# REQUEST FOR ACADEMIC CONCESSION

<table>
<thead>
<tr>
<th>Name (last, first):</th>
<th>Date of Request (dd/mm/yy):</th>
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<tbody>
<tr>
<td>Student Number:</td>
<td>Session Requesting Concession:</td>
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<tr>
<td>Program (circle one):</td>
<td>BBA</td>
</tr>
<tr>
<td>Duration of extenuating circumstance (dd/mm/yy):</td>
<td><strong><strong><strong>/</strong>_____/</strong></strong>___ to <strong><strong><strong>/</strong></strong></strong>/_____</td>
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<tr>
<td>Student E-mail:</td>
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## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Number</th>
<th>Section</th>
<th>Instructor</th>
<th>Incomplete assignments (and deadlines)</th>
<th># missed classes</th>
<th>Coursework</th>
<th>Final exam</th>
<th>Withdrawal</th>
<th>Yes/No</th>
<th>Concession Type</th>
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## STUDENT AGREEMENT TO RESPONSIBILITIES

- I have attached relevant documentation to support my request for academic concession.
- I agree that Arts Academic Advising may share medical or other supporting information with instructors, or other UBC units, on an as-needed basis.
- I understand that any concession request based on an ongoing medical condition must be processed by Centre for Accessibility in the future.
- I have read and understood the information on Academic Concession found online at: [http://students.arts.ubc.ca/advising/academic-performance/help-academic-concession/](http://students.arts.ubc.ca/advising/academic-performance/help-academic-concession/).
- I understand that Academic Concession is a privilege approved under extenuating circumstances, and that I am responsible for the accuracy of the information above and for the follow-up and completion of outstanding work by the established deadline.
- I agree that the details and report of the circumstances as set out in the Request for Academic Concession and as discussed with Arts Academic Advising are true and accurate.
- I understand that the submission of false information on the Request for Academic Concession and supporting documentation will be considered a form of academic misconduct and investigated and penalized accordingly.
- I understand that Standing Deferred exams must be written during the official Standing Deferred Exam period or at a date established by the Department or Instructor and no later than August 23rd for Winter session requests. All outstanding coursework must be completed by August 23rd. Failure to complete Standing Deferred exams and course work by the stated deadline may negatively impact my ability to continue at UBC.

Student Signature: ____________________________

Date (dd/mm/yyyy): ____________________________

OFFICE USE: Advisor: ____________________________

Date: ____________________________

☐ AC info e-mailed to student

☐ WD e-mail sent to instructor(s)

Arts Academic Advising, Buchanan D111, Phone 604.822.4028, [www.arts.ubc.ca/students](http://www.arts.ubc.ca/students)
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

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