



<b>Policy Title</b>	<b>Academic Concession (Updated after April 6<sup>th</sup> Senate)</b>
<b>Policy Number</b>	<b>4</b>
<b>Policy Category</b>	<b>Academic Policies</b>
<b>Policy Responsibility</b>	<b>Registrar's Office</b>

### 1. POLICY STATEMENT

The Academic Concession policy recognizes that students are sometimes faced with unanticipated circumstances that affect their academic performance. The College may consider academic concessions on an individual basis under the following circumstances:

- A) Medical Circumstances including Mental Health Circumstances
- B) Compassionate Circumstances

Successful resolutions under the Academic Concession policy will normally take one of the following forms:

- A) Late Withdrawal
- B) A notation of Incomplete

All requests for Academic Concession will be considered on an individual basis, consistent with the procedures attached to this policy.

### 2. PURPOSE/OBJECTIVES

In order to ensure that the College maintains its academic standards, the policy provides for a consistent and transparent mechanism to consider a student's request for an Academic Concession outside of the dates, deadlines, and requirements of a course or program.

### 3. SCOPE

This policy applies to situations in which students request Academic Concessions. Normally, students apply for Academic Concessions for all their courses in a term.

For Late Withdrawal requests due to medical or mental health circumstances, students need to apply for an Academic Concession normally covering all of their courses in a term.

For Incomplete Standing requests, a student may apply for an Academic Concession in one or more courses. The rationale in the student request must specify the reason why the concession would not apply to all courses.

#### **4. REASONS FOR REQUESTING AN ACADEMIC CONCESSION**

##### **A) Medical Circumstances, including Mental Health Circumstances:**

Normally, medical circumstances that require a request for an Academic Concession are those that are unexpected or emerge suddenly. These are circumstances that significantly affect a student's ability to complete requirements for all the courses in which the student is registered in a given academic term. These may include a physical or psychological health condition certified and documented by a practising medical / mental health professional.

##### **B) Compassionate Circumstances:**

Students who are seriously impeded from completing their academic obligations in their courses may request Academic Concession on the grounds of compassionate circumstances. These circumstances are those that lie beyond a student's control. These include, for example, a sudden traumatic family event or similarly serious matter.

#### **5. FORMS OF ACADEMIC CONCESSION:**

##### **A) Late Withdrawal:**

This is withdrawal from course(s) after the term's withdrawal deadline published by the Registrar's Office each term. Late Withdrawal is granted due to medical / mental health circumstances or compassionate circumstances. A student who is granted a Late Withdrawal will be assigned a notation of "W" on the transcript for each course.

##### **B) Incomplete Standing:**

According to the College's Academic Standing policy, a faculty member may grant a student an Incomplete standing. Normally, this means that a temporary notation of "I" is placed on the transcript and the student is given three (3) weeks from the official release of grades in order to complete the requirement. If the student does not submit the outstanding work, the final grade is computed with a zero (0) mark for the missing assignment(s) / requirement. This temporary notation is not an Academic Concession.

An Academic Concession of Incomplete Standing is granted by the Registrar under extraordinary circumstances when a student needs longer than three (3) weeks in order to complete assignments. It is contingent on the faculty member's agreement. A student may apply to the Registrar's office (see Appendix B) for the Academic Concession.

#### **6. PRACTICALITIES AND RESULTS OF ACADEMIC CONCESSION REQUESTS**

The deadline for applying for an Academic Concession is the last day of classes according to the Academic Calendar, although it is best for the student to apply as soon as possible after speaking with an academic advisor. When a student submits a Student Request Form (Appendix B) to the Registrar's Office, one of the following happens: the student

- A) is granted a Late Withdrawal which will be recorded as a permanent "W" on the transcript;
- B) is granted an Incomplete Standing;
- C) is refused the requested Concession.

**7. APPENDICES**

Appendices may be changed by the Registrar's Office without a policy amendment.

APPENDIX A – Procedures for Academic Concession Request

APPENDIX B – Academic Concession Student Request Form

**8. RELATED POLICIES**

Academic Appeal

Academic Standing

Final Examinations

<b>History</b>	
Origination Date	
Effective Date (Term)	Winter 2022
Amendment Date(s)	
Next Review Date	[3 years after date of approval]

## **APPENDIX A: Procedures for Academic Concession Request**

**An Academic Concession Request must be submitted to the Registrar's office not later than the last day of classes based on the published Academic Calendar.**

1. If the Concession request concerns an Incomplete grade, students must discuss the request with their faculty member first.
2. The student completes the Academic Concession Student Request Form (Appendix B), and submits it along with the reasons (rationale) for the request and the supporting documentation to the Registrar's Office.
3. In the case of an Academic Concession request for Incomplete standing, the Registrar discusses the request with the faculty member and makes the decision.
4. The Registrar notifies the student, the faculty member, and the Dean of the decision.
5. The Enrolment Services Office records the decision in the student's file.

**APPENDIX B**



**Academic Concession  
Student Request Form**

Date: \_\_\_\_\_

Student Name			
Student Number		Email Address	
Date Request Received		Received by:	

**ACADEMIC CONCESSION**

The College recognizes that students may sometimes be faced with unanticipated circumstances that affect their academic performance and that may require special consideration. The College will consider Academic Concessions on an individual basis.

**Reason for Request**

- Medical Circumstances (inclusive of Mental Health)
- Compassionate Circumstances

**Submit the following:**

- a) Rationale to be considered for an Academic Concession, explained in a single attached page and including a proposed solution (Late Withdrawal or Incomplete Standing)
- b) Supporting Documentation
  - Physician's Recommendation
  - Mental Health Professional's Recommendation
  - Other (i.e. Obituary, Legal Documents, Jury Notification, etc.): \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Decision**

- Late Withdrawal
- Incomplete Standing (Courses' assignments to be completed by: \_\_\_\_\_)
- Request is refused


Registrar : \_\_\_\_\_

Date: \_\_\_\_\_

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