available in the [UBC Academic Calendar](#).

## Academic Concessions in the Faculty of Science

Time Period	Determined by	Type of Concession
In-term (e.g. midterm, assignments)	Instructor	re-weight, scale, make-up assessments etc.
End of term (e.g. final assignment or final exam)	If make-up assignment/exam is completed <u>during same formal exam period</u> (as outlined in Academic Calendar), at instructor's discretion.	Alternate date or deadline for makeup assignment or exam.
	If instructor cannot offer alternative during the same exam period, determined by Home Faculty Advising Office (e.g. Science Advising).	Deferred Standing (SD), Withdrawal (W), Aegrotat Standing (AEG)

- In the Faculty of Science, requests for academic concessions during the term (i.e. in-term concession) are at the discretion of the instructor and may be pre-established through a class policy in the syllabus or can be granted on a case-by-case basis. For example, an instructor may indicate that if a student missed one midterm, the weight from that midterm will be shifted to the final exam.
- Students can drop a course until the [add/drop date](#) through the Student Service Centre and the course will no longer show on their academic record. After the add/drop date, there is a period where they can still self-withdraw on the Student Service Centre and receive a "W" standing in the course. If the student has extenuating circumstances and wishes to withdraw after the deadline, please refer them to their home faculty's advising office website for more information and to connect with an academic advisor.
- Students seeking deferred standing in a course must follow up with their home faculty advising office if the instructor is unable to offer an alternative within the same formal examination period. The student's home faculty advising office manages concessions requested at the end of the term. The Advising Office has the broader picture of the student's situation like their current personal and academic circumstances, and other arrangements that may already be in place.

This guide focuses on one type of academic concession, deferred standing.

## What is an academic concession vs an academic accommodation?

- An [academic concession](#) is an allowance granted by the instructor and/or the student's home faculty advising office to permit a student to complete coursework or an exam that was missed due to unforeseen circumstances. Students with deferred standing are expected to write their deferred assessment at the earliest available time set by the instructor or department.
- Academic *accommodations* are outlined in the Academic Calendar under two policies:
  - [Students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students](#) The University provides reasonable and appropriate accommodation for a student who must be absent from classes (including lectures, discussions, tutorials, laboratories, clinical placements, etc.) and scheduled examinations in order to participate in observances of significance in keeping with the practices of the student's own sincerely-held religious beliefs and/or the cultural traditions of First Nations, Métis, and Inuit students.
  - [Students with Disabilities](#) Academic accommodations under this policy are an arrangement determined by UBC's Centre for Accessibility (CFA) to help students with disabilities and/or ongoing medical conditions to overcome barriers that may affect their academic success. CFA assesses what type(s) of accommodation are most suitable for the student, typically on an annual basis and these accommodations are often relevant for all of their courses.

## Who grants academic accommodations for students with religious or cultural observances?

Students are expected to request this accommodation directly to the course instructor or coordinator with as much notice as possible, normally 14 days.

## Who grants academic accommodations for students with disabilities?

[If a student needs academic accommodation](#), they submit a request and documentation to the Centre for Accessibility. An Accessibility Advisor reviews the application and contacts the student for an appointment where they will discuss eligibility and other details regarding the potential accommodations. If granted, the student receives a letter that they can share with their instructors to confirm the accommodations that have been granted.

# Overview of Deferred Standing

## What is deferred standing?

Deferred standing is a type of academic concession that permits the student to complete the final assessment (e.g., exam/outstanding assignment) at a later date. A student may be eligible for deferred standing if they are ill or encounter another unanticipated circumstance.

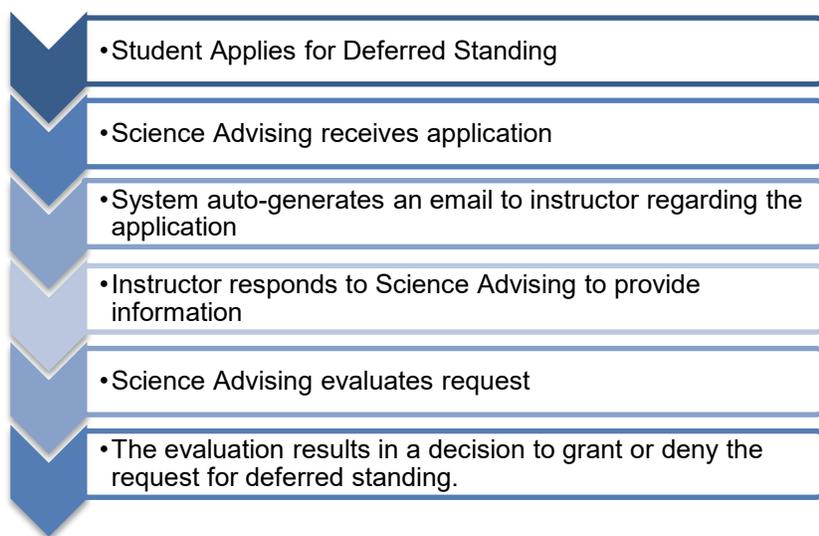
Applications for deferred standing are evaluated by the Science Advising office (Science students) or the student's home faculty advising office. An academic advisor evaluates each request and takes a holistic approach to ensure the student has support for the circumstance that led them to be unable to write the exam at the original sitting. In parallel, the advisor assesses a variety of factors to determine the student's eligibility for deferred standing in the course(s).

If deferred standing is granted, the student is expected to complete the final assessment at the first available opportunity, and within an established window of time, as set out in the Academic Calendar. This timing is intentionally designed to support the student's retention of information as well as to ensure the student can progress in meeting their degree requirements.

## What is the deferral process?

If a student misses a final exam or assignment:

- the student must report their absence to their home faculty's advising office. For Science students, their absence must be reported within 48 hours after the missed exam through an application on the Faculty of Science website.
- The next steps in the deferred standing process is accurate for the Faculty of Science and may differ from other faculties' approaches.
  - When the application is submitted, an email is immediately sent to the instructor of the course requesting information about the student's progress in the course to date.
  - Science Advising receives the instructor's reply and other relevant documentation to complete the application, after which an advisor reviews the application.
- If the student is granted deferred standing, the instructor can view this standing on the Faculty Service Centre (FSC).



## How are deferred exams taken?

If deferred standing is granted, a student is expected to write their make-up exam at the first scheduled time, or complete the missed assignment right away:

- **Early January** - Some winter session term one Science courses offer an option to write a deferred exam in early January so that students can continue into subsequent coursework in the subject that may require the course as a prerequisite. The student is responsible for following up with the instructor/department to confirm their seat at the exam as soon as they're granted deferred standing.
- **Term Two Exam Period** - For courses which are offered again in term two (winter or summer session), students write with the class in the term two final exam period. The student is responsible for following up with the instructor/department in advance to confirm their seat at the exam.
- **Enrolment Services Official Deferred Exam Period** - For courses which are not offered again in a subsequent term (and before the deferred standing approval window\* elapses), the student must apply to write during the official deferred exam period as scheduled by Enrolment Services. This [deferred exam period](#) is usually in July/Aug for a course deferred in Winter session and in November for courses deferred in the summer session. Instructors will receive a request from Enrolment Services to submit exams for the students scheduled to write during this period. The written exams will be returned to the instructor for marking.

\*Deferred exams must be completed [no later than the following August 23 for winter session courses or December 25 for summer session courses](#).

## What is the instructor's role in the deferred standing process?

### 1. When the student indicates they can't attend final exam or complete final assignment

As the instructor, you have discretion to offer an alternate exam time within the established (same) formal final exam period. In this case, if the alternate time is workable for the student, no further formalized deferred standing steps need to be taken. This option may not be feasible for instructors or courses depending on class sizes or other constraints, and if so, proceed to the other pathway outlined below.

Refer them to their home faculty's advising website for relevant information and application procedures. The student's home faculty is responsible for reviewing their requests for academic concessions, regardless of which department/faculty the course is administered from.

### 2. After the student applies for deferred standing

When a Science student applies for deferred standing, the instructor will receive an automatic email from Science Advising requesting:

- the student's marks in each component of the course to date (including the weights of each assessment);
- any previous arrangements for missed midterms or assignments (e.g., move the weight of the missed midterm to the final, best 4 out of 5 assignments).
- details of any course policy that requires the student to pass the final exam/assignment to pass the course (please also indicate if there is not a course policy)
- Enter an interim grade for the student in the Faculty Service Centre (FSC); enter "DNW" (did not write) in the "standing reason" field.

Note: The interim grade is the student's grade-to-date calculated using a zero grade for the final exam/assignment. If the department has a policy that indicates

students must pass the final exam to pass the course, ensure that the interim grade reflects that the student fails the course (e.g., not above 50%). Receiving this information is critical to ensure we can review the student's application and effectively assess if deferred standing in the course is appropriate and supportive of the student.

**3. If the academic concession is granted:**

- the instructor will be able to view this "SD" standing on the course list on the FSC.
- Once the exam/assignment has been written and marked, the instructor initiates a Change of Grade form, which must be approved by the department before sending it to Science Advising.
- Marking and submitting change of grades are time sensitive for deferred standing - a student may not be able to register for courses or have other restrictions that cannot be lifted until the deferred standing is resolved.

**Setting up Canvas Access for Students with Deferred Standing**

To request extended access to a canvas course site, send an email to Science LT (LT.support@science.ubc.ca) with the following information:

1. Course name and Canvas course URL

*Example: MATH 100 104 2021W1 - [canvas.ubc.ca/courses/1234567](https://canvas.ubc.ca/courses/1234567)*

2. Student(s) name and student number. If there are multiple SD students who require access to the same course, the instructor can send them all in the same email.

*Example: Jenny Wong, student #654321*

3. How long does the student require access?

The request must come from the instructor of the course and not the student with deferred standing as Science LT needs approval from the instructor in order to provide access to the students.

Once Science LT receives the request from the instructor, Science LT creates a COPY of the original course. Science LT usually refer to this as an "SD COPY of the original Canvas course". The instructor will be notified once this copy is created and will be asked to review the content in the course and make any adjustments where necessary before publishing it for the students with deferred standing to have access.

# Deferred Standing for Students Registered with the Centre for Accessibility

Students who have been granted academic accommodation(s) by the Centre for Accessibility also apply for deferred standing with their home faculty if they encounter something that prevents them from writing the final exam or submitting the final assignment at the scheduled date/time.

If the student's application for a deferred standing is granted and their next writing opportunity is:

1. **Early January** - The student must inform Science Advising that they are registered with CFA when they apply for deferred standing. Science Advising liaises with CFA to indicate which students have been granted deferred standing for exams that are offered in early January. CFA will reach out to the instructor to request exam materials and relevant details.
2. **Term Two Exam Period** (Winter and Summer) - Per standard protocol, the student will need to connect with CFA more than 7 days prior to the exam date. CFA then contacts course instructors to arrange to receive materials and any other arrangements.
3. **Enrolment Services Official Deferred Exam Period** - the student must follow the typical procedure to apply through the Student Service Centre. In that application, they will set their location as "Centre for Accessibility". Enrolment Services will connect with the instructor/department for exam materials and information, which will be provided to CFA.

The department can assign an instructor to coordinate SD exams in a course if the original instructor was sessional and is no longer available.

If a student does not [request for an accommodation 7 days prior to the exam](#), the student does not receive an accommodation, but can reach out to their instructor regarding exam accommodations.

## Accommodations requested directly from the course instructor

The instructor can use their discretion to allow a student an exam accommodation outside of the Centre for Accessibility process, however the instructor is not obligated to give/offer an accommodation that has not already been granted.

If the student is persistent in requesting an accommodation that cannot be supported by the instructor, and the student reports they have an ongoing medical condition or disability, [refer the student to the Centre for Accessibility to discuss](#) their situation.

For students with short-term injuries or medical conditions that are requesting an accommodation, please consult with Science Advising if you are unable to offer an accommodation.

## Students with Accommodations Who Are Writing Off-Campus

For students who are registered with the Centre for Accessibility and plan to write their deferred exam(s) at an off-campus location, they can request an accommodation letter from CFA to share with Enrolment Services (the unit that coordinates off-campus exams).

A hard copy of the accommodation letter will be mailed with the exam package to the invigilator/exam location to facilitate the provision of the approved accommodation. The instructor will still need to provide the exam to Enrolment Services when they reach out to request it.

# Extensions to the Deadline to Resolve Deferred Standing

Requests for extension to deferred standing are not normally granted.

In extenuating circumstances, a student may be permitted to apply to Science Advising for an extension to allow them to write the missed exam/assignment beyond the cyclical deadline (Aug 23/Dec 25).

If granted, the student is expected to write at the next available opportunity (usually within four months) before the extension expires. This often means that students with a deferral in the previous winter session (e.g. 21W) will write with the current winter session's term one class during the final exam period (e.g. December 2022).

## Template messages for communicating with students

Please use these templates as you see fit - some parts may be more and less relevant depending on the situation.

### **Student requesting multiple in-term concessions in a course**

Thanks for reaching out to me. It sounds like you could use some additional support for this ongoing situation.

I recommend reaching out to your home faculty's advising office to share your situation so that they can ensure you're connected to appropriate resources for support. Please also be sure to share with the academic advisor that this has been impacting you in this course, and that so far you have .... *in-term concessions or other arrangements should be added here.* (missed two assignments to date, have received in-term concessions; OR anticipate will miss the final exam; OR...)

I can/cannot grant this request that you've made for (e.g., an extension on x assignment/an alternate date for a midterm).

### **Student informs they will miss final exam or deadline for the final assignment**

Thanks for letting me know that you are (unwell/unable to attend) the final exam. I hope you are feeling much better soon.

Academic concessions for the final assessment of the course are determined by your home faculty's advising office. Please check their website for more information about your next steps. If you're a Science student, I recommend you start here to learn more about if you are eligible for deferred standing: [science.ubc.ca/students/advising/concession](https://science.ubc.ca/students/advising/concession).