THE UNIVERSITY OF BRITISH COLUMBIA

Enrolment Services
Senate & Curriculum Services
Brock Hall
2016-1874 East Mall
Vancouver, BC V6T 1Z1

September 7, 2007

Memo to: Vancouver Senate

From: Academic Policy Committee

Re: Academic Concession (approval)

Approval of the proposed policy and procedures for Academic Concession (approval) (circulated)

This item is a revision to the Academic Concession Calendar entry approved by Senate on October 18, 2006. The revised policy includes additional circumstances which may warrant the granting of academic concession, such as conflicting responsibilities and unforeseen events.

Motion: *That Senate approve the revised policy regarding Academic Concession.*

Respectfully submitted,

Dr. Paul Harrison, Chair
Senate Academic Policy Committee

THE UNIVERSITY OF BRITISH COLUMBIA

UBC Curriculum Proposal Form
Change to Course or Program

Category: (1)

From: Senate Academic Policy Committee	**Date: Aug 16, 2007** **Contact Person: Paul Harrison, Chair** **Phone: 2-3659** **Email: harrison@science.ubc.ca**
Effective Date for Change: ?? **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. **Generally, such** circumstances **fall into one of two categories, conflicting responsibilities and unforeseen events**: Academic concession is different than academic accommodation **for a disability**. Students with disabilities may apply for an academic accommodation. (See Calendar Chapter V, *Academic Accommodation for Students with Disabilities* and UBC Policy 73). **Conflicting responsibilities include, but may not be limited to: representing the University, the province or the country in a competition or performance; serving in the Canadian military; observing a religious rite; working to support oneself or one's family; and having responsibility for the care of a family member.** **Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term; and changes in the requirements of an on-going job.** **Academic concession is a privilege, not a right.** Students who intend to, or who as a result of circumstance must, request academic concession must notify their	**URL:** *(http://www.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; and~~ • ~~military service.~~ Academic concession is different than academic accommodation. Students with disabilities may apply for an academic accommodation. (See Calendar Chapter V, *Academic Accommodation for Students with Disabilities* and UBC Policy 73). Students who intend to, or who as a result of circumstance must, request academic concession must 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 who also serve in the military~~

instructor(s),dean, or director as specified below.

Students with conflicting responsibilities have a duty to arrange their course schedules so as to avoid as much as possible any conflicts with course requirements. Students with such responsibilities are also required to discuss with their course instructor(s) at the start of each term, or as soon as a conflicting responsibility arises, any accommodation that may be requested. Instructors may not be able to comply with all such requests especially if the academic standards and integrity of the course or program could be compromised.

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 who, **because of unforeseen events, are absent during the term and are unable to complete tests or other graded work**, 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 **or when a request is not made in a timely manner**.

Students who, because of an unforeseen event, experience a prolonged absence during a term or who miss final examinations held in the official examination periods must report to their ~~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 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 must submit ~~such evidence that should be on~~ a "Statement of Illness" form obtained from the *Student Health Service* or the attending physician. ~~Students may be asked to provide additional information.~~

dean or director to request academic

concession as close as possible to the time **that** attendance is adversely affected. The University, in considering these requests or any appeals of decisions on academic concession, will not normally take into account untimely notifications. **Before responding to a student's request, the dean or director may require supporting documentation.**

Students requesting academic concession may be asked to commit to an on-going program of medical care, counselling services, or support from the Access and Diversity office (Disability Resource Centre) and to formulate an academic plan. The dean or director may impose restrictions on course loads. On-going support from the academic unit may require the periodic submission of documentation from a treating health professional confirming that the student has followed through with a program of medical care or counselling as requested by the dean or director. This documentation might be a "Statement of Illness" form obtained from the *Student Health Service* or **an informative letter from** the attending physician, **from Student Counselling Services or from another recognized counselor. Student Health Service and Counselling Services will not provide documentation for students who have not been seen previously at these offices for medical treatment or counselling specific to conditions associated with their academic difficulties.**

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*)

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 Chapter III, *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.

Action:
Simplify what is becoming a growing and yet incomplete list of circumstances that may lead to requests for academic concession by grouping them in two distinct categories. Clarify the student's responsibilities and the implications of academic concession.

Rationale:
The changes are intended to (a) avoid a growing list of reasons for seeking academic concession that highlights some circumstances but not others that may be equally valid, (b) ensure that students take responsibility for acknowledging personal circumstances that exist when classes start, (c) further clarify the roles of the instructor

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 Chapter III, *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. **Documentation from a medical or counselling professional or from the UBC office of Access and Diversity (Disability Resource Centre)** 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.	and the dean/director, and (d) expand the directions given to students on the supporting documentation required and the possible long-term implications of academic concession.