

**GRADE DEFERRED (GD) REQUEST FORM**

*This form is to request a grade deferred for a student. The Professor will complete this request form in full and submit it to the appropriate Dean / Designate. The request form must include both a reason and a deadline for grade deferred completion.*

As per College Policy Grading and Academic Standing 2-201C and Administrative Operating Procedure, #OP 2-201D, a professor may request a Grade Deferred (GD) when a student has a passing grade in the course to-date and a major final assignment or test / exam at the end of the semester was missed due to a significant unanticipated event.

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| --- | --- | --- |
| **Student Information** | | |
| Student Name | | Student ID |
| Telephone | E‐mail | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Information** | | | |
| Course Code | Course Name | Professor | Term |
| Program | | | |

**Reason for GRADE DEFERRED (GD) Request** (select below; to be completed by the professor)**:**

Final Assignment Missed  Final Exam Missed  Other

**BRIEFLY DESCRIBE REASON FOR GRADE DEFERRED BELOW** (to be completed by the professor)**:**

**STUDENT’S CURRENT GRADE** (grade achieved to date):

**REQUIREMENTS FOR GRADE DEFERRED COMPLETION** (to be completed by the professor):

**GRADE DEFERRED COMPLETION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Professor Signature:** |  | **Date:** |

**DISCLAIMER:** *Any student assigned a grade deferred “GD” must complete all requirements by the completion date noted on this form. If by the completion date requirements remain incomplete a grade of “F” will be assigned for the unfinished components and the current grade (as indicated on this form) will be recorded on the student’s transcript of academic record. Should a grade deferred be granted for a prerequisite course the student may enroll in the successive requisite course; however, if by the completion date requirements remain incomplete the student may be removed from the requisite course if a passing grade is not achieved and/or the learning outcomes of the prerequisite course are not met.*

**To change a grade deferred “GD” to a numeric grade, a grade change form must be completed by the professor and provided to the** **Records Specialist of the associated School (ref: Administrative Operating Procedure #OP 2-201D)**

**SCHOOL OFFICE USE ONLY**

**DEAN / DESIGNATE DECISION** (select below; to be completed by the Dean / Designate)**:**

Approved  Denied

|  |  |  |
| --- | --- | --- |
| **Dean / Designate Signature:** |  | **Date:** |