



THE UNIVERSITY OF BRITISH COLUMBIA
 Irving K. Barber Faculty of Arts & Social Sciences
 Okanagan Campus

Office of the Dean - Students

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STUDENT SELF-DECLARATION FOR IN-TERM ACADEMIC CONCESSION

Read the IKB Faculty of Arts and Social Sciences academic concession webpage <https://fass.ok.ubc.ca/student-resources/undergrad/student-forms/> and your Course Outline/Syllabus before completing this form.

If you are registered with the Disability Resources Centre and your concession is related to your registered medical condition, contact your DRC advisor.

Is this the first time you have used this form this academic term? Yes. No

Will you be requesting an in-term academic concession in another course? Yes. No

PERSONAL INFORMATION:

Name: _____

Student Number: _____

COURSE INFORMATION:

Course Name/Code: _____

Number/section: _____

Session: _____

Course Instructor: _____

DECLARATION OF MISSED COURSEWORK:

I missed coursework for one or more of the following reasons:

1. Recent and unforeseen medical circumstances

The first instance of an acute illness (physical or mental) likely to be resolved within 3 days without seeing a health professional

2. Recent compassionate grounds

A first request related to (i) a traumatic event experienced by the student, a family member, or a close friend, (ii) an act of sexual assault or other sexual misconduct experienced by the student, a family member, or a close friend, (iii) a death in the family or of a close friend

3. Recent and unforeseen conflicting responsibilities

Supporting documentation should normally be provided. A Self-Declaration may be sufficient when there is no practical way to provide a letter or other official document from an organization relevant to the conflict.

SELF-DECLARATION

This declaration is intended to replace a medical note, certificate or official documentation verifying the grounds for your in-term academic concession. This declaration applies in situations that will be resolved within 3 days and without the support of a healthcare professional, or when required documentation is not possible. Submission of this declaration does not guarantee approval of the requested in-term academic concession, nor does it exclude a request from the course instructor for additional supporting documentation.

This declaration is also subject to the following conditions:

1. A student may only submit a Self-Declaration once per term; repeated submissions will be reported to the Associate Dean – Undergraduate Students
2. A Self-Declaration will support an absence from class or a course work extension of no more than 3 consecutive days, and
3. The Irving K. Barber Faculty of Arts and Social Sciences reserves the right to require documentation at its sole discretion.

AGREEMENT OF STUDENT RESPONSIBILITIES

By submitting this Self-Declaration form, I declare, confirm and acknowledge that:

- A. The details and report of my conflicting responsibilities, medical circumstances, or compassionate request, as set out in this Self-Declaration are true and accurate.
- B. The submission of false information on this form will be considered a form of academic misconduct and investigated and penalized accordingly
- C. The Irving K. Barber Faculty of Arts and Social Sciences, and by extension, the instructor of courses offered by our Faculty, reserve the right to request additional supporting documentation, and may require more detailed documentation in the event of repeated academic concession requests
- D. The submission of this declaration does not ensure the granting of the in-term academic concession, such a determination will be made by the course instructor
- E. The course instructor will share this submission with Dean/Dean's designate in the student's home Faculty

Student signature:

Date:

Privacy Notification: The information on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will only be used and disclosed for purposes related to your request for an in-term academic concession. Questions about the collection of this information may be sent to the Associate Dean - Students in the Irving K. Barber Faculty of Arts and Social Sciences.