

POLICY TITLE	Academic Concessions Policy
POLICY NUMBER	E-1.18
APPROVAL DATE	TBD
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	Deans/Directors
SUPPORTING DOCUMENTS	E-1.18.1 Standards and Requirements for the Provision of an Academic Concession E-1.18.2 Academic Concession Request Form (optional)

## ACADEMIC CONCESSIONS

### PURPOSE

The purpose of this policy is to articulate Camosun College's commitment to supporting students who encounter a personal emergency or an uncontrollable extenuating circumstance that interferes with their ability to complete term work.

### POLICY APPLICATION, SCOPE, AND LIMITS

This policy applies to all Camosun College courses and is intended to address a sudden, short-term physical or mental illness, personal emergencies, or uncontrollable extenuating circumstances that are not covered by existing Camosun College policies.

This policy applies to midterms, quizzes, assignments, group projects, or other term work (see definition). The policy also applies to final term assignments, presentations, group projects, or any final evaluation that is not a Final Exam. Moreover, the policy applies to mandatory attendance in class and/or course participation.

This policy is not intended to be used to address issues that are already addressed in other Camosun College policies.

- Students who are survivors of sexualized violence should refer to the [Sexual Violence policy](#).
- Students who need to withdraw from their course or program due to a serious and demonstrated exceptional circumstance should refer to the [Medical/Compassionate Withdrawals policy](#).

- Students with disabilities seeking academic accommodations should refer to the [Academic Accommodations for Students with Disabilities policy](#).
- Students who feel the need to reschedule or repeat a final exam due to a personal emergency or an uncontrollable extenuating circumstance should refer to the [Final Exam Reschedule and Repeat policy](#).
- Students who are unable to complete evaluations within the duration of the course should seek guidance from their instructors and adhere to the [Grading policy](#).

This policy must be invoked for courses in the current term and cannot be used to address academic issues from previous academic terms. All academic concession must be able to be provided and completed within the duration of the course.

## DEFINITIONS

1. **Academic Concession:** An alteration of the timing or nature of a course or program requirement that is intended to support a student experiencing a personal emergency or an uncontrollable extenuating circumstance.
2. **Personal Emergency/Uncontrollable Extenuating Circumstance:** Instances that are beyond a student's control and may negatively impact a student's academic performance. See policy supporting document for examples of personal emergency or uncontrollable extenuating circumstances that are considered for an academic concession.
3. **Term Work:** All constituent evaluations that are used to calculate the final grade. Also referred to as "course evaluation" in this policy.

## PRINCIPLES

1. Camosun College understands that a personal emergency or an uncontrollable extenuating circumstance that is beyond the student's control may arise, making it challenging for the student to complete term work. Under specific conditions and circumstances, a student may be offered an academic concession upon request by the student.
2. Camosun College applies the principles of flexibility, compassion, discretion, and equity in providing academic concessions to students. These principles allow the college to respond to a student's unique circumstance in ways that are appropriate and proportional to the student's personal emergency or an uncontrollable extenuating circumstance.
3. Providing an academic concession to a student shall not lower the academic standards of Camosun College, its courses, and its programs. The academic concessions will not remove the need to meet the learning outcomes required to successfully complete the course.

4. Students facing a personal emergency or an uncontrollable extenuating circumstance must contact their instructor as soon as possible to explore options for academic concessions together. Generally, all requests for an academic concession should be made prior to a required attendance, completion of the term work that the student is concerned about completing, and/or attempting a course evaluation such a test or midterm exam. If a student requests an academic concession after the completion of an evaluation or after a missed day of required attendance, an instructor may not be able to support the request due to constraints.
5. Instructors will use discretion to determine whether or not an academic concession is granted on a case-by-case basis. Instructors and students are encouraged to work collaboratively to meet students' requests where possible and appropriate and arrive at an academic concession that is equitable and reasonable for the student as part of the wider learning community.
6. To be considered, an academic concession must be able to be provided and completed within the duration of the course (or by arrangement with the school/department, if required). If the granted academic concession requires the student to complete a course evaluation at a later date than the original due/completion date, all attempts will be made to complete the evaluation as soon as possible, prior to the end of the course. If due to a student's circumstance, an evaluation needs to be completed after the end of the course, please refer to the [Grading policy](#). Instructors are encouraged to consult with their Chairs or their Dean/Director should they need support.
7. Each individual student's request for an academic concession is unique and will require the college to address the issue based on the unique circumstance. Courses/programs that include [work integrated learning](#) may require additional time, considerations, and approval from authorities external to the college. Students in self-paced courses are encouraged to contact their instructors to explore what academic concession is possible and appropriate.
8. Students are encouraged to seek guidance from a [support person](#) should they need to request an academic concession or have concerns about an instructor's decision.

#### **LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES**

- [E-1.3 Work Integrated Learning](#)
- [E-1.5 Grading](#)
- [E-2.9 Sexual Violence](#)
- [E-2.8 Medical/Compassionate Withdrawals](#)
- [E-2.11 Academic Accommodations for Students with Disabilities](#)
- [E-17.1 Final Exam Reschedule and Repeat policy](#)
- [Guidelines: Camosun College Support Person](#)

- [Office of the Ombudsperson](#)