



Graduate Programs in Education Grade Approvals and Deferrals of Term Work

Context: Problems arise for students when the Deferral of Term Work is not completed and procedures connected to the policy are not followed. This document sets out the policy and procedures that will prevent potential difficulties.

Policy: G.7 Deferral of Term Work

Instructors are normally free, subject to any established departmental or faculty procedures, to administer their own policies regarding deadlines for the completion of term papers or assignments. Students should be made fully aware of these policies on the course outline. However, should an extension of time be sought for completion of any such term work beyond five days after the end of lectures, a Deferral of Term Work form must be completed. Deferrals may only be granted at the discretion of the dean and will normally not exceed thirty days. Application forms are available at ucalgary.ca/registrar/student-forms or at Enrolment Services.

Procedure for Deferral of Term Work Student and Instructor

1. Student approaches instructor to request an extension
2. Student obtains and completes a Deferral of Term Work form
3. Instructor completes their sections of the form and submits to GPE office
4. Deferral of term work form must be submitted to GPE prior to or with final grades

Note: Deferral is normally granted for 30 days, although this may be extended if necessary. When the form is submitted, the Registrar records a grade of Grade Pending (GP)

Procedure after Deferred Term Work Is Submitted

1. Instructor evaluates the work
2. Instructor completes a Change of Grade form and submits to the GPE office
3. GPD signs and grade is changed on the student's record

Consequences if the Deferral of Term Work Procedure Is Not Followed

If the above procedures are not followed and the instructor submits a grade of Incomplete (I), there are consequences for the student:

1. An I on a student's transcript is considered an F for purposes of calculating GPA for such matters as scholarship applications
2. A student cannot progress to Candidacy or Graduate with an I on their transcript
3. Students may not be permitted to enroll in future required courses

Procedures if Term Work is not submitted by the Approved Deadline

If the above procedures are followed and the term work is not submitted within the specified timeframe, the instructor has the prerogative to complete a Change of Grade form to change the grade of GP to F. However, here are some other options:

1. Instructor contacts student to request the missing Term Work, allowing the student a few days to submit.
2. In exceptional circumstances (e.g., medical grounds), another extension may be allowed by the instructor and a new Deferral of Term Work form must be completed
3. The instructor must notify the GPE office, if the work is not completed according to the agreement

Once the work has been submitted and assessed, instructor completes a Change of Grade form.

Note: If work is not complete by end of the following semester, the grade awarded is an F (i.e., incomplete work deferred from Summer term, translates into an F at end of Fall term)