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| Category: Education | Responsible Owner: VPA or designate | Effective Date: January 15, 2025 |
| Policy/Form Number: 2.22 | Approval Body: Academic Board | Policy/Form Name: Academic Concession Procedures |

B. PROCEDURES:

The following procedures apply to students registered in courses at the postsecondary level.

An academic concession is the provision of a variance in the timing or nature of a course or program requirement based on one of the grounds defined in the Academic Concession Policy. An academic concession is not the same as an academic accommodation (refer to Academic Accommodation policy). Academic accommodations are intended to provide students with equitable access to the academic and learning environment. As stated in the Withdrawal Under Extenuating Circumstances Policy, if students are absent from class for 3 weeks or more, in most circumstances, they cannot be accommodated as it would impede academic integrity. Regular check-ins and adjustments are recommended for non-medical, non-complex concessions.

INITIAL STEPS:

1. Students are advised to first explore alternative solutions that do not interfere with their academic responsibilities.
2. If alternative solutions are not feasible, students may proceed to request a concession.
3. Students should look at their Course Outline on Moodle and refer to the attendance and concession policy. Before requesting a concession, students should consider:
 - a. How many classes they have already missed.
 - b. If they have previously asked for a concession in this class.
 - c. What classwork/homework/exams/material they would miss. Consider how they may make up for this missed work.
 - d. Their ability to manage their course work under these new circumstances.

NOTIFICATION PROCESS:

1. Students must inform their instructor within 24 hours before the start of class, in writing (email is acceptable or as specified in the course outline), that they will be missing a class and/or assignment and requesting a concession. If notification comes after the class, the student will be referred to Student Services to review extenuating circumstances. Students must complete the Academic Concession Request Form and send it to student services no later than 24 hours after the missed class. The form will be added to the student's record.
 - a. If a member of Student Services notices that the student requested multiple concessions over a semester, they may follow-up with the student for further information about their academic situation.

- b. If there are extenuating circumstances, the student will be referred to student services.
2. The Academic Concession Request Form will be managed by Student Services and specifies:
 - a. The duration of the requested concession (e.g., absence on a specific date or range of dates)
 - b. The grounds for the concession requested (e.g., medical circumstances, compassionate grounds)
 - c. A description of the missed coursework and the weighted assignment percentage.
3. For ongoing requests (more than 5 days or longer than 2 classes), students should connect with Student Services as alternative options may need to be considered to ensure the student is able to meet their academic responsibilities.
4. Along with the Academic Concession Request Form, a student may need to include supporting documentation where needed.
 - a. Medical documentation is required if a student misses a final examination or an assessment worth 10% or more of the final course grade. All medical documentation should be sent to Student Services with the Academic Concession Request Form.
 - b. Medical documentation is subject to verification by a member of Student Services.
5. Failure to follow procedure or failure to provide all necessary information will result in the request being automatically denied. No further documentation can be added after submission.

RESPONSE PROCESS:

1. Student Services will process the concession request within 2 business days from when the Academic Concession Request is received.
2. The Academic Concession Request Form is reviewed by a member of Student Services to ensure that all information is provided including documentation, if required, and if the request falls within the timeline of 24 hours.
3. If it is found that the request does not follow procedure or provide all necessary information, Student Services will notify the student that their request has been automatically denied. A student can resubmit a concession request within 24 hours of being notified of their denial.
4. If a request meets all requirements, a member of Student Services will contact the instructor informing them that a concession has been requested with the following information:
 - a. The duration of the request.
 - b. The title of missed coursework.
5. When an instructor is notified of the concession request, the instructor will notify the student that the concession request has been received and a timeline of how the requested concession will be granted. An instructor may want to consider the following:

- a. The students' record. How is their academic standing within the course? How many times have they previously been absent? What is the duration of the request? Have they upheld the course attendance policy?
 - b. The scope and type of academic work affected.
 - c. Ask for additional information if the request is unclear.
6. Following notification from Student Services, instructors retain the authority to approve or deny requests for academic concessions following careful consideration of the student's past attendance and academic standing in the course.

CONCESSION GRANTING:

When deciding how to grant a concession request, the instructor may want to consider consulting with relevant offices like Student Services, the Centre for Teaching and Innovation or the Dean of their Department.

LONG-TERM CONCESSIONS/ACADEMIC ACCOMODATIONS:

For long-term or ongoing concessions (missing more than 1 week worth of classes), Accessibility Services (for medical conditions) or Student Services (for non-medical complex needs) should be involved as alternative options could be considered such as an Academic Accommodation if the circumstances fall under the criteria outlined in the respective policy As stated in the Withdrawal Under Extenuating Circumstances Policy (linked), if students are absent from class for 3 weeks or more, in most circumstances, they cannot be accommodated as it would impede academic integrity. Regular check-ins and adjustments are recommended for non-medical, non-complex concessions.

APPEALS:

If a student believes their request has not been handled in accordance with the Academic Concession Policy, they may appeal a decision to the VPA or designate formally. Any decision of the VPA or designate regarding a respondent's appeal under the policy and these procedures is final, and there is no further right to appeal.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

[Academic Concession Request Form](#)

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELACTED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

2.7 Withdrawal Under Extenuating Circumstances

2.22 Academic Concession Policy

2.21 Academic Accommodation Policy