



Request for Academic Concession for BA/BFA students

If you are in a Faculty other than Arts, contact your Faculty. Non-Degree students (Access and Unclassified) please submit a request and documentation to the Information Centre in Brock Hall. ****Please Print Clearly****

Last Name	First Name	Student #	Year level:
Email	Phone	Date of request	

I am requesting:
<input type="checkbox"/> Consideration for midterm exam/course work in the course(s) below
<input type="checkbox"/> Deferral of final exam and/or final term work in the course(s) below
<input type="checkbox"/> Withdrawal from the course(s) below
<input type="checkbox"/> Withdrawal from the entire session

Request based on:
<input type="checkbox"/> Medical grounds
<input type="checkbox"/> Compassion
<input type="checkbox"/> Other (specify):

Document* provided:
<input type="checkbox"/> Medical
<input type="checkbox"/> Counselling
<input type="checkbox"/> Other (specify):

*Guidelines for documentation from health care providers can be found on reverse. Requests submitted with insufficient documentation will not be approved.

	Course 1	Course 2	Course 3	Course 4	Course 5
Course name, no., section	ex. ANTH 100 (001)				
Number of credits					
Instructor Name					
Instructor Email					
I am requesting concession for: (Please list)	<input type="checkbox"/> Final Exam Date: _____ <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Final Exam Date: _____ <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Final Exam Date: _____ <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Final Exam Date: _____ <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Final Exam Date: _____ <input type="checkbox"/> Other (specify):
Other Incomplete work (Please list all other work you have not completed.)					
No. of classes + labs missed					
Concession (office use)	<input type="checkbox"/> LOC <input type="checkbox"/> SD <input type="checkbox"/> W <input type="checkbox"/> Ext	<input type="checkbox"/> LOC <input type="checkbox"/> SD <input type="checkbox"/> W <input type="checkbox"/> Ext	<input type="checkbox"/> LOC <input type="checkbox"/> SD <input type="checkbox"/> W <input type="checkbox"/> Ext	<input type="checkbox"/> LOC <input type="checkbox"/> SD <input type="checkbox"/> W <input type="checkbox"/> Ext	<input type="checkbox"/> LOC <input type="checkbox"/> SD <input type="checkbox"/> W <input type="checkbox"/> Ext

Student Signature

I have read and understood the information on Academic Concession. I understand that an Academic Concession is a privilege approved under extenuating circumstances, and that I am responsible for the accuracy of the above-listed information and for the follow up and completion of outstanding work by the established deadline.

I agree that Arts Academic Advising may share medical or other supporting information with instructors, on an as-needed basis.

Signature _____ Date _____

Office use only		
Approval	Y	N
Date		
Advisor		
A/C info emailed to student	Y	N
WD email sent to Instructor(s)	Y	N



Academic Concession Information for the Faculty of Arts

Types of Academic Concession

Midterm exam or other work during the term:

- Make a request directly to your instructor and if permitted, make arrangements to make up or complete the incomplete term work.
- If your instructor refers you to Arts Academic Advising, you may request Academic Concession. If approved, a Letter of Consideration will be sent to the instructor, requesting that the appropriate considerations be made.

Standing Deferred for a final exam or final term work:

- If approved, an SD will be placed on your academic record to indicate that you have been granted a deferral for a final exam or final term work. An interim grade will be posted and your sessional average will not include courses with an SD. After you have completed your SD work, a final grade will be submitted and your sessional average will be recalculated.

Withdrawal from the course after the deadline:

- In very exceptional circumstances, a late withdrawal from the course may be granted. A standing of W will be placed on your academic record.

Procedures for Requesting Academic Concession

- 1) Fill out *Request for Academic Concession for BA/BFA Students*. Obtain appropriate documentation to support your request (see *Guidelines for Documentation*).
- 2) Meet with an Academic Advisor in Arts Academic Advising (Buchanan D111). If you are unable to meet with an advisor in person, call 604.822.4028 to arrange a phone appointment.
- 3) When you meet with an academic advisor, you will be expected to have the Request for Academic Concession form completed and provide appropriate documentation.

Academic Concession is only granted in extenuating circumstances. Both Arts Academic Advising and the course instructor need to support a request for Academic Concession. Academic Concession requests may not be granted for the following reasons:

- You have not attended course regularly.
- You have not completed a sufficient amount of term work.
- You have already written the final exam.
- Your supporting documentation is insufficient (see *Guidelines for Documentation*).
- Your request has not been made in a timely manner (see *Deadlines for Submitting Academic Concession Requests*).
- Your application has missing or inaccurate information.

Deadlines for Submitting Academic Concession Requests

Applications for Academic Concession should be submitted to Arts Academic Advising Services in Buchanan D111, as soon as possible. Requests must be submitted to Arts Advising by the following deadlines:

- Summer Session: October 1; Winter Session Term 1: February 1; Winter Session, Term 2: June 1

Guidelines for Documentation

Supporting documentation should be issued on official letterhead (or on the form *Authorization for Disclosure of Information in Support of Request for Academic Concession*) and must include the following information:

- Date that the healthcare provider saw the student.
- Duration of the illness or impairment.
 - In the case of an on-going disability/impairment, documentation must include information indicating how the severity of the condition prevented the student from completing coursework or examinations.
- Comments on the effect of the illness/impairment on the student's ability to meet specific academic requirements.
- Signature of the healthcare professional.
- In the case of compassionate requests, an obituary, death certificate or other appropriate documentation is required.

Next steps

If your request for Academic Concession is approved, Arts Academic Advising Services will contact you by email with instructions for next steps. For additional information about Academic Concession, visit the CASS website: <http://students.arts.ubc.ca/advising/academic-performance/help-academic-concession/>