### Student Agreement to Responsibilities

<table>
<thead>
<tr>
<th>Approval (Office Use Only)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Coursework</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
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<tr>
<td>With/without test</td>
<td></td>
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<tr>
<td>100%</td>
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<tr>
<td>It is mandatory and required to take the exam and complete the coursework.</td>
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</tbody>
</table>

### Request for Academic Concussion

<table>
<thead>
<tr>
<th>Program (Circle one):</th>
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<tbody>
<tr>
<td>BA</td>
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<tr>
<td>BFA</td>
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<tr>
<td>BMS</td>
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<table>
<thead>
<tr>
<th>Date of Request (dd/mm/yyyy):</th>
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<tbody>
<tr>
<td>Program</td>
<td></td>
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<tr>
<td>Requesting Concussion:</td>
<td></td>
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<tr>
<td>Student Information:</td>
<td></td>
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<tr>
<td>Student Number:</td>
<td></td>
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<tr>
<td>Name (First, Last):</td>
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</table>

**Office Use:**

- Date
- Advisor
- Info E-mail to Student: W/E-MAIL
- Consent
- Date
- Signature
- Important: All outstanding coursework must be completed by August 31. Failure to complete the examination by the date specified may result in the student being suspended. Instructors and/or students shall be dropped from the program or degree at any time without notice.
- It is the responsibility of the instructor to ensure that the examination or coursework is completed within the time frame specified. Instructors shall be dropped from the program or degree at any time without notice.
- Failure to follow and complete the coursework on time will result in the instructor being dropped from the program and/or degree.

**Student Information:**

- Date
- Advisor
- Info E-mail to Student: W/E-MAIL
- Consent
- Date
- Signature
- Important: All outstanding coursework must be completed by August 31. Failure to complete the examination by the date specified may result in the student being suspended. Instructors and/or students shall be dropped from the program or degree at any time without notice.
- It is the responsibility of the instructor to ensure that the examination or coursework is completed within the time frame specified. Instructors shall be dropped from the program or degree at any time without notice.
- Failure to follow and complete the coursework on time will result in the instructor being dropped from the program and/or degree.

**Request for Academic Concussion:**

- Program (Circle one): BA, BFA, BMS
- Date of Request (dd/mm/yyyy): 
- Program: 
- Requesting Concussion: 
- Student Information: 
- Student Number: 
- Name (First, Last): 
- Office Use: 
- Date
- Advisor
- Info E-mail to Student: W/E-MAIL
- Consent
- Date
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- Important: All outstanding coursework must be completed by August 31. Failure to complete the examination by the date specified may result in the student being suspended. Instructors and/or students shall be dropped from the program or degree at any time without notice.
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- Failure to follow and complete the coursework on time will result in the instructor being dropped from the program and/or degree.

**Course Information:**

- Program (Circle one): BA, BFA, BMS
- Date of Request (dd/mm/yyyy): 
- Program: 
- Requesting Concussion: 
- Student Information: 
- Student Number: 
- Name (First, Last):
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, an In-Term Concession Request (ITC) 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 Arts website: www.arts.ubc.ca/students/academicconcession