

## Document illnesses and crises

When Chris's mom got sick, he had to go away for a week, but thought he could catch up on his assignments. It all went downhill from there. He thinks he did so poorly on his finals that he may be required to withdraw.

### When facing an illness, accident, or family or personal crisis:

- Keep your instructor or supervisor in the loop. They may be able to make small adjustments now to avoid bigger problems later.
- Ask for supporting documentation (from your doctor, counselor, etc.).
- Request extensions or alternate arrangements for term work in a timely manner.
- If the work won't be completed during the term, make an official request for academic concession.

### What is an academic concession?

- It depends on circumstances. E.g., a deadline extension, a deferral of an exam or assignment, a withdrawal from the course (with or without fee reduction), etc. Graduate students may also request a leave of absence.

## The ombuds is a resource to assist in resolving student fairness issues.

The ombuds can provide you with information, advice, and assist with problem solving.

Inquiries are confidential.

Student Union Building, B205  
(upstairs, over Cinecenta box office)

**Phone:** (250) 721 – 8357  
**Email:** ombuddy@uvic.ca

**Drop-in Hours:**  
Monday and Tuesday  
9:30 – noon  
Monday and Wednesday  
1:00-4:00

For more information find resources for undergraduate and graduate students on the ombuds website.

[uvicombudsperson.ca](http://uvicombudsperson.ca)

## Academic Accommodations

*for a disability  
for a day of religious observance*

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## Academic Concessions

*for an illness, accident, injury,  
family or personal affliction  
or crisis*

*From the ombuds office at  
the University of Victoria*



**BECAUSE FAIRNESS MATTERS**

## Request accommodations early!

### ***Accommodation for disabilities***

Jana has a back condition that makes it difficult to sit and write for long periods of time. She told the instructor, who said he is available for an extra 30 minutes so Jana can take a break from writing. Jana is grateful, but it's a long test and her back pain is cumulative, so she's worried that an additional 30 minutes won't be enough time for her to complete the test. She is unsure if she can ask for a different arrangement.

- Disabilities may be permanent or temporary and include a number of physical, mental, or physiological conditions.
- Accommodations vary from person to person and can include extended time on exams, alternate location and format for exams, use of adaptive equipment, financial aid programs, etc.
- Services are available to guide students and instructors in arranging for appropriate accommodation. The Resource Centre for Students with a Disability website has information about options and steps.
- Students can also use related services to develop learning strategies, understand procedures, cope with related stress, etc.

### ***Accommodation for religious or spiritual observances***

One of Faisal's midterm exams is scheduled on Eid al-Adha, a day of religious observance. The course outline states that the test is compulsory and cannot be made up. He is unsure if he can ask his instructor for an alternate date to write the exam.

- See the UVic Equity and Human Rights website for a list of holy days and a link to the policy (<http://www.uvic.ca/eqhr/observances.htm>).
- Accommodations can be made for students whose observance of holy days of their faiths would otherwise prevent them from satisfying academic requirements.
- The student is required to provide reasonable notice to the instructor of their absence from a required or graded class or event, and consult them on an accommodation.
- Accommodations may include rescheduling tests, alternative assignments, and deadline extensions.

#### **UVic Resources:**

- Counselling Services
- Health Services
- Multifaith Services
- Office of Indigenous Affairs
- The Resource Centre for Students with a Disability

#### **For academic concessions, see also:**

- Undergraduate: the "Request for Academic Concession" (RAC) form and other information on the UVic registrar website
- Graduate: consult your graduate advisor, Graduate Admission and Records, or the Faculty of Graduate Studies for options and forms
- The flip side of this brochure!