

# UBC FACULTY OF LAW | AT ALLARD HALL

## Examinations Committee Procedures Governing UBC Law Students' Academic Concession Requests

UBC Faculty of Law recognizes that students' abilities to write examinations, meet assignment deadlines or to participate in class activities may be seriously affected by illness, family emergency, or other special circumstances. To ensure that the process for consideration of all academic concession requests is both fair and efficient, the following procedures must be followed to obtain permission for academic concessions.

Upon assigning papers, assignments or participation requirements, course instructors are expected to advise their students of the consequences for that course of not meeting those requirements absent an approved academic concession granted through the following procedures. Students should refer to the [Mark Deductions for Late Assignments](#) policy, available online on the Faculty of Law website.

**Note: All references to "UBC Law Advisor" in this document means:**

1. **Assistant Dean, Students (for JD students);**
2. **Director, Graduate Certificate and Professional Programs (for LLM Common Law and LLM in Taxation students); or**
3. **Graduate Programme Advisor (for LLM and PhD students).**

**Note: All references to "days" in this document include weekends and holidays.**

### **A. Requests for Academic Concessions Requests**

#### **1. Types of Academic Concession Requests**

Students may request different types of academic concession:

- (a) Defer an Examination to a later date;
- (b) Extend the deadline for an Assignment;
- (c) Waive all or part of a Participation component in a class; and
- (d) Alteration of a course requirement pursuant to an approved Accommodation.

#### **2. Grounds for Academic Concession**

A request for academic concession must be made on one of the following grounds:

##### **(a) Examination Hardships**

An examination hardship is defined as three or more examinations scheduled within 24 hours. A student facing an examination hardship shall be given an alternate examination date

for the second examination causing hardship. The student must provide notification of the second examination no later than one month prior to the examination date to his or her UBC Law Advisor.

### **(b) Medical Grounds**

Students requesting an academic concession on medical grounds must provide supporting documentation in the form of a note or letter on official letterhead from a qualified healthcare provider such as a doctor, counselor, psychologist etc. The note or letter must include the following information:

- Date the healthcare provider saw the student;
- Duration of illness or impairment;
- Comments on the effect of the illness/impairment on the student's ability to complete the assignment or examination in question; and
- Signature of healthcare provider.

If the illness or impairment is longer than indicated on the first note/letter, a further note/letter satisfying the above conditions will be required.

**NOTE:** The Faculty of Law is piloting the use of a **Declaration of Illness Form** to replace the requirement for a medical note in certain circumstances. Students should review the Declaration or speak to their UBC Law Advisor to see if the form is applicable to their situation.

### **(c) Compassionate Grounds**

Compassionate grounds cover a wide-range of types of requests including requests for academic concession due to a death or serious illness/impairment of a close family member or acquaintance. In the case of a compassionate request, an obituary, death certificate or other appropriate documentation is required. Students should consult with their UBC Law Advisor if they are unsure of the documentation to submit with their request.

Requests for examination deferrals and paper extensions will not be considered due to job interviews, conference attendance, court or clinical duties, travel or vacation plans, or work schedules.

### **(e) Religious Grounds**

Pursuant to UBC Policy 65, students who are scheduled to attend class or write an examination on holy days of their religion are permitted to request an absence from class or an examination deferral. Students requesting such concessions should follow the Procedures for Requesting an Academic Concession below. Students should request the academic concession by the last day to add a course for the term (or session in the case of a full-year course) in which the course will take place (see the UBC Academic Calendar at

<http://www.calendar.ubc.ca/vancouver/>). A letter from the student's religious leader may be required.

#### **(f) Disability-Related Grounds**

The Disability Resources Centre (DRC), which is part of UBC's Access & Diversity Office, is a centralized body which coordinates disability-related accommodations for students.

Pursuant to UBC Policy 73, the DRC recommends academic accommodations to the Faculty of Law for students with a disability who are registered with the DRC. Students requesting accommodation on disability-related grounds should review Policy 73, and contact the DRC in a timely manner in order to allow for arrangement of accommodations.

Law students requesting accommodation on disability-related grounds should first contact the DRC, and then follow the Faculty's Procedures for Requesting an Academic Concession below. Note that requests for Exam Accommodations are processed entirely through Access & Diversity.

### **3. Procedure for Requesting an Academic Concession**

- (1) **Complete the *Examination Accommodation Request Form* or the *Paper or Assignment Extension Request Form*** and return it to the student's UBC Law Advisor, along with all supporting documentation. Materials not attached to the request form and other materials provided after the submission of the request form may not be considered.

Request Forms are available from:

- (a) Allard Hall Student Services Waiting Area (first floor)
  - (b) On-line at <http://www.law.ubc.ca/forms/index.html>
- (2) **Requests should be made promptly** and for already missed deadlines or examinations requests based on medical or compassionate grounds must be made **no later than 3 days after the due date or examination date**. Barring exceptional circumstances, requests submitted more than 3 days after the due date or examination date will not be considered. For clarity, days are calculated as follows: if a paper is due on Friday, a student must request an extension by the end of day Monday. In the case of requests based on religious grounds, the request should be made by the last day to add a course for the term (or session in the case of a full-year course) in which the course will take place (see the UBC Academic Calendar at <http://www.calendar.ubc.ca/vancouver/>).
  - (3) Requests for academic concession **will be reviewed by the Chair of the Examinations Committee**, or his or her designate. Oral submissions will not be considered or accepted.

#### **4. Notifying the Student's UBC Law Advisor**

The Faculty encourages students to notify their UBC Law Advisor promptly of any circumstances which may/will give rise to a request for academic concession.

In circumstances where the student cannot obtain documentation in time to make a prompt application, the student must notify his or her UBC Law Advisor of the difficulty and make submissions according to the UBC Law Advisor's instructions.

Where the student wishes to rely upon previously submitted documentation in his/her file, it is the student's responsibility to request that his or her UBC Law Advisor attach those documents at the time of submission of the current request. Students must ensure that their request includes all documents and information upon which they wish to rely.

The Chair of the Examinations Committee, or his or her designate, will review the request and supporting documentation and provide a decision to the student's UBC Law Advisor. The UBC Law Advisor will communicate the decision, by email, to the student.

#### **5. Deferred Examinations**

In cases of examinations taken in advance of the scheduled date or deferred until a later date, a different examination or method of evaluation will be employed from that used for the rest of the class, unless permission to the contrary is given by the Examinations Committee.

The Faculty maintains set deferred examination periods. The dates for the deferred examination periods are set in advance of the academic year, and are indicated on the *Examination Accommodation Request Form*.

In the case of a request based on religious grounds made by the last day to add a course for the term (or session for full-year courses), the Director, Student Academic Services will determine an alternate date during the regular examinations period for the student to take the exam. The student will be required to sign a confidentiality undertaking.

### **B. Requests for Reconsideration or Appeal**

#### **1. Requesting Reconsideration of the Chair's Decision**

Requests for reconsideration of a decision by the Chair of the Examinations Committee, or his or her designate, may be made only where the student has additional documentation or information which was not available to the student at the time of the original request. Requests for Reconsideration must:

- be in the form of a letter to the Chair of the Examinations Committee;
- be submitted within 14 days of the date of the original decision, to the student's UBC Law Advisor; and

- explain why such additional information was not available to the student at the time of the original request.

Reconsideration decisions will be communicated, by e-mail, to the student by the UBC Law Advisor. Students should not contact the Chair of the Examinations Committee directly.

## **2. Appealing the Chair's Decision**

In the Faculty of Law, appeals of the Chair's original decision or decision on reconsideration should first be made in writing, through the student's UBC Law Advisor to the Associate Dean, Academic Affairs (for JD students) or the Associate Dean, Graduate Studies and Research (for Graduate students). The Associate Dean will not consider initial requests for reconsideration which should go to the Chair in the first instance. Appeals must be made within 14 days of the decision being appealed.

An appeal must:

- be in writing;
- state the reasons for request; and
- attach any further materials which the student wishes the Associate Dean to consider.

If the student wishes to make oral submissions, the written material must state why a decision should not be based on the written record alone.

The Associate Dean will normally proceed by considering the written material provided. If oral submissions are permitted, then the Associate Dean will determine whether other persons should be invited to attend the hearing, or whether the hearing should be postponed to permit investigation.

If oral submissions are permitted, the Associate Dean may communicate the results of the appeal to the student at the time of the hearing. Otherwise, the results of the appeal will be communicated to the student in writing by his or her UBC Law Advisor.

## **3. Further Appeals**

Students may appeal the decision of the Associate Dean to the Dean of Law. Appeals to the Dean should be made directly to the Dean as soon as reasonably possible, and should include a full record of the request and appeal process (which can be obtained from the student's UBC Law Advisor).

Students wishing to appeal a decision of the Dean may be eligible to appeal to the Committee on Appeals of Academic Standing, a standing committee of the University Senate which reviews all appeals to the Senate. Please see the Policies and Regulations for Senate Appeals on Academic Standing for information about appeals, including timelines (<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>).