

**DEFERRED PRACTICE COURSE GRADE POLICY
UNDERGRADUATE PROGRAMS***University of Victoria, School of Nursing, BSN program***Preamble**

Students may be granted a deferred status due to illness, accident or family affliction. Deferrals are approved at the School level by the Director (or designate). A deferred status (DEF) in a course with a practice component (351, 370, 390, 431, 456, 470, 475, 490, 491, and 495) indicates a student has practice hours or academic requirements to complete in the term(s) past the end date for the term in which the student was originally enrolled.

Process for granting a Deferral

- It is possible a situation may be more suited to a Request for Academic Concession (RAC) than a DEF. Determine the appropriateness of the DEF before proceeding.
- Deferrals may be granted only when 50-60% of the coursework has already been completed.
- Consult sessional instructors who grant deferrals but are not teaching in the following term to determine if they are willing to grade/monitor the work (unremunerated) or whether an alternative instructor should be found. And, advise the instructor (s) of the potential need to create alternative activities/assignments for the deferral period if online components were outstanding at the time the deferral was granted.
- Instructors and advisors encourage and support students to complete deferral application prior to end of term, if possible. It is understood that extenuating circumstances do not always make this possible.
- The student advisor will obtain the final due date information from the instructor and obtain a % grade for the paperwork and which will be entered as the final grade should the deferral lapse; could possibly be a grade less than 50% (e.g. failing grade). The instructor will be asked to specify in writing to both the student and advisor, essential components of the work that needs to be completed in order for the course(s) to be considered completed.
- The student and instructor(s) will be notified by the student advisor once the deferral has been approved.
- Three weeks prior to the completion date, the student advisor will send a reminder to both the student and the instructor.

Please note that expired deferrals will automatically roll to an “N” grade if not resolved.

As part of process take opportunity to clarify the difference between F and N grades for instructors if needed; both are considered failing grades but for different reasons.

F = student attempted all work and did not meet standard;

N = student did not complete or attempt all work in the course

Practice Deferral Policy

Students, in a deferred grade status, are informed by their instructor, the student advisor and/or the practica coordinator that practice course requirements must be completed, along with the co-requisite theory course where applicable (350 with 351 or 430 with 431 or 456),



prior to starting a subsequent and often higher level practice course. Students are advised and deregistered by the School of Nursing advisor if they register in a practice course before the deferral is completed. Students may register in theory courses in subsequent terms while still in a deferred status for a course with a practice component.

Extended Practice Deferral Policy

Extended deferrals require the Associate Dean/Dean's approval. An extended deferral can become quite problematic and are therefore, discouraged. An extended deferral is recommended only in exceptional circumstances. The guidelines indicated above remain in place during extended deferral periods. Students are to be reminded of the time limit for degree completion.

Evidence of Deferral Grade Completion

Successful completion of a deferred course with a practice component (and the co-requisite theory course) is indicated by a passing grade on the electronic student records system (Banner). Instructors must provide this change of grade information to the student advisor in writing.