THE UNIVERSITY OF BRITISH COLUMBIA

UBC Vancouver Proposal Form
Change to Calendar

Effective Session 2007W____ Term _1__ Year_2006__ for Change	**Date: Sept. 27, 2006** **Contact Person: Lois Bishop** **Phone: (604) 822-8141** **Email: lois.bishop@ubc.ca**
Proposed Calendar Entry: ***Academic Concession*** Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Such circumstances include: ▪ a medical condition ▪ emotional or other problems ▪ religious observance, **and** ▪ **military service.** Students…below. Religious…earlier. **Students who also serve in the military must discuss with each instructor at the start of term how their commitment to the military might affect their participation in the course.** Students absent from final…office. ….	**URL: http://students.ubc.ca/calendar/index.cfm?tree=3,48,0,0** **Present Calendar Entry:** ***Academic Concession*** Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. Such circumstances include: ▪ a medical condition ▪ emotional or other problems ▪ religious observance Students who intend to, or who as a result of circumstance must, request academic concession should notify their dean, director, or instructor(s) as specified below. Religious observance may preclude attending classes or examinations at certain times. In accordance with the **UBC Policy on Religious Holidays**, students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, and preferably earlier. Students absent from final examinations held in the official examination periods must request academic concession from the office of their dean or director. Students who are absent at the other times, or are unable to complete tests or other graded work because of short term illness, religious obligation, or for other reasons, should normally discuss with their instructors how they can make up for missed work, according to written guidelines given them at the start of the course (see ***Grading Practices***). Instructors are not required to make allowance for any missed test or incomplete work that is not satisfactorily accounted for. Students also have the right to request academic concession from their dean or director's office. Students wishing to request academic

	concession from the office of the dean or director must apply to the office as close as possible to the time as attendance is adversely affected. In case of religious observance, the office of the dean or director must receive notification a minimum of two weeks in advance. The University, in considering these requests or any appeals of decisions on academic concession, will not normally take into account untimely notifications. Students requesting academic concession will be asked to provide such evidence as is deemed appropriate. If there is a medical problem, students should submit a "Statement of Illness" form obtained from the ***Student Health Service*** or the attending physician. Students may be asked to provide additional information. The academic concessions that may be granted include the following: permission to drop or withdraw from a course after the normal deadlines (see ***Change of Registration***), Aegrotat standing or Deferred standing (see ***Grading Practices***) and withdrawal from the University (see ***Withdrawal***). If permission is given to drop or withdraw from a course, any refund of fees will be in accordance with normal policy (see Calendar Chapter 3, ***Refund of Fees***). Students in good academic standing who are permitted to withdraw from the University may apply to re-enrol in the program from which they withdrew. Application to re-enrol must be made by the published application deadline for the program. Students permitted to withdraw may be told the time period during which an application to re-enrol will be permitted. A medical certificate of a nature sufficient to satisfy the University that a student is ready to continue studies may be required before the student will be re-enrolled. **Type of Action:** Add military service as a specific circumstance for academic concession**.** **Rationale:** A request from the national and provincial offices of the Canadian Forces Liaison Council has been sent to the President. Approximately 10,000, about 40%, of the members of Canada's Reserve Force are students in their civilian lives. Of these,

	about 60% are University students, and according to the Canadian Forces Liaison Council some 60% of these students have experienced difficulty balancing their academic and military commitments to the net detriment of both. Student-reservists train one night a week and every other weekend during the school year; those commitments may necessitate a request for a rescheduling of a midterm examination, for example, but should be known in advance and should form the basis of a discussion between student and instructor at the start of the term. Extraordinary events such as being called to active duty will, of course, require extraordinary accommodations that will likely be dealt with by the student's faculty. The addition of the listing of military service as a specific circumstance for academic concession will assist UBC students who are members of the Reserve Force meet both commitments.