THE UNIVERSITY OF BRITISH COLUMBIA

Enrolment Services
1874 East Mall
Vancouver, BC V6T 1Z1
Tel: 604.822.9836
www.students.ubc.ca

REQUEST FOR ACADEMIC CONCESSION IN A DISTANCE EDUCATION COURSE

Please complete all sections before submitting to Enrolment Services. Return **by fax** to 604.822.5945 (attention Distance Education), or **by email** to distance.education@ubc.ca (scanned as an attachment), or **in person or by mail** to Enrolment Services Information Centre, 1874 East Mall, Vancouver, BC V6T 1Z1.

STUDENT INFORMATION

Student number _____ Date of request _____ Phone number _____

First name _____ Last name _____

Email _____

Campus/Faculty

COURSE INFORMATION

Course name _____ Course number _____ Section number _____

Session (e.g., 08W) _____ Instructor _____

Please see **http://olt.ubc.ca/distance_learning/learners_guide/policies_and_procedures** for information on course extensions and withdrawals.

You may not withdraw from a course once you have received an extension unless this has been recommended by your faculty.

If you are receiving student financial assistance, please note that extending or withdrawing from your distance education course can have a direct effect on your eligibility status for your loan or scholarship. Contact the Student Financial Assistance & Awards Office at 604.822.5111 or by email at awards.inquiry@ubc.ca to determine if your student loan or scholarship will be affected by a successful academic concession request.

ACADEMIC CONCESSION REQUEST INFORMATION

Type of request	Reason
Coursework completion report	Supporting documentation (required)

Explanatory note (Required for all requests):