

SIMON FRASER UNIVERSITY

S. 71-17

MEMORANDUM

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| To..... Mr. H. Evans..... | From..... D.H. Sullivan, Dean..... |
| Secretary to Senate..... | Faculty of Arts..... |
| Subject..... Submission to Senate..... | Date..... November 25, 1970..... |

The Faculty of Arts by referendum ballot has approved the recommendation of its Curriculum Committee to make the following revision to the DEFERRED GRADE policy as outlined on page 56 of the 1970-71 Undergraduate Calendar:

DEF

The letter grade DEF will be given when a physician's certificate or other documentation substantiating a request for deferment on medical or compassionate grounds is received by the Department Chairman concerned, or by the Registrar, not more than 48 hours after any scheduled final examination, or not more than 48 hours after the last day of lectures in courses where no final examination is scheduled. Upon notification that such documentation has been received, the instructor concerned will enter a DEF grade, forwarding his recommendation to the Registrar via the Department Chairman. The instructor concerned is responsible for submitting a final corrected mark to the Registrar via the Department Chairman. All DEF grades not previously changed will automatically convert to F on the final day of lectures of the semester immediately following. Students entering a semester with one or more DEF grades will regard such courses as overload, and will follow prescribed procedures regarding registration for overload. Waivers of overload limitations may be granted by the appropriate Dean.

N

The letter grade N is given when a student registered for a course did not complete the work described by the instructor as course requirements, and did not withdraw before the set date. An N is considered an F for purposes of scholastic standing.

I

The letter grade I is given when the instructor wishes to grant additional time beyond normal end of term to a student involved in a particularly difficult and/or

complex study, and when the instructor is reasonably certain that such work can be completed before the end of the first week of lectures during the following semester. The instructor concerned is responsible for submitting a final corrected mark to the Registrar via the Department Chairman. All I grades not previously changed will automatically convert to F after the 5th day of lectures of the semester immediately following."

If this revised policy is adopted by Senate, I would like to request that the Financial Aid Officer prepare a statement relative to the new ruling on B.C. Government Scholarships. This statement should be included on the same page of the Calendar as the policy on DEF, I, and N grades. It should be made clear to students that changes to DEF and I standings and any subsequent grade changes cannot be made retroactive for the purposes of eligibility for B.C. Government Scholarships, and that decision on awarding of Scholarships is required at the close of the semester before the next registration.

D.H. Sullivan, Dean
FACULTY OF ARTS

DHS:e
Nov. 25/70

DEFERRED GRADES

In April of this year, the Faculty of Arts Undergraduate Curriculum Committee was asked to discuss the possibility of changing the 'Deferred Grade' regulation as specified on page 56 of the 70-71 Undergraduate Calendar.

The Curriculum Committee believes that several problems surround the use and abuse of the DEF grade as it is presently stated in the calendar. DEF grades create obstacles in putting graduands forward to meet Senate deadlines which often occur before the deadline for DEF grade changes. In addition, the new ruling* of the Senate Committee on Scholarships and Awards pointed out the problem of DEF grades adversely affecting students applying for scholarships.

The following was noted specifically about the calendar wording:

*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 or the Head of the Department concerned 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 completion 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. All unchanged deferred grades will 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 concerned.

**The letter grade N is given when a student registered for a course and did not write the examination and did not withdraw before the set date. An N is considered an F for purposes of scholastic standing.

- ① Is this the purpose of a deferred grade? Might it not be better to award the DEF grade only on medical and compassionate grounds and use the N grade for this purpose?
- ② Is the method of changing the DEF grade the business of the Registrar? It is more properly the concern of the instructor and his Department Chairman or Dean.
- ③ If a DEF grade is to be granted on medical or compassionate grounds then this time period is in many cases unrealistically short.
- ④ The words "the examination" are rather ambiguous. One of the reasons that the N grade is not used is that many instructors interpret the phrase as meaning the final exam. This grade should possible be awarded when the instructor believes that a significant part of the course has not been completed by the student.

The Curriculum Committee recommended the following statements of principle:

- A. *"The DEF grade should be awarded only for medical or compassionate reasons by the Registrar upon receipt of documentary evidence."*

It was explained that it was intended that the Registrar would award the grade, then advise the faculty member. (In effect, this eliminates ① of the calendar policy and makes it more automatic.)

- B. *"The time period for changing a DEF grade should be extended until the last day of the semester after the one in which it was granted."*
- C. *"The N grade should be defined as an incomplete grade and should be given when an instructor believes that any significant part of the course has not been completed. It should be changed before the end of the second week of lectures of the following semester."*

The Director of Admissions in the Registrar's Office was asked for comments on these recommendations, and his reply is attached. (Appendix II)

It was moved that a revised statement for the Calendar be produced, including the statement of these principles. It was agreed in a later meeting that a proposal on DEF and I would be submitted to Faculty Referendum with the stipulation that the DEF and I proposals be separate issues with more than one alternative to the I grade proposal. It was also suggested that a rider be appended to the referendum advising faculty that:

"In cases where an essay only is incomplete, an instructor could forego submitting a DEF grade by the awarding of a provisional mark (i.e. a "C" grade to be converted after the completion of the essay) and advise the student of this action."

The Faculty of Arts, by referendum ballot, approved the policy statements recommended for DEF, N, and I grades by the Faculty of Arts Curriculum Committee. These statements are outlined in the memorandum to the Secretary of Senate under date of November 25, 1970.

SIMON FRASER UNIVERSITY

MEMORANDUM

To Deans, Department Chairmen
All Faculty and T.A.'s

From: T.W.P. Knowlden
Financial Aid Officer
Assistant Registrar

Subject B.C. Government Scholarships
New Regulations

Date: July 3, 1970

As of March 1970, the B.C. Government Scholarship programme has been significantly amended. Each semester a fixed number of Scholarships in each of three categories, 3/4 tuition fees, 1/2 tuition fees, 1/3 tuition fees, will be allotted to this University and the Department of Education needs to be notified of the winners in the first week of the following semester. Under this new programme it is no longer possible to award Scholarships as and when eligibility is effected through grade changes, because decision is required at the close of the semester before the next registration.

In order to accommodate this new situation, and in order to inform successful candidates at Registration, the Senate Committee on Scholarships, Bursaries and Awards has agreed upon the following procedure.

Commencing in the Summer Semester 1970, the allocation of B.C. Government Scholarships will be based solely on the academic standing as recorded with the Registrar through the regular grading lists at the end of the semester. Candidates must have completed at least 15 semester hours of course work in the semester on which their application is based. Candidates with insufficient hours recorded as passed will be considered ineligible for these Scholarships. Regulations regarding late applications and residence requirements apply as previously.

In effect this means that changes to DEF standings and any subsequent grade changes cannot be made retroactive for the purposes of eligibility for B.C. Government Scholarships. Therefore, all applicants for these Scholarships are urged to complete their course work on time in order that the final gradings to be considered for these Scholarships may be reported through the Departmental Chairman to the Registrar on the regular grading lists at the end of the semester in which the study was undertaken.

Candidates for these scholarships will be notified of the results of their application at Registration and those who do not register will be informed by mail at the earliest opportunity.

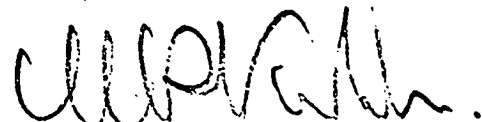
All Departments, Faculty members, and T.A.'s are asked to take notice of this situation and act accordingly in order that deserving candidates for B.C. Government Scholarships are not otherwise rendered ineligible for these awards.

For any further information regarding the B.C. Government Scholarship programme please contact the Financial Aid Officer.

Office of the Dean

JUL 7 1970

Faculty of Arts



T.W.P. Knowlden
Financial Aid Officer
Assistant Registrar

SIMON FRASER UNIVERSITY

Appendix II

MEMORANDUM

DR. C. CRAWFORD

From..... DR. D. MEAKIN.....

PSYCHOLOGY DEPARTMENT

..... DIRECTOR OF ADMISSIONS

Subject..... DEF AND N GRADES

Date..... 4th August, 1970

I apologize for the delay in submitting my comments on your paper, but I have been on vacation for two weeks.

I would agree with your definition of the deferred grade. I would specify that the documentation must be in the Office of the Registrar within 48 hours of the final exam, or within 48 hours of the last day of lectures in those courses where there is no examination. This would ensure that full information was available before any invalid grade is sent to the student.

I would prefer to maintain a fairly short time period (which should be the same as that allowed for completing other incomplete courses) for changing a DEF grade, but with ready extension for whatever period is necessary on receipt of adequate documentation.

One question arises: if a student is carrying over a full load of deferred courses, would he be allowed to register in a full load of new courses? This could be a somewhat dangerous procedure, particularly if the deferred grades were allowed to stand for the whole semester. I am sure that you are aware that most of the extended deferred grades are granted, because mental or emotional upset is the reason -- imagine the effect on such an individual of trying to carry a normal load, as well as complete his previous semester's work.

I agree also that the definition of N should be widened to include any incomplete course not covered by a deferred grade, whether or not a final exam is involved. I am a little apprehensive of allowing the privilege of converting an N to some other grade to be unrestricted, even for a short time period. With our short turn-around period between semesters, the problems for Financial Aid, particularly, could be enormous.

DM:bc

