

GUIDE

Deferral of Term Work

On occasion, students are not able to complete course requirements by the end of the term. To accommodate this, students may ask the instructor for an extension - a deferral of term work (DTW) - for up to 30 days after the last day of the term. However, the request for a DTW must be made by the deadline for submission of the learning task (i.e., assignment). This regulation is stipulated on the Graduate Programs in Education (GPE) course outlines. At the beginning of a course, instructors should stress that students should let them know as soon as the student realizes - but no later than the deadline for submission of the learning task - that they need an DTW. Normally, a DTW is intended to provide students with extra time to complete the final learning task; it is not meant for making up a major portion of the term grade.

Note: Under extenuating circumstances (i.e., medical reasons), a DTW for more than 30 days, or a subsequent request for an extension to the original DTW of one additional 30-day term may be granted.

Procedure for Deferral of Term Work

1. The student must initiate the process by asking the instructor for a DTW as soon as they know they will be unable to complete the learning task by the deadline. The instructor and the student should agree to a DTW completion date of up to a maximum of 30 days beyond the end of the term, unless there are exceptional circumstances.
2. The form can be accessed by the instructor from the *GPE - Information and Resources* D2L, within the "Teaching" module, or from the GPE office.
3. The student should fill out their portions of the *OoR - Deferral of Term Work* form and forward it to the instructor.
4. As soon as possible, the instructor should complete and sign the DTW form and submit it to the GPD. The GPD reviews and approves the request, forwards the form to the GPE team lead, who then submits it to the Office of the Registrar (OoR). Upon receipt, the Registrar records a grade of Grade Pending (GP)
5. When accessing the grade roster to enter the grades for a course, the instructor should note:
 - If the DTW was submitted *before the last day of classes of the term*, a grade for the student of "GP" (grade pending) will already be posted by OoR.
 - If the DTW was *not requested* by the student in time or was submitted by the instructor to the GPD *after the last day of classes of the term*, "GP" will not appear in the roster and the instructor should enter a course grade based only on learning tasks that have been submitted to date.
6. The student must submit to the instructor the learning task for which the DTW was granted by the agreed upon completion date (as specified on the DTW form).
7. The instructor assesses the learning task, calculates the final grade for the course, and submits a *OoR - Change of Grade* form to the GPE team lead. The form, entitled "OoR - Form - Change of Grade", can be accessed in the *GPE - Information and Resources* D2L, within the "Teaching" module, or from the GPE office.
8. Should the student not complete the work by the agreed upon completion date, the instructor should submit a *GPE - Change of Grade* form with a course grade based only on the learning task(s) submitted.
9. If exceptional circumstances merit an extension, the student may apply to the instructor for a second DTW. A new *OoR - Deferral of Term Work* form must be filled out and submitted to the GPD prior to the

expiry date (end of the 30-day term) of the first DTW. When filling out the form, under "Reason term work was not completed within the term:", the instructor should indicate: "This is a request for an extension to an original deferral of term work, which was to be completed [*insert original date*]". Follow this with the explanation/rationale for this additional extension.

10. DTWs and any related pending grades must be cleared by the end of the following semester. For example, a DTW for a summer term course must be completely resolved by the end of the following fall term. If the deferred work is not completed and assessed for the "GP" to be cleared by this time, the instructor must submit a *GPE - Change of Grade* form with a grade that reflects only the learning tasks that have actually been submitted.

Until the *GPE - Change of Grade* form has been submitted, there may be consequences for the student:

- A student may not be permitted to enroll in future required courses if their transcript indicates an "GP" for a previous course.
- A student cannot progress to candidacy or graduate if there is an "GP" on their transcript.

Should there be exceptional circumstances that fall outside the procedures outlined above, the GPD should be contacted.