



Request for Special Consideration for Undergraduate Admission for Disability-Related Reasons

Admission to UBC is competitive, and requires successful completion of both general admission requirements that apply to all applicants, as well as program-specific requirements. Most programs at the Vancouver campus require additional information in the form of personal profiles, auditions, etc. and admission decisions are based on that information and your academic background. Special consideration, however, may be made for students who are **close to the competitive admission standard**, as well as demonstrate a **disability-related exceptional circumstance** in one or more of the following:

- accommodations were not received because the student was not aware of having a disability or diagnosis did not take place until after the completion of studies;
- lack of accommodation at a previous academic institutions when requested by the student despite the provision of appropriate documentation;
- student's disability was diagnosed mid-studies after which disability-related accommodations resulted in marked improvement in academic standing;
- relapse of student's documented disability resulted in academic performance, which did not accurately reflect the student's academic ability. Duration of relapse was short-term and subsequent improvement in academic performance was evident.

Application Process:

1. [Apply to your program](#)
2. Submit the following documents to [Access and Diversity](#):
 - Request for admission: Special Consideration Form (see page 2)
 - [Documentation](#) of your disability
 - A letter outlining the rationale on which you are requesting special consideration
 - A letter from your most recent educational institution supporting your caseNote: documents should be submitted as soon as possible and no later than the application [deadline](#) of your program.
3. An Access and Diversity Advisor will review your documents and submit a recommendation to the UBC Undergraduate Admissions Office. After Access and Diversity office has submitted its recommendation, all further communication about your admissions status will be through the UBC Undergraduate Admissions Office.

Should your request for admission be denied, you may appeal to the Standing Committee of the University Senate. See Senate Appeals on Academic Standing in the [UBC Calendar](#).

If you have questions about the above or if you should apply for a special consideration through this process, please contact the Access and Diversity office.



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To be completed by student.

Name: _____ UBC Application Number: _____

Phone Number: _____ Email Address: _____

Address: _____ City: _____

Postal Code: _____ Recent School Attended: _____

Faculty to which you are seeking admission:
1st choice: _____ 2nd choice: _____

Signature: _____ Date: _____

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CHECKLIST – Student to check off all items included.

- Documentation of Disability (according to A &D guidelines)
- Letter by Applicant Outlining Rationale for Special Admission
- Letter from Recent Academic Institution or School
- Completion of attached Disclosure Form

Note: Once all of the above information has been received the application will be considered. Incomplete submissions may not be considered. Originals must be submitted.

(A & D use only)

Date Received: _____

File Complete: Yes No

Additional Information Required & Comments

A&D Diversity Advisor - Disability: _____ Admissions Officer: _____

Decision to Support Request: Yes No

Date of Decision: _____



Disclosure Agreement

This form provides staff of Access and Diversity with the client’s consent for the release of relevant information from his/her A & D file, to the extent necessary to ensure the provision of services. Subject to the laws of the province governing access to information (Freedom of Information and Protection of Privacy Act), Access and Diversity will not release any identifying information about clients to any parties other than those involved in the provision of service to clients.

In matters of client appeals or complaints, Access and Diversity is required to release client information to the appropriate UBC officials.

Client Name: _____ **Student Number:** _____

DISCLOSURE AGREEMENT:

I have read the above statement and hereby consent to the release of information from my file by Access and Diversity, as deemed necessary.

Signature of the student: _____ **Date:**

Signature of the parent or guardian: _____ **Date:**

(A parental or guardian signature is required when the student is under 18 years.)

I **do not consent** to the release of information from my file by Access and Diversity. I understand that my refusal to consent may limit provision of service that can only be delivered in consultation with officials of the University or other community agencies.

Signature of the student: _____ **Date:**

Signature of the parent or guardian: _____ **Date:** _____
(A parental or guardian signature is required when the student is under 18 years.)