



MEMORANDUM

DATE: February 21, 2023

TO: Deans

FROM: Gage Averill, Provost and Vice-President, Academic, UBC Vancouver
Ainsley Carry, Vice-President, Students

RE: **Supporting students regarding academic concessions**

Please distribute this message widely within your Faculty/Units

As we approach the point in the term when many courses schedule significant assessments such as midterms and in-course assessments, we would like to draw attention to our [academic concessions policy](#) and updates introduced in 2020 in relation to students who miss significant assignment deadlines and/or assessments due to illness or injury.

Section (8) of the UBC Vancouver policy details *Grounds for Academic Concession*, with section (10b) addressing *Documentation for Medical Circumstances*:

*For first occurrences of an acute illness likely to be quickly resolved without seeing a health professional, **a self-declaration will suffice**. Health professionals are not able to provide meaningful reports for students who have not been under their care prior to the illness.*

If a student makes a second or subsequent request to an instructor for academic concessions resulting from acute illness, the instructor will refer the student to their academic advising office, graduate supervisor, graduate advisor. Students who are experiencing the emergence of a chronic condition may work directly with a faculty or school academic advising office, graduate advisor, or dean as appropriate. In such cases, the student may be asked to provide documentation to ensure that underlying health issues are being monitored properly.

As a reminder, students should inform their instructor of their illness or injury immediately and submit a Student Declaration of Absence Due to Illness or Injury form or follow whatever course-specific communication instructions they have been given. A doctor's note is not required in the first instance.

We appreciate your support in making students are aware of this to avoid unnecessary visits to health professionals and help maximize physician availability to address medical emergencies. Vancouver-based students may be directed to the following webpage for further information: <https://students.ubc.ca/enrolment/academic-learning-resources/academic-concessions>