

An academic concession is an exception or relaxation to course requirements due to students being affected by **circumstances that were unexpected or beyond their control**. If you encounter unexpected circumstances that affect your ability to complete course requirements, then you should consider requesting an academic concession.

Unexpected and unavoidable circumstances include, but are not limited to: illness, trauma or bereavement personal or family affliction, including responsibility to care for a family member, Indigenous cultural or community obligations.

Conflicting responsibilities include, but are not limited to: service in the armed forces or emergency services representing the university, the province or the country by participating in an academic event, an athletic competition or an artistic performance.

WHAT IS AN ACADEMIC CONCESSION?

WHAT ARE MY OPTIONS FOR ACADEMIC CONCESSIONS?

Options for academic concessions depends if you are able to complete or not complete the course work before or after the final grades are submitted. Grades are submitted 7 days after the end of classes for courses without a final exam OR 7 days after a final examination.

Academic concessions for when you are **ABLE** to complete the course work:

If you are able to complete the coursework (BEFORE the TERM ENDS)

IN - TERM EXTENSION

Request an in-course extension if you need more time to complete course requirements, or need to reschedule a test or midterm exam. The course requirements must be completed before the final grades are submitted.

How to submit a request:

Email your instructor, include the following information:

- Your full name and UVic student number
- Course and lecture/lab/tutorial sections (e.g., "ATWP 135, Sections A01, L02, T01")
- Explain your circumstances in as much detail as you feel is necessary, but only within your comfort level. You don't need to share any information that is sensitive, confidential or that may make you feel uncomfortable.
- Explain what course requirements you need to extend, with proposed dates to complete assignments/tests/exams.

Supporting documentation:

If your request is due to conflicting responsibilities, attach supporting documentation to your email as PDF, DOCX or JPG files.

If your request is due to unexpected and unavoidable circumstances, supporting documentation is not required.

Make sure you confirm your instructor received your email.

If you are able to complete the coursework (AFTER the TERM ENDS)

DEFERRAL

Request a Deferral (DEF) if you'll be able to complete the course requirements after the final grades are submitted. This includes requesting a deferral for final exams that take place after the last day of classes.

Students are responsible for requesting an academic concession as soon as they are able, being truthful in representing their grounds for the request. **Normally, this request should take place before final grades**

In order to support conditions for student success, a significant portion of the course must be completed before a deferral may be granted.

How to submit a request:

Complete the "Undergraduate request for Deferral" form (link) and email it to studentsupport@uvic.ca.

Supporting documentation:

If your request is due to conflicting responsibilities, attach supporting documentation to your email as PDF, DOCX or JPG files. If your request is due to unexpected and unavoidable circumstances, supporting documentation is not required. In exceptional circumstances, the dean of your faculty (or designate) may request supplemental documentation.

If your request is approved your administrative transcript will be updated to DEF.

It's your responsibility to contact your instructor to set a deadline, and to monitor your administrative transcript to ensure your grade is updated.

If you don't complete the course by the deadline, you'll be assigned the grade you achieved without the completed work.

If you've been approved for a Deferral but are unable to complete your course requirements by the end of the following term, you can request an Extended Deferral.

Academic concessions for when you are **NOT ABLE** to complete the course work:

If you are NOT able to complete the coursework (BEFORE the ACADEMIC DROP DEADLINE)

DROP

If you can't complete the course requirements and it's **before the academic drop deadline**, you can drop the course. You don't need to submit a request for academic concession, but you may want to seek a fee reduction/refund.

HOW TO DROP A COURSE

Click here to learn how to drop a course.

Click here to learn more about fee reductions.

If you are UNABLE to complete the coursework AFTER the ACADEMIC DROP DEADLINE HAS PASSED

WITHDRAWAL UNDER EXTENUATING CIRCUMSTANCES (WE)

You've completed a substantial portion of a course, but are not able to complete it in full. **A course with a WE notation remains on your record but does not factor into your grade point average.**

If you've completed all of the course requirements, a WE notation can only be approved due to exceptional circumstances.

In some exceptional circumstances (e.g., you were not able to complete any of the course requirements), a WE request may instead result in a Backdated Drop. This removes the course from your academic record.

HOW TO SUBMIT A REQUEST

Complete the "Undergraduate request for Withdrawal or Aegrotat" form (link) and email it to studentsupport@uvic.ca. Supporting documentation (PDF, DOCX or JPG files) is required when requesting WE or AEG.

The dean of your faculty (or a designate) will review your request, and their decision will be communicated to you by email. In some circumstances, you may be offered an alternative solution (e.g., if you requested a Withdrawal under Extenuating Circumstances then you may be offered an Aegrotat).

If you are UNABLE to complete the coursework AFTER the ACADEMIC DROP DEADLINE HAS PASSED

AEGROTAT

Circumstances affected your performance or prevented you from completing all of your course requirements. **A course with an AEG notation will have a final grade reported on your transcript, and the grade will count toward your grade point average.**

HOW TO SUBMIT A REQUEST

Complete the "Undergraduate request for Withdrawal or Aegrotat" form (link) and email it to studentsupport@uvic.ca. Supporting documentation (PDF, DOCX or JPG files) is required when requesting WE or AEG.

The dean of your faculty (or a designate) will review your request, and their decision will be communicated to you by email. In some circumstances, you may be offered an alternative solution (e.g., if you requested a Withdrawal under Extenuating Circumstances then you may be offered an Aegrotat).

CAN I GET AN ACADEMIC CONCESSION IF I MISS AN EXAM or become ill during an exam?

A student who becomes ill during a final examination, or misses a final examination because of injury, family or personal affliction, or illness may be eligible for an Academic Concession resulting in a Deferral of the examination, or an Aegrotat (AEG) notation. For Academic Concession relating to coursework other than final examinations, see Academic Concessions.

A student should immediately consult a health professional, and must apply for a Deferral of the examination, or an Aegrotat (AEG) notation, by completing a formal Request for Academic Concession (RAC). The RAC must be accompanied by supporting documentation, and must be submitted to the Office of the Registrar, normally within ten working days of the end of the examination period of the term in which the course is taken.

A student who completes all course requirements is not eligible for an academic concession. Exceptions will only be considered by the Dean (or designate) of the student's Faculty of Registration if there is supporting documentation that the student was not medically or otherwise fit to make a decision on whether or not to complete the work. The RAC must be submitted to the Office of the Registrar as soon as possible after completion of the work and before the results are known.

WHAT DO I WRITE IN MY PERSONAL STATEMENT?

When writing your statement, it's helpful for you to explain what were the circumstances that impacted your ability to engage in the coursework that were out of your control or unexpected. It's not required to give specific detailed information, however, it must be enough information that it could be supported by documentation. Documentation is needed when requesting a withdrawal due to extenuating circumstances or an aegrotat or due to conflicting responsibilities. Students need to keep in mind that if the academic drop deadlines have passed, they need to help the decision maker understand why they were unable to drop the courses before the drop deadlines.

Students may contact the Ombudsperson to better understand their options or to receive feedback on their personal statements (ombuddy@uvic.ca)