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STANDARDS AND REQUIREMENTS FOR THE PROVISION OF AN ACADEMIC CONCESSION

PURPOSE

The purpose of this document is to outline the standards and requirements that students must follow to request an academic concession.

STANDARDS AND REQUIREMENTS

1. A student seeking an academic concession must inform their instructor as soon as reasonably possible of the personal emergency or uncontrollable extenuating circumstance that may hinder their ability to complete term work. The decision whether to grant an academic concession due to a personal emergency or uncontrollable extenuating circumstance rests with the course instructor. Determining whether or not an academic concession is offered and what concession is most appropriate will largely depend on one or more the following considerations:
 - a. The nature and duration of the issue impacting the student;
 - b. The scope and type of term work that will be affected;
 - c. The student’s standing and achievement in the course, including the point in the course at which the concession is requested, how much term work has already been completed and how much term work is remaining.

2. Examples of personal emergency or uncontrollable extenuating circumstances include, but are not limited to:
 - a. A sudden, short-term physical or mental illness and/or a health-related appointment,
 - b. A serious injury or ailment to the student or significant other,
 - c. Bereavement (e.g. death of a family member or close friend; supporting a dying family member or close friend),

- d. Traumatic life event (e.g. family breakdown; intimate partner violence, sexualized violence; for sexualized violence, please see Camosun's [Sexualized Violence policy and procedures](#)),
 - e. Adverse local weather conditions that make it difficult for the student to be present in-person for the evaluation (e.g. snow or flooding that makes travel dangerous),
 - f. Civic responsibility (e.g. jury duty, being required to report to a government office for immigration or citizenship proceedings),
 - g. Religious observance, participation in sincerely-held religious activities, and/or celebration of significant religious holidays;
 - h. Participation in Indigenous ceremony or cultural activity and/or obligations that requires the student to be absent from the College for the evaluation,
 - i. Required participation as a team member in scheduled games of a College athletic team or for participation in College-sanctioned student activities (e.g. academic competitions).
3. The student's request for an academic concession should include:
- a. What evaluation the student is seeking an academic concession for;
 - b. The grounds under which they are requesting an academic concession (see examples of personal emergency or uncontrollable extenuating circumstances in number 2 above);
 - c. A suggestion of the academic concession the student is seeking;
 - d. A suggestion of how long the student needs the academic concession for.

Students may be asked to provide documentation to support their request to for an academic concession. Students can email or talk to their instructor. A **form** is available if needed.

4. Instructors and students are encouraged to seek out supports if they are unable to cooperatively arrive at an academic concession that is equitable and reasonable. Students are encouraged to consult with the Camosun College Student Society, Office of Student Support, Ombudsperson and/or another [support person](#). Instructors are encouraged to consult with their Program Lead, Chair, Dean, and/or Director.

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](#)

