

Procedure Information	
Related to Policy No:	E-1.46
Approved by:	Education Council
Approval Date:	August 16, 2022
Date of Next Review:	August 2023

ACADEMIC CONCESSIONS PROCEDURES

Definitions

Self-isolation

Conditions for self-isolating are set forth by the BC Centre for Disease Control, and are subject to change. Go to <http://www.bccdc.ca/health-info/diseases-conditions> for current definitions.

Procedures

1. If a student is absent due to illness, self-isolation, or due to being the primary caregiver for a family member who is ill or self-isolating, the student must notify the instructor prior to the scheduled start of the session.
2. A student will be required to submit a completed self-declaration affirming the reason for the absence upon returning to class.
3. Faculty must have in place processes through which the students identified above can make up missed work, or some form of other alternative arrangements. This includes all forms of assessed activities.
4. Medical documentation will not be required for absences of less than one calendar week.

Should a student be unable to complete alternative arrangements as set forth in 3 above, the student will have the option of requesting a Medical or Personal Withdrawal, as per the *Change of Enrolment Status Policy E-1.14* or *Extenuating Circumstances Policy E-1.36*

Links to Other Related Policies, Documents, and Websites

Academic Concessions Policy E-1.46
 Changes of Enrolment Status Policy and Procedures E-1.14
 Extenuating Circumstances Policy and Procedures E-1.36
 BC Centre for Disease Control <http://www.bccdc.ca/health-info/diseases-conditions>

Forms

Student Declaration of Absence form

Procedure Amendment Log

Amendment Number:	Date:
0	August 2020
1	June 2021
2	August 2022