



OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC

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www.sfu.ca/vpacademic**MEMORANDUM**

ATTENTION	Senate	DATE	October 3, 2014
FROM	Gordon Myers, Chair Senate Committee on Undergraduate Studies	PAGES	1/1
RE:	Changes to the DE Notations (SCUS 14-41)		

A handwritten signature in blue ink, appearing to read 'Gordon Myers', is written over the 'RE:' field of the memorandum.

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of October 2, 2014, gives rise to the following recommendation:

Motion:

'Effective Summer 2015, all unchanged DE notations will be converted automatically to N after the end of the first week in the following term. In exceptional cases, an extension may be granted by the instructor and must be approved by the department chair and submitted in writing to the Office of the Registrar with a final deferral date. Normally, the maximum extension allowed is the end of the term following the original deferral. DE is a temporary grade that will revert to a letter grade or notation.'



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MEMORANDUM

ATTENTION	Senate Committee on Undergraduate Students (SCUS)	DATE	September 15, 2014
FROM	Mark Walker, Ph.D. Registrar & Executive Director, Student Enrollment	PAGES	1
RE:	Propose change of unchanged DE notations to be converted from F to N		

The following is the present Calendar language approved by Senate regarding the deferred grade, which was approved in April 1967 with various modifications over time to when the notation would be converted automatically to F:

“All unchanged DE notations will be converted automatically to F after the end of the first week in the following term. In exceptional cases, an extension may be granted by the instructor and must be approved by the department chair and submitted in writing to the Office of the Registrar with a final deferral date. Normally, the maximum extension allowed is the end of the term following the original deferral. DE is a temporary grade that will revert to a letter grade or notation.”

The definition of a deferred grade is that it is a temporary grade assigned at the end of the term for incomplete course work, and will revert to a letter grade or notation. According to the Calendar language, a DE will convert automatically to F; however, the definition of the F grade is failed, unsatisfactory performance, and the definition of the grade N (incomplete) is given when a student has enrolled in a course, but did not write the final examination or otherwise failed to complete the course work and did not withdraw before the deadline date. Based on the definitions of the F and N grade, it is more appropriate for unchanged DE to convert automatically to N, as any unchanged DE would mean the student did not complete further work for a final grade.

In addition, some instructors who have not received further work from the student by the deferred deadline will change the DE notation to N, noting the course is incomplete. This creates inconsistency in how grades are assigned to students.

Motion:

“Effective Summer 2015, all unchanged DE notations will be converted automatically to N after the end of the first week in the following term. In exceptional cases, an extension may be granted by the instructor and must be approved by the department chair and submitted in writing to the Office of the Registrar with a final deferral date. Normally, the maximum extension allowed is the end of the term following the original deferral. DE is a temporary grade that will revert to a letter grade or notation.”