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**MEMORANDUM**

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**ATTENTION** Senate  
**FROM** Wade Parkhouse, Chair of Senate  
Graduate Studies Committee (SGSC)  
**RE:** GGR 1.5.1 Normal Grading System

**DATE** 10 February 2015  
**No.** GS2015.09



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At its meeting of February 2, 2015, SGSC reviewed and approved a revision to GGR 1.5.1, Normal Grading System, and is recommending the revised regulation to Senate. The revision is to change the grade assigned to a course from an F to an N, after a DE notation has been assigned. This revision is consistent with what has been approved at SCUS and Senate for undergraduate students (see Senate paper [S.14-135](#)). This gives rise to the following motion, effective Fall 2015:

**Motion**

That Senate approve the proposed revision to GGR 1.5.1, Normal Grading System.



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**MEMORANDUM**

**ATTENTION** SGSC Members **DATE** January 30, 2015  
**FROM** Wade Parkhouse, Dean of Graduate Studies **PAGES** 2  
**RE:** Revision to GGR 1.5.1

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**Motion**

That SGSC approve the revision to GGR 1.5.1 (Normal Grading System).

**Revisions and Rationale**

The revision to this GGR is to change the grade assigned to a course from an F to an N, after a DE notation has been assigned. This revision is consistent with what has been approved at SCUS and Senate for undergraduate students (see Senate paper S.14-135).

When students haven't completed their course requirements at the end of the course, they are either assigned a DE notation, if circumstances warrant an extension, or an N grade. If a grade is not received for the course by the deadline, the DE notation automatically converts to an F. Since the definition of an F grade is unsatisfactory performance, the N notation would be more appropriate because it represents incomplete work. Based on this rationale and the approval at Senate for undergraduate students, SGSC should consider this revision.

**Proposed revisions to GGR 1.5.1**

FROM	TO:
<p>1.5.1 Normal Grading System</p> <p>...</p> <p>Where circumstances warrant an extension to allow a student additional time to complete the course requirements the course instructor may defer the grade, in which case, a grade of DE shall be entered. All course work for such deferrals must be completed, and the course grade must be submitted, by the last day of the first month of the next semester. Students granted a DE grade are responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements. If the grade is not received by the deadline, the DE grade will be converted to an <u>F</u>.</p> <p>...</p> <p>If a final grade has not been submitted and a request for a withdrawal from the course under extenuating circumstances has not been approved by the end of the term following the term in which the course was initially taken, the DE will be converted to an <u>F</u>.</p>	<p>1.5.1 Normal Grading System</p> <p>...</p> <p>Where circumstances warrant an extension to allow a student additional time to complete the course requirements the course instructor may defer the grade, in which case, a grade of DE shall be entered. All course work for such deferrals must be completed, and the course grade must be submitted, by the last day of the first month of the next semester. Students granted a DE grade are responsible for making satisfactory arrangements with their instructors for completion of outstanding course requirements. If the grade is not received by the deadline, the DE grade will be converted to an <u>N</u>.</p> <p>...</p> <p>If a final grade has not been submitted and a request for a withdrawal from the course under extenuating circumstances has not been approved by the end of the term following the term in which the course was initially taken, the DE will be converted to an <u>N</u>.</p>



OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC

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## 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)		

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

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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		

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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.”