Request for Academic Consideration for Extenuating Circumstances

Students should complete this form to make a **good faith request** for academic consideration in extenuating circumstances, as defined by the Senate Policy.

Student Name: _____ Student #: _____

Queen's Email: _____ Student Phone #: _____

Faculty/School & Program/Discipline: _____

Date(s) of Request: _____ to _____

A: Courses Affected (Provide Course Code and Instructor Full Name)

1) _____ Instructor:_____ 2) _____Instructor:_____

3) _____ Instructor:_____ 4) _____Instructor:_____

5) _____ Instructor:_____ 6) _____ Instructor:_____

B: Documentation

Do you have **supporting documentation** for this request?

Yes - Check the applicable box and attach documentation.

- ☐ Verification of Personal Health Condition
- ☐ SWS Verification of Appointment
- ☐ Verification of Confidential Extenuating Circumstances
- ☐ Obituary
- ☐ Letter from professional
- ☐ Other: _____

No - What is the anticipated length of your request for consideration?

☐ **3 days or less** (no supporting documentation required*****)

*Some Faculties /Schools may have additional requirements for repeat requests and exams. See page 3 (section F) to check your Faculty/School process.

*If you submit a request for 3 days or less, but your situation then requires consideration for more than 3 days, submit supporting documentation per your Faculty/School process.

☐ **More than 3 days, but documentation is not yet available**

Please submit your documentation as soon as it becomes available per your Faculty/School process.

C: Student Declaration (Initials & Signature)

Initials:

_____ I solemnly declare that I am unable to attend class or complete academic work due to a personal circumstance (e.g. a sudden illness, serious injury, bereavement, traumatic event, serious personal/family crisis) beyond my control that has a direct and substantial impact on my ability to meet essential academic requirements or standards.

_____ I understand that it is my responsibility to submit this form as soon as my circumstance allows (per direction on the reverse side of the form.)

_____ I understand it is my responsibility to follow-up with my instructor(s) as soon as possible.

_____ I understand that using this form to provide false or misleading information, or to delay or avoid fulfilling academic requirements, constitutes a departure from academic integrity as outlined in the *Senate Policy on Academic Integrity Procedures*, and Faculty/ School specific academic integrity policies.

Student Signature: _____ Date: _____

D: Delegate (complete as required)

I consent for (name) _____ to act as a delegate on my behalf (i.e. submit documentation, liaise with Faculty / Instructors), as I am currently unable to take action for myself. If a student is incapacitated, a delegate may act on their behalf without the student signature

Student Signature: _____ Relationship to Delegate: _____

E: Frequently Asked Questions

When should I use this form?

Use this form for any extenuating circumstances, as defined by Senate policy, that have led to a reduced ability to meet some or all academic requirements for any length of time. Click here for more information.

When should this form *not* be used?

1. Do not use this form for any reason other than an extenuating circumstance as defined by Senate policy. For example, do not use this form for a personal event (e.g. vacation, wedding), transportation (e.g., late train), technological difficulty (e.g., computer crash), competing commitment, or academic / exam related stress.
   - In those cases consult with your instructors or with the Faculty/School Office, who have discretion to approve or deny your request.
   - **Students who do not feel able to meet academic requirements due to high levels of academic stress and/or exam related anxiety should seek out supports and services from Student Wellness Services.**
2. Do not use this form for situations where no consideration is required (e.g. there are no marks associated with your inability to meet academic obligations or attend classes due to extenuating circumstances).
3. Do not use this form if you have a Letter of Accommodations from QSAS or Short-Term Academic Accommodations from your health care provider at Student Wellness Services (SWS) for the health condition for which you are requesting academic consideration. Follow-up with QSAS or your SWS health care provider, as needed.

My Faculty/School has requested I submit a *Formal Attestation of Extenuating Circumstances Form.* What does this mean?

Some Faculties/Schools require students to provide documentation when submitting second and subsequent requests in a term for academic consideration lasting 3 days or less. Some Faculties/Schools may also require students to provide documentation for requests lasting 3 days or less that occur during midterms or final exams (see table in *Section F* - page 3). In situations where documentation is not available (e.g., you were at home and not seen by a health care provider), a *Formal Attestation of Extenuating Circumstances Form* signed at the Faculty Office may be submitted.

This *Request for Academic Consideration for Extenuating Circumstance Form* should be submitted in the interim, until you are able to submit the *Formal Attestation of Extenuating Circumstance Form*. Please see *Section F* (see page 3) and/or consult your Faculty or School website for more information.

F: Submitting this Form

The protocol for submitting this form is determined by the Faculty/School that is granting your degree. If your request impacts the class (i.e. presentation /group work), please also inform your instructor by email.

Faculty/School	
Arts and Science	Submit request online (here) through the Arts and Science portal (no hard copy required). Requests for second and subsequent 3-day consideration in a term, or requests during the final exam period require documentation. If documentation cannot be obtained, a *Formal Attestation of Extenuating Circumstances Form* signed at the Faculty Office may be submitted. Email asc.consideration@queensu.ca for assistance.
Commerce	**3 days or less:** Submit requests online on the Commerce Portal or course website (no hard copy accepted). Students can submit **one (1) request per term without supporting documentation**. Subsequent requests in a term or requests during midterms and final exams require supporting documentation. Submit supporting documentation (via email) to Commerce.AACC@queensu.ca. If documentation cannot be obtained, a *Formal Attestation of Extenuating Circumstances Form* signed with the Commerce Office may be submitted. **More than 3 days / Requests that require supporting documentation:** Submit request online on the Commerce Portal, under *Academic Consideration*. Submit supporting documentation (via email) to Commerce.AACC@queensu.ca. No hard copy forms or supporting documentation accepted.
Education (B.Ed)	Submit form (email) to Stephanie Barnaby, B.ED Advisor, stephanie.barnaby@queensu.ca.
Engineering & Applied Science	Submit the form at https://qfeas.it/accom. Requests for second and subsequent 3-day consideration in a term, or requests during the final exam period require documentation. If documentation cannot be obtained, a *Formal Attestation of Extenuating Circumstances Form* signed at the Faculty Office may be submitted. For assistance email engineering.aac@queensu.ca.
Health Sciences (Bachelor of)	Submit form using the Academic Considerations portal: https://considerations.bhsc.queensu.ca/.
Law (JD Program)	Submit form via email to law.accommodations@queensu.ca.
Law (Certificate in Law)	Submit form via email to lawcertificate@queensu.ca.
Medicine	Submit this form (email or hard copy) to the Learner Wellness Centre
Nursing (BNSc)	Submit this form (email or hard copy) to Barb Bolton (Rm 113)
Occupational Therapy	Submit form (email or hard copy) to your Program Assistant (ot.info@queensu.ca).
Physical Therapy	Submit form (email or hard copy) to your Program Assistant (programassistant.pt@queensu.ca).
School of Graduate Studies/Graduate students	Submit this form (email or hard copy) to your Department/Program Graduate Coordinator as soon as it becomes apparent that you are having difficulty meeting academic requirements due to an extenuating circumstance.

If you can not write a final exam AND you have exam accommodations through QSAS, you must <u>also</u> notify the Exams Office (613-533-2101 or exams@queensu.ca) or you will be charged a no-show fee.