



ACADEMIC CONCESSION REQUEST FORM

Read the [Law Academic Concessions webpage and procedures](#) before completing this form. Requests for academic concessions must be submitted to your Allard Law Advisor. Requests for academic concessions should be made promptly and must be made no later than 3 days after the due date for an assignment or paper, or a missed class. Where a student has received an approved extension of the due date for an assignment or paper, any concession requests for further extensions of the due date must be made in advance of the approved extension due date. Requests for an academic concession with respect to an exam (such as a request to defer an exam) must be made in advance of the start time of the examination. Requests for an exam to be rescheduled due a religious conflict or for First Nations, Métis, or Inuit students of Canada, a cultural observance, are due no later than the last day to add a course for that term.

Completed forms should be submitted to your **Allard Law Advisor**:

- JD students:** Tania Astorino, Assistant Dean, Students, adstudents@allard.ubc.ca
Exchange Students: Chiara Woods, Manager, Student Experience, woods@allard.ubc.ca
LLMCL/LLMT Students/Distance Learning: Kerstin Walter, Director of Graduate Professional Programs, walter@allard.ubc.ca
LLM/PHD Students: Joanne Chung, Graduate Programme Advisor, jchung@allard.ubc.ca

A decision or a request for further information will be provided to you by email from your Allard Law Advisor within 24-72 hours of submission of this request form. Communication should not be expected or anticipated outside of business hours.

Students are expected to provide **documentation in support for their request**. This documentation may take the form of a Self-Declaration in certain circumstances. See the [Allard Law Academic Concessions webpage and procedures](#) for more information.

Academic Concessions are granted in circumstances where a student experiences unanticipated events or circumstances that interfere with their ability to accomplish academic work. **Academic concession requests may not be granted for the following reasons:**

- You have not attended class regularly
- You have not completed a sufficient amount of term work
- You are not passing the course or program
- You have already written the exam or submitted the
- Your supporting documentation is insufficient
- Your request has not been made in a timely manner
- Your request has missing or inaccurate information
- Your request does not meet the university or law school policies for granting of an academic concession.

PERSONAL INFORMATION:

Name: _____ Student number: _____ Degree: _____
 Email: _____ Telephone: _____ Year level: _____

COURSES FOR WHICH YOU ARE REQUESTING A CONCESSION:

Course and Section # (e.g. Law 221.003)	Course Name (eg. Torts)	Instructor	ASSIGNMENT/PARTICIPATION REQUEST			EXAM REQUEST
			Type of Assessment (eg. paper; participation; presentation)	Original Due Date (mm/dd/yy)	Proposed Revised Due Date (mm/dd/yy) (@4pm)	Exam Date (mm/dd/yy)

Indicate if any of the above assignments are group or partner assignments and if so, list their name and contact information (as they may be contacted and granted similar extensions if your request is approved):

DETAILS OF EXTENUATING CIRCUMSTANCES

Is this request related to a condition for which you are registered with the Centre for Accessibility?

NO YES (if yes, have your advisor contact your Allard Law Advisor to support the request)

What (if any) percentage of classes have you missed this term: _____

Please indicate reasons for this request by checking the appropriate category (information about each category can be found on the [Allard Law Academic Concession page](#)) and then provide detailed information about the nature and duration (including dates) of the issue affecting you; attach a separate sheet if necessary (Note: students registered with the Centre for Accessibility do not need to disclose a diagnosis):

Medical Circumstances

Compassionate Grounds

Conflicting Responsibilities

INFORMATION ABOUT EXAM DEFERRALS/WAIVERS

Deferred exams will be scheduled by Academic Services at the Allard School of Law during the following periods:

December 2019 Examinations:	January 20-31, 2020
April 2020 Examinations:	July 2 – 15, 2020
Summer 2020 Examinations:	September 14-18, 2020

If a student's exam is rescheduled due to a religious conflict or for First Nations, Métis, or Inuit students of Canada, a cultural observance, the Director, Student Academic Services will determine the alternate exam date during the regular examination period. The student may be asked to sign a confidentiality undertaking.

First-year students who request a waiver of a December practice exam will not be asked to write a deferred December exam in January. Rather, their April exam will be worth 100% of their mark in the course.

Students requesting a deferral of a midterm may be granted a waiver instead and the marks allocated to the midterm will be reallocated to the final exam. Students should speak to their professor to understand the options available to them should their concession request be granted.

AGREEMENT OF STUDENT RESPONSIBILITIES:

By submitting this Request form, I confirm and acknowledge that:

- All information provided in this Request form is true and accurate. The submission of false information on this Academic Concession Request Form will be considered a form of academic misconduct and investigated and penalized accordingly.
- If I am granted an exam deferral, the date and time of my deferred examination(s) will be communicated to me by email. If I have not received notification at least two weeks prior to the applicable deferred examination period, it is my responsibility to contact Allard Law Academic Services and confirm the date and time.
- A failure to appear for a deferred examination, or submit a paper/assignment approved for late submission, will result in a mark of zero or a mark deduction per the [Allard Law Late Penalty Policy](#) for that examination or paper/assignment.

Student signature: _____

Date: _____

TO BE COMPLETED BY THE CHAIR, ACADEMIC PROCEDURES COMMITTEE, OR DELEGATE:

Request Approved Request Not Approved Request Approved but alternate concession granted

Comments/Details:

Authorized Signature: _____

Date: _____