

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



## OKANAGAN SENATE SECRETARIAT

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**25 November 2009**

**To:** Okanagan Senate  
**From:** Academic Policy Committee  
**Subject:** Academic Concession (approval)

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Enclosed for your approval is a revised Calendar entry on Academic Concession.

The aim of the revised policy entry is to simplify what is becoming a growing and yet incomplete list of circumstances that may lead to requests for academic concession by grouping them into two distinct categories: conflicting responsibilities and unforeseen events. As well, the policy aims to provide one source of information that clarifies the responsibilities of both the University and the student when requests for academic concession are made. Lastly, the policy introduces a reference to the Senate appeals process.

An early draft of this policy was circulated for comment in the Okanagan by the former Policies and Procedures Committee. The Academic Policy Committee considered it at its recent meeting and is pleased to recommend it to Senate for approval.

**Motion:** *That Senate approve the revisions to the policy on Academic Concession as enclosed.*





## UBC Okanagan Proposal Form

<p><b>From: Academic Policy Committee</b>  <b>Effective Session: immediate</b></p>	<p><b>Contact Person: Dr. Jan Cioe, Chair</b>  <b>Email: <a href="mailto:jan.cioe@ubc.ca">jan.cioe@ubc.ca</a></b></p>
<p><b>Proposed Calendar Entry:</b></p> <p><b><u>Policies and Regulations</u></b></p> <p><i><u>Homepage</u> &gt; <u>Policies and Regulations</u> &gt; <u>Academic Concession</u></i></p> <p><b>[11831] The University is committed to supporting students in their academic pursuits.</b> Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. <b>Generally, such circumstances fall into one of two categories: conflicting responsibilities and unforeseen events.</b></p> <p><b>[14336]</b> Academic concession is different from academic accommodation <b>for a disability</b>. Students with disabilities may apply for an academic accommodation. See <a href="#">Academic Accommodation for Students with Disabilities</a> and <a href="#">UBC Policy 73</a>.</p> <p><b>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.</b></p> <p><b>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</b></p>	<p><b>Draft Calendar URL:</b>  <a href="http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,48,0,0">http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,48,0,0</a></p> <p><b>Present Calendar Entry:</b></p> <p><b><u>Policies and Regulations</u></b></p> <p><i><u>Homepage</u> &gt; <u>Policies and Regulations</u> &gt; <u>Academic Concession</u></i></p> <p><b>[11831]</b> Students may request academic concession in circumstances that may adversely affect their attendance or performance in a course or program. <del>Such circumstances include:</del></p> <p><del><b>[11832]</b></del></p> <ul style="list-style-type: none"> <li><del>▪ a medical condition;</del></li> <li><del>▪ emotional or other problems;</del></li> <li><del>▪ religious observance; and</del></li> <li><del>▪ military service.</del></li> </ul> <p><b>[14336]</b> Academic concession is different from academic accommodation. Students with disabilities may apply for an academic accommodation. See <a href="#">Academic Accommodation for Students with Disabilities</a> and <a href="#">UBC Policy 73</a>.</p>



job.

**[11833]** Students who intend to or must, as the result of circumstance, request academic concession should notify their **instructor**, 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.**

**[11834]** Religious observance may preclude attending classes or examinations at certain times. In accordance with [UBC Policy 65](#), students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, and preferably earlier.

**[11835]** 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 to 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. **If ill-health is an issue, students are encouraged to seek attention from a health professional. Campus Health and Counselling will normally provide documentation only to students who have been seen previously at these offices for treatment or counseling specific to conditions associated with their academic difficulties. Students who feel that requests for consideration have not been dealt with fairly by their instructors may take their concerns to the office of their**

**[11833]** Students who intend to or must, as the result of circumstance, request academic concession should notify their dean, director, or instructor(s) as specified below.

**[11834]** Religious observance may preclude attending classes or examinations at certain times. In accordance with [UBC Policy 65](#), students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, and preferably earlier. See [Religious Holidays](#) for information on the principal holidays recognized at UBC.

~~**[14337]** 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.~~

~~**[11835]** 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 other reasons, should normally discuss with their instructors how they can make up for missed work, according to written guidelines given to 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's or director's office.~~



dean or director.

**[11836] Students who, because of an unforeseen event, experience a prolonged absence during a term or who miss a final or term-end examination must report to their 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. **The occurrence of adverse personal circumstances that cannot be anticipated may necessitate that a student seek academic concession more than once. Each request for academic concession will be considered on its merits. Repeat requests based on the same or similar reasons may require a different response than de novo requests.**

**Before responding to a student's request, the dean or director may require supporting documentation and may also ask the student to formulate and follow an academic plan which would include: a reduction in course load; a commitment to an on-going program of medical care, counseling services, or support from the Disability Resource Centre; or other appropriate actions. The student's personal circumstances will be taken into account in the development of such a plan. On-going support from the academic unit may require periodic updates from the student on his/her academic plan and/or the submission of documentation from a treating health professional or other source of personal support. The documentation might be a "Statement of Illness" form obtained from [Campus Health](#) or an informative letter from their attending physician, from Counselling, or from another recognized counselor.**

**[11837]** 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 [Standings](#)), and withdrawal from the University (see [Change of Registration](#)).

**[11838]** If permission is given to drop or withdraw from a course, any refund of fees will be in accordance with normal policy (see [Refund of Fees](#)).

Students who are denied academic concession

~~**[11836]** 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 attendance is adversely affected. In the 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 [Campus Health](#) or their attending physician. Students may be asked to provide additional information.~~

**[11837]** 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 [Standings](#)), and withdrawal from the University (see [Change of Registration](#)).

**[11838]** If permission is given to drop or withdraw from a course, any refund of fees will be in accordance with normal policy (see [Refund of Fees](#)).



from their dean or director may have grounds to appeal the decision. See Senate Appeals on Academic Standing (<http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,53,0,0>).

**[11839]** Students in good academic standing who are permitted to withdraw from the University **as an academic concession** 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 **(see Readmission)**. 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 counseling professional or from the Disability Resource Centre** of a nature sufficient to satisfy the University that **the** student is ready to continue studies may be required before the student will be re-enrolled.

**[11839]** 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. Provide one source of information that clarifies the responsibilities of both the University and the student when requests for academic concession are made. Introduce a reference to the Senate appeals process.

#### Rationale:

The changes are intended to:

- (a) classify the reasons for seeking academic concession rather than revising and adding to a list of particular circumstances that highlights some but not others that might be equally valid;
- (b) ensure that students take responsibility for acknowledging personal circumstances that exist when classes start and which might conflict with their academic responsibilities
- (c) further clarify the roles and responsibilities of the instructor and



	<p>the student's dean or director;</p> <p>(d) clarify that missing a term-end examination, whether scheduled by Enrolment Services or administered in-class, necessitates contact with the student's dean or director just as missing required instruction or assessment over a prolonged period during the term does. Students who miss a major assessment such as a term-end examination may experience similar difficulties in more than one course and an individual instructor will not know. The student's dean or director is responsible for oversight of the student's academic progress and should be involved in decisions on requests for academic concession in those instances;</p> <p>(e) expand the directions given to students on the documentation required, the support services available, and the possible conditions placed on the granting of academic concession. Some requests for academic concession arise from injuries, bereavements, or other events from which the student may recover quickly. The response of the academic unit will likely differ in those cases from that required when students try to cope with on-going adverse personal circumstances. In the latter case a process whereby the dean/director enters a discussion with the student about strategies and facilitates access to resources may help the student to recover academically and may also reduce the likelihood of future requests. Students may choose not to work with the faculty and University in this way but in so doing they should understand that they cannot expect to be granted</p>
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	<p>further academic concessions if they have not dealt with their recognized personal challenges effectively. On the other hand, new adverse circumstances do sometimes arise and students have the right to make new requests for academic concession; and</p> <p>(f) Students have the right to appeal decisions on academic standing to the appropriate Senate committee.</p>
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