

## MEMO

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TO	Senate	TEL	24255
FROM	Jonathan Driver, Dean of Graduate Studies		
RE	Graduate General Regulation 1.5.1 (GS2007.29)		
DATE	November 15, 2007		

TIME 12:58 PM

Currently the Calendar states the following regarding DE notations under Graduate General Regulation 1.5.1:

*In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the director, graduate records, admissions and registration by the last day of the first month of the next semester, the DE grade will automatically be converted to an F.*

At the 10th September 2007 meeting of SGSC a motion was approved to insert some additional wording in the Calendar to clarify that a DE grade cannot be extended, and to deal with situations in which a student receives a DE grade and then is unable to complete the work due to illness. The revised paragraph would be:

***In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the director, graduate records, admissions and registration by the last day of the first month of the next semester, the DE grade will automatically be converted to an F. DE grades may not be extended beyond this time limit. A DE grade may be changed to a WE if the student can provide medical documentation that they were unable to complete the work within the extended period because of illness. A DE grade can be changed to a grade of IP and the course requirements completed in a subsequent term of registration upon request to the Dean of Graduate Studies.***

I recommend that Senate approve a motion to change the wording of GGR 1.5.1

Senators wishing to consult the documents concerning this item should contact Bobbie Grant, Senate Assistant (bgrant@sfu.ca or 778.782.3168)

**To:** SGSC  
**From:** Jonathan Driver, Dean of Graduate Studies  
**Subject:** GGR 1.5.1 language change  
**Date:** 25<sup>th</sup> July 2007  
**cc:**

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Currently the Calendar states the following regarding DE notations:

*In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the director, graduate records, admissions and registration by the last day of the first month of the next semester, the DE grade will automatically be converted to an F.*

However, the Calendar does not state that DE grades cannot themselves be deferred and this has caused difficulties among some departments and faculties as they try to deal with students who could not complete their courses because of illness. Extending a DE grade beyond the end of the first month of the next semester creates several problems, the most serious being that, as the transcript is changed once the final grade is submitted, there is no record that the student was given substantial extra time to complete the required work. In instances where two students are being considered for an award, this is unfair and does not indicate commensurate work in the same timeframe. We do have a notation that addresses the issue of illnesses and emergency family situations—WE—which gives a much clearer indication of what actually did happen during the semester while not disadvantaging a student academically.

Therefore, I suggest that we insert some additional wording in the Calendar to clarify that DE cannot be extended, and to deal with situations in which a student receives a DE grade and then is unable to complete the work due to illness. The revised paragraph would be:

*In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student's record. If the grade is not received by the director, graduate records, admissions and registration by the last day of the first month of the next semester, the DE grade will automatically be converted to an F. DE grades may not be extended beyond this time limit. A DE grade may be changed to a WE if the student can provide medical documentation that they were unable to complete the work within the extended period because of illness. Upon request to the Dean of Graduate Studies a DE grade can be changed to a grade of IP and the course requirements completed in a subsequent term of registration.*