

<b>DOCUMENT TITLE</b>	<b>Academic Concession Request Form</b>
<b>DOCUMENT NUMBER</b>	E-1.18.2
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	Academic Concessions
<b>TYPE OF DOCUMENT</b>	Form
<b>APPROVAL DATE</b>	TBD
<b>REPLACES (IF APPLICABLE)</b>	N/A
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	N/A
<b>HOLDER</b>	VP Education
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Deans/Directors

## ACADEMIC CONCESSION REQUEST FORM

### PURPOSE

This form can be used by students when requesting an academic concession for an evaluation in a course. Please note that Camosun College’s **Academic Concessions policy**, 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.

Please use this form if you need an academic concession for midterms, quizzes, assignments, group projects or other term work. This form can also be used to request an academic concession for final term assignments, presentations, group projects, or any final evaluation that is not a Final Exam. Last, this form can be used to ask for an academic concession for mandatory attendance in class and/or course participation.

Do not use this form for [sexual violence](#), [medical/compassionate withdrawals](#), [academic accommodations if you are a student with a disability](#), or [requesting a reschedule or repeat of a final exam](#). There are existing policies with specific requirements and forms to address these specific issues.

While documentation is not required to request an academic concession, please keep in mind that at times instructors may request documentation to help make a decision. If you think you have documentation that may support your request, please provide it with your request form. You can share as much or as little as you are comfortable with.

For more information, please see Camosun College’s **Academic Concessions policy** and the policy’s supporting document. You are encouraged to seek guidance from a [support person](#) if you require it.

### INFORMATION PROVIDED BY STUDENT

<b>STUDENT NAME:</b>	
<b>STUDENT C#:</b>	
<b>EMAIL:</b>	
<b>SCHOOL/PROGRAM:</b>	
<b>COURSE NUMBER &amp; NAME:</b>	
<b>NAME OF INSTRUCTOR:</b>	

<b>What evaluation are you seeking an academic concession for?</b> <i>(Ex. an assignment, a quiz, a class presentation, etc.)</i>
<b>What personal emergency or uncontrollable extenuating circumstance is making you seek the academic concession?</b> <i>(Please see the policy supporting document for some good reasons for asking for an academic concession)</i>
<b>What is the concession that you are seeking?</b> <i>(Examples may include an extension of a deadline, request an absence, changing the nature of the evaluation, etc. If you are unsure, please discuss with your instructor)</i>
<b>How long do you need the academic concession for?</b> <i>(If you just need a one time concession, then please state that. If you foresee needing the concession for longer period of time, please explain in detail)</i>

**BEFORE SUBMITTING TO YOUR INSTRUCTOR, PLEASE CHECK THE FOLLOWING:**

- I have read the **Academic Concession policy** and the **Supporting Document** and understand the Policy and its applicable standards and requirements.
- I have completed this form to the best of my ability. The information I provided above is accurate and complete.
- I have provided all applicable supporting documentation that is relevant to this request.

<b>STUDENT'S SIGNATURE:</b>	<b>DATE:</b>
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