



<b>Category:</b> Education	<b>Responsible Owner:</b> Academic Board	<b>Effective Date:</b> November 14, 2024
<b>Policy/Form Number:</b> 2.22	<b>Approval Body:</b> Board of Governors	<b>Policy/Form Name:</b> Academic Concession Policy

#### **A. POLICY:**

Academic Concession Policies ensure equitable treatment for students facing extenuating circumstances by providing clear guidelines and equal opportunities for success. These policies promote consistency, transparency, and ensure student privacy in academic affairs while aligning with industry standards. By supporting student success through concessions and emphasizing accountability, these policies encourage students to take ownership of their academic journey and uphold academic integrity.

#### **PURPOSE/COMMITMENT:**

The purpose of this policy is to provide a fair and equitable mechanism for students to request an academic concession when facing extenuating circumstances that impedes their ability to meet the standards of the program or course requirements.

#### **SCOPE:**

Students  
Student Services  
Instructors  
VPA

#### **Responsibility of Student:**

It is the student's responsibility to be proactive in seeking academic concessions and anticipate any conflicts that may arise during the duration of a course. Students should be familiar with the attendance and concession policy in their Course Outlines. Students must adhere to the timelines outlined in the Procedures of the Academic Concession Policy. An academic concession should not be used to avoid responsibility or consequences for inadequate preparation.

#### **Responsibility of Student Services:**

It is Student Services' responsibility to facilitate the Academic Concessions request between student and instructor. Student Services should ensure that requests meet the requirements outlined in the Academic Concession Procedures. Student Services should ensure that instructors receive only the necessary information that pertains to the Academic Concession request.

#### **Responsibility of Instructor:**

It is the instructor's responsibility to ensure that their Course Outline reflects the Academic Concession Policy in a manner that is consistent with course delivery. The instructor should ensure that students are familiar with the option to request an academic concession. Instructors must ensure that academic concessions do not lower the academic standards of Columbia College, its courses, or its programs. The instructor retains 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.

**Responsibility of VPA:**

It is the VPA's responsibility to ensure appeals are heard in a fair and timely manner.

**WHEN TO USE THE POLICY:**

This policy is to be used when students require an Academic Concession because they are facing unexpected situations or circumstances that prevent them from participating in course-related activities, which could include missing a class or completing graded work or exams. Academic Concessions can be requested on the following grounds:

 **GROUNDS for an ACADEMIC CONCESSION**

Grounds for an academic concession exist when one or more of the conditions below unexpectedly or unavoidably leads to a situation or conflict that hinders participation or attendance at a class session or examination, or an inability otherwise to fulfill the requirements of a course or academic program in a timely manner, particularly where the requirements are assessed as part of a grade.

**MEDICAL CIRCUMSTANCES**

Medical circumstances that create grounds for academic concession are normally unanticipated and include, but are not limited to the following:

- An acute physical or mental illness that emerges during a term
- A change in a chronic or physical or mental health condition

**COMPASSIONATE GROUNDS**

Compassionate grounds may arise in the immediate aftermath of an unanticipated event, or later and include, but are not limited to the following:

- A traumatic event experienced by a student, a family member, or a close friend.
- A change in the need to provide care for a dependent or family member
- Being required to report to a government for immigration or citizenship proceedings

**DEFINITIONS:**

**ACADEMIC CONCESSION:** The provision of a variance in the timing or nature of a course or program requirement based on one of the grounds defined in this policy. An academic concession is not the same as academic accommodation (refer to the Student Accommodation Policy and Procedure (LINK)). Academic accommodations are intended to provide students with equitable access to the academic and learning environment.

**B. PROCEDURES:****Responsible Owner:**

Academic Board

**Category:**

2.0 Education

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

n/a

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

n/a

**REFERENCE TO BYLAWS:**

n/a

**RELACTED ACTS AND REGULATIONS:**

n/a

**RELATED POLICIES:**

2.21 Student Accommodation Policy and Procedure

**C. APPROVALS:****WHERE APPLICABLE:**

<b>Chair, Academic Board</b> Jeff Warren, VP Academic	<b>Date:</b>
<b>Chair, Marketing and Recruitment Committee:</b> N/A	<b>Date:</b>
<b>Chair, Finance Committee:</b> N/A	<b>Date:</b>

**APPROVAL FOR ALL POLICIES:**

<b>Responsible Owner:</b> Jeff Warren, VP Academic	<b>Date:</b>
<b>Principal or Designate:</b> Matt Wadsworth	<b>Date:</b>
<b>Chair, Board of Governors:</b> Ana Culibrk	<b>Date:</b>

<b>Proposed Review Date:</b> November 2027	<b>Dates(s) revised:</b>	<b>Replaces Policy/Form Number:</b>
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