

UBC School of Nursing Policy	Approval Date: July 2024
	Date of last revision:
Title: Academic Concession Policy for the BSN Program	
Responsible Executive: Associate Director, Undergraduate Program	

Purpose:

The purpose of this policy is to guide BSN students on the UBC School of Nursing (Vancouver) processes and expectations for academic concession. The School of Nursing echoes UBC's stated commitment to a concession policy that is guided by "principles of transparency, flexibility, and compassion. Fairness is achieved by applying this policy and its procedures in a flexible manner; however, it is recognized that fair treatment is not necessarily equal treatment in all circumstances" (<https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-concession>).

Scope of Application:

This policy applies to all academic work, as well as to missed time in practice-based courses. Practice-based courses include Foundational Skills and Competencies for Nursing Practice (FSCP, lab) and clinical courses. Students must make every effort to complete all assignments on time and in accordance with the assignment requirements outlined in the course syllabi.

Policy:

For In-term work and missed time in practice-based courses:

- a. Academic work is expected on the date determined by faculty as outlined in course syllabus. If extensions are necessary, they must be requested as soon as possible and prior to the assignment or exam due date.
- b. If a student believes they are eligible for concession, the student is expected to make a written request using the [Academic Concession Request System](#) (ACRS) for any concessions related to academic work. When an ACRS notification is created, a copy is sent to the course leader as well as the BSN Program Coordinator and BSN Academic Advisor.
- c. If a student will miss practice hours, they must submit a written request using the [Academic Concession Request System](#) (ACRS). As with concessions for academic work, when an ACRS notification is created, a copy is sent to the practice course leader as well as the BSN Program Coordinator and BSN Academic Advisor.
- d. In the event that a student experiences [unanticipated events](#) or circumstances that interfere with their ability to request academic concession prior to the due date, the student is required to communicate with the course leader as soon as possible after the deadline is missed. The BSN [lines of communication](#) guidelines may be consulted if needed.
- e. While all students' requests for concession will be carefully considered by faculty, not all requests are able to be accommodated, especially in cases where the rationale does

not align with UBC's grounds for Academic concession (See UBC Vancouver policy on Academic Concession: <https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-concession>).

- f. When a student's request for academic concession is approved, the course leader(s) will work with the student to arrange for concession as outlined in the course syllabus. Once confirmed, the make-up date/time may not be rescheduled.
- g. If a student makes a second or subsequent request for concession, the course lead will inform the Program Coordinator and refer the student to the Academic Advisor to determine an appropriate course of action and/or to arrange for additional support if needed.

For Term-End Submission Deadlines and Formal Evaluation (i.e. Final Exams):

- a. If a concession is sought for an assignment with a term-end deadline and/or a final examination, students are expected to make a written request using the [Academic Concession Request System](#) (ACRS) for [term-end work](#). When an ACRS notification is created, a copy is sent to the course leader as well as the BSN Program Coordinator and BSN Academic Advisor.
- b. As per the UBC policy on academic concessions, the student's academic advising office must be involved in decisions about concessions related to term-end work due to potential impacts on progression and advancement. In the UBC School of Nursing, term-end concession decisions are reviewed and approved by the undergraduate Progressions Committee.
- c. Once the term-end concession request has been received via the ACRS system, the Progressions Committee will meet to review the request, consult with the student and course team as needed, and, if approved, coordinate with the course leader and student to determine and coordinate an appropriate concession.

Related Policies:

- *UBC Policy: Academic Concessions*
- *UBC Calendar: Student Appeals on Academic Standing*
- *UBC Policy: Attendance*
- *UBC Policy: Records Management*