

Self-Declaration of Brief Absence (up to 48 hours)

This self-declaration is in place of a sick note/supporting documentation from Student Wellness Services or a community health professional. No additional documentation is required.

Student Name: _____ Student Number: _____

Queen's Email: _____ Date(s) of Brief Absence: _____

Section A: Academic Requirements Needing Consideration & Nature of Extenuating Circumstance

Course: _____ Term: _____ Instructor: _____

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| <p>Nature of Circumstance:</p> <p><input type="checkbox"/> Health Condition or Injury</p> <p><input type="checkbox"/> Compassionate / Personal</p> <p><input type="checkbox"/> Bereavement</p> <p><input type="checkbox"/> Confidential Circumstance</p> <p><input type="checkbox"/> Other</p> | <p>Academic requirement missed during brief absence for this course:</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Attendance / Participation Marks</td> <td><input type="checkbox"/> Lab / Tutorial / Seminar</td> </tr> <tr> <td><input type="checkbox"/> Written assignment</td> <td><input type="checkbox"/> Comprehensive Exam</td> </tr> <tr> <td><input type="checkbox"/> Quiz / Test</td> <td><input type="checkbox"/> Thesis /Dissertation Obligation</td> </tr> <tr> <td><input type="checkbox"/> Final Exam*</td> <td><input type="checkbox"/> Placement / Fieldwork</td> </tr> <tr> <td><input type="checkbox"/> Mid Term Exam</td> <td><input type="checkbox"/> Oral Presentation</td> </tr> <tr> <td><input type="checkbox"/> Group Work</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table> | <input type="checkbox"/> Attendance / Participation Marks | <input type="checkbox"/> Lab / Tutorial / Seminar | <input type="checkbox"/> Written assignment | <input type="checkbox"/> Comprehensive Exam | <input type="checkbox"/> Quiz / Test | <input type="checkbox"/> Thesis /Dissertation Obligation | <input type="checkbox"/> Final Exam* | <input type="checkbox"/> Placement / Fieldwork | <input type="checkbox"/> Mid Term Exam | <input type="checkbox"/> Oral Presentation | <input type="checkbox"/> Group Work | <input type="checkbox"/> Other: _____ |
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| <input type="checkbox"/> Written assignment | <input type="checkbox"/> Comprehensive Exam | | | | | | | | | | | | |
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| <input type="checkbox"/> Final Exam* | <input type="checkbox"/> Placement / Fieldwork | | | | | | | | | | | | |
| <input type="checkbox"/> Mid Term Exam | <input type="checkbox"/> Oral Presentation | | | | | | | | | | | | |
| <input type="checkbox"/> Group Work | <input type="checkbox"/> Other: _____ | | | | | | | | | | | | |

* If you are unable to write a final exam AND you have exam accommodations through Accessibility Services, you must notify the Exams Office (613-533-2101 or exams@queensu.ca) or you will be charged a no-show fee.

Section B: Self Declaration of Brief Absence

I am submitting this self-declaration as a request made in good faith for academic consideration for a maximum of 48 hours at which point I expect to resume all academic obligations. (Please initial)

_____ I declare that I am unable to attend class or complete academic work due to experiencing an acute illness or distressing situation that has temporarily impaired my physical or mental health.

_____ I understand that it is my responsibility to submit this form as soon as the need is apparent (and no later than 24 hours after the end of my brief absence), and to follow-up with my instructor(s) about missed academic requirements.

_____ I understand that providing any false or misleading information, or using this form to delay or avoid fulfilling academic requirements, constitutes a breach of academic integrity as outlined in the Queen's University Senate Policy on Academic Integrity Procedures. For Faculty/ School specific academic integrity policies, go to <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. 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

The protocol for submitting this form is determined by the Faculty / School that is granting your degree, please see your Faculty / School Protocol. General information about submission is on the next page. If your absence impacts the class (i.e. presentation / group work), please inform your course instructor.

Information about Self-Declaration of Brief Absence (less than 48 hours)

When should this form be used?

- If you (a student) are experiencing an unexpected acute illness (e.g. stomach flu) or distressing event (e.g. family member in a serious car accident) that has led to physical or psychological impairment of sufficient severity that you feel you are temporarily unable to meet required academic requirements.
- This is for brief absences where you expect to return to full academic functioning within 48 hours.
- Submit this form as per the directions below during your brief absence or within 24 hours of the end of your brief absence. Submit to your home Faculty/School even if a course is in another Faculty/School.
 - Arts and Science: Complete form online through the Arts and Science portal (no hard copy required). (<https://www.queensu.ca/artsci/accommodations>)
 - Engineering & Applied Sciences: Submit the form (hard copy) to Rm 300 Beamish Munro Hall
 - Nursing (BScN): Submit the form (email or hard copy) to Barb Bolton (Rm 113)
 - Education (B.Ed): Submit the form (email or hard copy) to Alan Wilkinson (Rm A101a)
 - Commerce: Submit request through the course website (Commerce Portal) for each course
 - Law: Submit the form (email or hard copy) to Helen Connop (Rm 107)
 - Medicine: Submit the form (email or hard copy) to the Learner Wellness Centre
 - Occupational Therapy: Submit the form (email or hard copy) to your program assistant, Laurie Kerr (l.kerr@queensu.ca)
 - Physical Therapy: Submit the form (email or hard copy) to your program assistant, Kathy Grant (grantk@queensu.ca)
 - Bachelor of Health Sciences: Submit the form electronically (email only) to the Bachelor of Health Sciences Program Office (bhsc@queensu.ca)
 - Graduate Students: Submit the form (email or hard copy) to your instructor(s) or supervisor

What if my illness or distress lasts more than 48 hours?

- In cases where you anticipate needing an additional day or two beyond 48 hours and are comfortable sharing your circumstances, please speak with your instructor. It isn't uncommon for an acute illness to last longer than 48 hours and instructors have discretion to consider the circumstances and extend academic considerations for brief absences beyond 48 hours. If you anticipate you will need consideration for a longer period of time or if your instructor does not extend the brief absence, you will need to complete a Request for Academic Consideration for Extenuating Circumstances form and submit it to your Faculty Office

When should this form not be used?

- For classes where there are no marks associated with your absence.
- Any reason for absence other than an unexpected acute illness or significantly distressing event.
- If you have a personal or family event (e.g. vacations, weddings) to attend, transportation or technological difficulty, or other competing commitment you should consult directly with your instructors or with the Faculty / School Office rather than completing this form.
- If you feel you are unable to meet academic requirements due to experiencing high levels of academic stress, exam related anxiety, or due to an ongoing health condition, you should go to Student Wellness Services and discuss short term or long term academic accommodations.

Do I need to get documentation from a doctor or other professional to support my brief absence?

- No. This self-declaration replaces the need for a sick note/supporting documentation. Students who are not in need of medical care should remain at home and rest to avoid spreading illness to their peers and others. Student Wellness Services does not provide documentation for brief, acute self-limiting illnesses.

What academic consideration might I receive?

- Your instructor will consider the timeline, the course requirements, and your Faculty / School academic policies in determining a reasonable academic consideration. Considerations may include: an excused absence, an extended or deferred deadline, a modified schedule for assignments, labs, placements, projects or comprehensive exams, a deferred exam or project, an alternative assignment, or a re-weighting of marks.