



Request for Academic Consideration for Extenuating Circumstance (anticipate need for consideration for up to 3 months)

Student Name: _____ Student Number: _____
 Queen's Email: _____ Date of anticipated full recovery: _____
 Request for Academic Considerations starting on (date): _____

Section A: Extenuating Circumstances and Supporting Documentation (see Faculty / School protocols for required supporting documentation)

Check boxes for attached supporting documentation

- | | |
|--|---|
| <p>1. Personal Health Condition or Injury
 <input type="checkbox"/> Completed Verification of Personal Health Condition Form
 <input type="checkbox"/> Other documentation: _____</p> <p>2. Bereavement
 <input type="checkbox"/> Obituary
 <input type="checkbox"/> Other documentation: _____</p> <p>3. Confidential
 <input type="checkbox"/> Completed Confidential Verification Form
 <input type="checkbox"/> Other documentation: _____</p> | <p>4. Compassionate / Personal
 <input type="checkbox"/> Accident report
 <input type="checkbox"/> Police report
 <input type="checkbox"/> Court order / report
 <input type="checkbox"/> Medical report
 <input type="checkbox"/> Letter from Professional
 <input type="checkbox"/> Other documentation: _____</p> <p>5. <input type="checkbox"/> Documentation still to be determined
 6. <input type="checkbox"/> Documentation not yet available
 7. <input type="checkbox"/> Other documentation: _____</p> |
|--|---|

Section B: Courses with Academic Requirements Needing Consideration

Current Courses: 1) _____ Term: _____ 2) _____ Term: _____
 3) _____ Term: _____ 4) _____ Term: _____
 5) _____ Term: _____ 6) _____ Term: _____

I understand that it is my responsibility to provide this form (myself or through a delegate) to my Faculty/School (in person or by email) as soon as the need is apparent and to negotiate making-up any missed academic requirements. I understand that providing any false or misleading information constitutes a breach of academic integrity as outlined in the Queen's University Senate Policy on Academic Integrity Procedures. For academic integrity policies, see <http://www.queensu.ca/academicintegrity/home>

Student Signature: _____ Date: _____

Section C: Delegate

I consent for the following person (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. Please note if a student is incapacitated, a substitute decision maker/attorney may act on their behalf without the student signature.

Student Signature: _____ Relationship to Delegate: _____

Section D. Submitting this Form

Please submit this form to your Faculty / School Office as soon as it becomes apparent that you are having difficulty meeting academic requirements due to an extenuating circumstance. Please see your Faculty / School protocol for specific details related to submitting this form and for next steps.

Completion of this form constitutes a request. Approval of academic consideration lies with the Instructor / Supervisor and / or Faculty / School office.

Information about Requests for Academic Consideration for Extenuating Circumstances

When should this form be used?

- If you (a student) are experiencing extenuating circumstances that have led to a reduced ability to meet academic requirements and you anticipate being able to return to full academic functioning within 3 months. This could include an extended unanticipated illness (e.g. pneumonia, mononucleosis,) a serious injury (e.g. concussion, broken bones), a required treatment (e.g. surgical procedure, significant side effects from new medication), serious injury or illness to a significant other, bereavement, traumatic event, or other significant personal crisis. The degree of your impairment related to the circumstances may mean that you are able to complete some academic requirements but not others.

What if my illness or distress might last more than 3 months?

- As soon as it is determined that limitations associated with the extenuating circumstance will likely be present beyond 3 months, you should contact Queen's Student Accessibility Services (QSAS) and seek academic accommodations. You should also meet with an academic advisor in your Faculty / School to discuss your academic progress and the options that are best for you given your extenuating circumstances.

When should this form not be used?

- If your current extenuating circumstances relate to an issue for which you are already receiving short term or long term academic accommodations from Student Wellness Services (Health, Counselling or Accessibility Services). In those cases, please follow-up with your SWS service provider.
- If you are unable to meet academic requirements due to functional limitations related to an underlying disability or diagnosed health condition you should register with Queen's Student Accessibility Services (QSAS) to discuss academic accommodations. This would include experiencing an exacerbation of an existing condition that had not previously required accommodation (e.g. Crohn's disease, anxiety) or the new onset of a physical or mental illness (e.g. diabetes, depression), or a recovery that is slower than anticipated (e.g. complicated grief, post-concussion syndrome, medical complications, post-traumatic stress)

What is the difference between academic considerations and academic accommodations?

- Academic considerations are determined by the instructor and are related to your progress in the course. Your instructor will consider the timeline, your circumstances, the course requirements, and your Faculty / School academic policies in determining reasonable academic considerations. Considerations may include: an excused absence, an extended deadline, an alternative assignment, a re-weighting of marks, a modified schedule for assignments, labs, placements, projects or comprehensive exams, a deferred assignment, exam or project, a medical leave of absence, a course withdrawal without penalty or other as appropriate. Students must still meet the course academic requirements.
- Academic accommodations are specific to removing barriers in the academic environment that are created by your impairments and limitations and are provided through Student Wellness Services. Academic accommodations can be short term or long term and include both classroom and exam accommodations (i.e. extra time for an exam, a different space for writing tests, assistive technology, specialized equipment, alternatives to group work) and are tailored to the individual circumstances.
 - If your extenuating circumstances are complex or you think you might need academic accommodations at any point, please contact Student Wellness Services.

Do I need to get other documentation to support my extenuating circumstances?

- In many cases, your Faculty / School Office will require additional documentation in support of your request for academic consideration. The specific documentation will be determined by the extenuating circumstances you experience, and through discussion with your Faculty / School Office. For health related circumstances, please use the Verification of Personal Health Condition form. There is also a Verification of Confidential Extenuating Circumstances you can use if your specific situation requires confidentiality.