

Faculty of Arts and Science

# ACADEMIC CONSIDERATION HANDBOOK



Queen's  
UNIVERSITY



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## What is

# ACADEMIC CONSIDERATION

## for Extenuating Circumstances?

Academic consideration is meant to help students manage a **short-term** extenuating circumstance that is beyond their control and could affect their academics. This might be a sudden physical or mental illness, a serious injury or required treatment for the student or a significant other, bereavement (e.g., death of a family member or close friend), or a traumatic event (e.g., sexual assault, divorce). Another example is an absence due to a significant event, such as participating in a varsity championship or performing at a national or international event.

Academic consideration for an extenuating circumstance may include but is not limited to:

- an excused absence
- a deferral
- an extension
- a modified schedule for assignments, projects, labs, or placements
- an alternative assignment
- a re-weighting of term marks
- permission for an incomplete grade
- course withdrawal without penalty (this requires an appeal to the Associate Dean of Studies)
- other consideration deemed appropriate by the Faculty Office.

### Extenuating Circumstances are NOT:

- For students seeking ongoing **academic accommodations** for a chronic or ongoing health/mental condition, learning disability, or an existing disability. Students seeking ongoing academic accommodations should register with **Queen's Student Accessibility Services (QSAS)**.
- For students who are experiencing high levels of academic or exam-related stress. Students who do not feel they can meet academic requirements due to experiencing high levels of academic or exam-related stress should seek out support from by contacting:
  - The Administrative Assistant for Extenuating Circumstances at Student Wellness Services at: [intake.wellness@queensu.ca](mailto:intake.wellness@queensu.ca) or 613-533-6000, ext. 74842, or BISC students: Student Services, Garden Cottage, [studentservices@bisc.queensu.ac.uk](mailto:studentservices@bisc.queensu.ac.uk)
- For students with a personal or family event (e.g., wedding, vacation, etc.), transportation difficulties, technical issues (e.g., computer breakdown) or competing commitments (e.g., work, volunteering, extra-curricular activities, etc.). Students should contact their instructor(s) directly to request academic consideration for these circumstances.
- For requests related to religious observances. Information about the university policy on religious holidays, please visit the **Faith and Spiritual Life website**.



# Description of **TYPES OF REQUEST** for Academic Consideration

## **1) Request for Academic Consideration for Extenuating Circumstance: WITHOUT SUPPORTING DOCUMENTATION (UP TO 3 DAYS)**

This academic consideration option applies to brief absences due an extenuating circumstance. This type of request should be used in situations where the student **does not have supporting documentation**, and expects to return to full academic functioning within **3 days**.

### **Note**

- a) This request can only be used once per term.
- b) Students are unable to submit a **Request for Academic Consideration: No Supporting Documentation (up to 3 days)** during the exam period in December, April, or summer term; they must instead select an option for academic consideration which requires **supporting documentation**.
- c) Instructors should encourage students to submit their Request for Academic Consideration: No Supporting Documentation (up to 3 days) through the Faculty of Arts and Science portal. Instructors should not be accepting paper copies of this form. All requests for academic consideration must go through the portal for tracking purposes, and to provide consistency and fairness across the student population.
- d) Students need to submit their request for academic consideration as soon as the need becomes apparent. A Request for Academic Consideration: No Supporting Documentation (up to 3 days) must be submitted no later than 24 hours after the end of the student's brief absence. (e.g., If the student would like academic consideration on September 10, then they must have their request into the portal by September 13).

Academic consideration includes but is not limited to: an excused absence, a deferral, a deferred exam, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, course withdrawal without penalty (this will require an appeal to the Associate Dean Studies), or other consideration deemed appropriate by the Faculty Office. Academic consideration can vary from course to course depending on what academic work is missed and the essential requirements/learning outcomes of the course. Students receiving academic considerations must meet all essential academic requirements/ learning outcomes and standards of the course. The student has been informed that academic consideration does not guarantee academic achievement in a course/program.

If students do not follow up with their instructor regarding their academic consideration requests then the instructor can assign a grade according to what academic work has been completed or not completed. The Faculty Office will notify all students that it is **their responsibility** to follow-up with their instructor(s) as soon as possible either by email or in-person to discuss this request and confirm what academic consideration can be granted. If a student delays in following up with an instructor, then there may be limited options available that an instructor can grant for academic consideration (e.g., If a student missed a mid-term exam and did not follow-up with the instructor about options for consideration as soon as possible, the exam answers may have already been returned to the rest of the class. Fairness dictates that the student could not then write that mid-term exam).

# Description of **TYPES OF REQUEST** for Academic Consideration

## **2) Request for Academic Consideration for Extenuating Circumstance: WITH SUPPORTING DOCUMENTATION (UP TO 3 DAYS)**

This academic consideration option applies to brief absences due an extenuating circumstance. This type of request should be used in situations where the student **has supporting documentation**, and expects to return to full academic functioning within **3 days**.

### **Types of Supporting Documentation**

#### **1) Attestation Form**

Students that are experiencing an extenuating circumstance and feel that they are temporarily unable to meet their academic requirements for up to 3 days but **are unable to provide supporting documentation** can fill out an attestation form. The student acknowledges on this form that they are making a request for academic consideration in good faith and understand that any false or misleading information constitutes a breach of academic integrity. **Students completing their studies on campus** must come into the Faculty of Arts and Science office and sign the attestation form in front of a Faculty staff member. The Faculty staff member will also sign this form. Students are then expected to submit their request, as well as their signed attestation, through the Faculty portal to be processed. **Students completing their studies online, as well as students completing courses over the summer** must print out a copy of the attestation form, sign it, and then upload it to the Faculty portal. **Students completing their studies at the Bader International Study Center (BISC)** go to the Student Services building at the BISC and sign the attestation form in front of either the Student Services Assistant Manager, Academic Director, or

Deputy Academic Director, who will also sign the attestation form. Students are then expected to submit their request, as well as their signed attestation, through the Faculty portal to be processed. An automated e-mail will be sent out to both the instructor(s) and the student to let them know that the request has been processed.

#### **2) Student Wellness Services Verification of Appointment Form**

An appointment card obtained from Student Wellness Services indicating the duration of time which the student will miss from their academic studies.

#### **3) Other Forms of Supporting Documentation**

Supporting documentation received from the student should outline the duration and severity to which their extenuating circumstance is impacting on their academic performance.

#### **Examples of supporting documentation can include:**

- A wellness slip or note from a health care professional or other professional (i.e., doctor, nurse practitioner, social worker, counsellor, occupational therapist)
- A medical report, or medical prescription
- Verification of Personal Health Condition Form or Verification of Confidential Extenuating Circumstances Form
- An obituary
- An accident report or police report
- A court order

*Effective September 2019*

## Description of **TYPES OF REQUEST** for Academic Consideration

### **2)** Request for Academic Consideration for Extenuating Circumstance: **WITH SUPPORTING DOCUMENTATION (UP TO 3 DAYS)**

#### **Note**

- a) Instructors should encourage students to submit their Request for Academic Consideration: With Supporting Documentation (up to 3 days) through the Faculty of Arts and Science portal. Instructors **should not** be accepting paper copies of this form. All requests for academic consideration must go through the portal for tracking purposes, and to provide consistency and fairness across the student population.
- b) Students need to submit their request for academic consideration as soon as the need becomes apparent. A Request for Academic Consideration: With Supporting Documentation (up to 3 days) must be submitted no later than 24 hours after the end of the student's brief absence. (e.g., If the student would like academic consideration on September 10, then they **must** have their request into the portal by September 13).

Academic consideration includes but is not limited to: an excused absence, a deferral, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, course withdrawal without penalty (this will require an appeal to the Associate Dean Studies), or other consideration deemed appropriate by the Faculty Office. Academic consideration can vary from course to course depending on what academic work is missed and the essential requirements/learning outcomes of

the course. Students receiving academic consideration must meet all essential academic requirements/learning outcomes and standards of the course. The student has been informed that academic consideration does not guarantee academic achievement in a course/program.

- c) If students do not follow up with their instructor regarding their academic consideration requests then the instructor can assign a grade according to what academic work has been completed or not completed. The Faculty Office will notify all students that it is **their responsibility** to follow-up with their instructor(s) as soon as possible either by email or in-person to discuss this request and confirm what academic consideration can be granted.

If a student delays in following up with an instructor, then there may be limited options available that an instructor can grant for academic consideration (e.g., if a student missed a mid-term exam and did not follow-up with the instructor about options for consideration as soon as possible, the exam answers may have already been returned to the rest of the class. Fairness dictates that the student could not then write that mid-term exam).

## Description of **TYPES OF REQUEST** for Academic Consideration

### **3) Request for Academic Consideration for Extenuating Circumstance: WITH SUPPORTING DOCUMENTATION (BETWEEN 4 DAYS & 3 MONTHS)**

This academic consideration applies to students who are requesting academic consideration because they are experiencing extenuating circumstances for over 4 days and up to 3 months due to an extenuating circumstance, which results in a reduced ability to meet academic requirements. This type of request should be used in situations where the student expects to return to full academic functioning within the next 3 months.

Supporting documentation received from the student should outline the duration and severity to which their extenuating circumstance is impacting on their academic performance.

#### **Examples of supporting documentation can include:**

- A note from a health care professional or other professional (i.e., doctor, nurse practitioner, social worker, counsellor, occupational therapist)
- A medical report, or medical prescription
- Verification of Personal Health Condition Form or Verification of Confidential Extenuating Circumstances Form
- An obituary
- An accident report or police report
- A court order

#### **Note**

- a) Instructors should encourage students to submit their Request for Academic Consideration: With Supporting Documentation (over 4 days and up to 3 months) through the Faculty of Arts and Science portal. Instructors **should not** be accepting paper copies of this form. All requests for academic consideration must go through the portal for tracking purposes, and to provide consistency and fairness across the student population.

- b) Students need to submit their request for academic consideration as soon as the need becomes apparent; all Requests for Academic Consideration (over 4 days and up to 3 months) need to be submitted before the course has closed/ended. The Faculty Office generally does not accept requests for academic consideration once a course has closed/ended. In this situation an academic appeal might be a recommended academic consideration option suggested to the student. Exceptions to this are made on a case by case basis, and are only considered when a request for academic consideration is submitted within a week or two of the course closing (e.g., student was hospitalized and unable to submit an academic consideration request, or the health care provider was away for a brief period of time and supporting documentation was unavailable).

Academic consideration includes but is not limited to: an excused absence, a deferral, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, course withdrawal without penalty (this will require an appeal to the Associate Dean Studies), or other consideration deemed appropriate by the Faculty Office. Academic consideration can vary from course to course depending on what academic work is missed and the essential requirements/learning outcomes of the course.

*Effective September 2019*

## Description of **TYPES OF REQUEST** for Academic Consideration

### **3) Request for Academic Consideration for Extenuating Circumstance: WITH SUPPORTING DOCUMENTATION (BETWEEN 4 DAYS & 3 MONTHS)**

Students receiving academic consideration must meet all essential academic requirements/learning outcomes and standards of the course. The student has been informed that academic consideration does not guarantee academic achievement in a course/program.

- c) If students do not follow up with their instructor regarding their academic consideration requests then the instructor can assign a grade according to what academic work has been completed or not completed. The Faculty Office will notify all students that it is **their responsibility** to follow-up with their instructor(s) as soon as possible either by email or in-person to discuss this request and confirm what academic consideration can be granted. If a student delays in following up with an instructor, then there may be limited options available that an instructor can grant for academic consideration (e.g., If a student missed a mid-term exam and did not follow-up with the instructor about options for consideration as soon as possible, the exam answers may have already been returned to the rest of the class. Fairness dictates that the student could not then write that mid-term exam).







# ACADEMIC CONSIDERATION INCLUDES...

## ACADEMIC CONSIDERATION CAN INCLUDE THE FOLLOWING ARRANGEMENTS

### Academic Consideration can include the following arrangements:

- An excused absence, a deferral, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, course withdrawal without penalty (this requires an appeal to the Associate Dean Studies), or other consideration deemed appropriate by the Faculty Office. Students receiving academic consideration must still meet all essential academic requirements and learning outcomes of the course.

### Arrangements that can be authorized by an Instructor:

Instructors should consider the timeline, the student's circumstances, the course requirements, and the Faculty and departmental policies in determining a reasonable academic consideration. Below is a list of options and some general guidelines instructors can refer to as they determine a reasonable academic consideration:

- **Excused absence:** No penalty for the student's absence from a lecture, tutorial, seminar, laboratory, or other attendance or participatory components of the course. All instructors are encouraged to allow for 1-2 absences penalty-free in all courses where attendance or participation marks are assigned. Students can use these excused absences if they are experiencing extenuating circumstances.
- **Deferrals:** Arranging for the student to write a quiz, test, mid-term, mid-year or final exam at a later date than originally scheduled. The date when the quiz, test, or exam will be written should be set through a discussion between the instructor and the student, based on Faculty and departmental policies, as well as the impact

of the extenuating circumstances on the student. Deferrals may also be appropriate if the student experiences the extenuating circumstances before the scheduled quiz, test, or exam resulting in reduced study time or where the student has not yet returned to full capacity (e.g., illness a week prior or on the day of the exam). Deferred exams must be written no later than the end of the subsequent term. Further extensions beyond the set date or the end of the subsequent term require an appeal to the Associate Dean (Studies).

- **Extensions:** Allowing additional time or a modified schedule for completion and submission of term work such as assignments, projects, lab reports, etc. The date for the work to be completed should be set through a discussion between the instructor and the student, based on Faculty and departmental policies, as well as the impact of the extenuating circumstances on the student. Incomplete term work can be submitted no later than the end of the subsequent term. Further extensions beyond the set date or the end of the subsequent term require an appeal to the Associate Dean (Studies). The core intent of this academic consideration is to help students compensate for the time they lose due to their extenuating circumstance while completing scheduled academic tasks. For example, a student may take longer to complete an assignment because they were unable to participate in academic work during a period of illness due to their symptoms. A student may also have a reduced capacity to engage in academic work due to a health condition such as a concussion (e.g., reduced computer screen time) or a personal circumstance such as bereavement (e.g., attending a funeral).

# ACADEMIC CONSIDERATION INCLUDES...

Below are some general guidelines regarding extensions that may be helpful to instructors as they consider the request:

- 1-2 days on weekly assignments
- Up to 5 days on mid-term assignments
- 1-2 weeks on term papers

• **Modified schedule for lectures, labs, tutorial, and placement:**

A modified schedule may include a student attending a different lecture, lab, or tutorial section if they are unable to attend their current section (e.g., a student taking a medication after a surgery who has difficulty attending an early morning class may temporarily attend another section of the course).

• **Alternative assignment:**

A different type of assignment that assesses similar learning outcomes, taking into account the student's circumstances (e.g., a written assignment in lieu of an oral presentation, permission to submit individual work rather than group work, written work in place of participation, etc.).

• **Re-weighting of marks:**

Allocation/shifting of marks associated with missed academic work to another academic requirement that assesses similar learning outcomes. This type of academic consideration should be used mainly when:

- a student has missed a small component of academic work; and/or
- it is not possible to have the same assessment at a later time because the component has been compromised (e.g., answers posted or material covered in class); or
- it is not possible to set an alternative assessment (with the same learning outcomes).

It is possible to redistribute marks on a mid-term to a final exam when the final exam assesses the same learning outcomes as the mid-term. However, it is not recommended if it puts the student in a Pass/Fail situation. It is not possible to retroactively redistribute marks from a missed final exam (or a comprehensive/end of

term assignment) to a previous component of the course. If this final component of the course is missed, the preferred option will be to give the student an Incomplete (with a deferred exam or an extension of the assignment). The alternative option would require an appeal to the Associate Dean (Studies) for Aegrotat Standing, which is only possible when the student has completed at least 60% of the course and has demonstrated achievement of the course learning outcomes.

• **Incomplete grade (IN):**

Incomplete standing as defined in Academic Regulation 10.3.4 is a temporary designation reserved for a course in which a student has not completed all term work for a course or when the deferred final examination will take place after the submission of grades. The student must have participated actively in the class and only one or two elements of the class may be outstanding. Please note that the latest date by which the outstanding course requirements must be completed is the end of the subsequent term. Any further extensions based on continued extenuating circumstances will require a written appeal to the Associate Dean (Studies). Students with extenuating circumstances who have been unable to complete the majority of their work in a course should instead consider submitting an appeal to drop the course. The Faculty Office is currently revising the "Permission for an Incomplete Grade or Deferred Examination" form to align it with the new Academic Consideration Policy and Protocol. In the meantime, instructors are welcome to use it or adapt the existing form if they wish to formalize their agreement with the student regarding the date of the deferred exam.

• **Course withdrawal without penalty before the academic deadline to drop:**

Refer students to speak with an Academic Advisor or the Academic Consideration Counsellor in the Faculty Office to consider dropping a course before the academic deadline. Depending on the timing and impact of the extenuating

# ACADEMIC CONSIDERATION INCLUDES...

circumstances, the student may not be able to engage in academic tasks to the extent that dropping the course should be considered. Dropping a course after the academic deadline requires an appeal to the Associate Dean (Studies).

## **Arrangements that *cannot* be authorized by an Instructor:**

- Supplemental course work (Academic Regulation 7.4): After completion of the elements of the class that contribute to the determination of a student's final grade in the class, as outlined in the class syllabus, a student may not submit additional work intended to raise the student's final grade.
- Supplemental examinations (Academic Regulation 8.1): There are no supplemental examinations in courses offered in the Faculty of Arts and Science. A student who has made any attempt at writing a final examination cannot rewrite an examination at a later time. Regulation 8.1 may not be appealed.

## **Arrangements that can be authorized by the Faculty Office through an appeal to the Associate Dean (Studies):**

Depending on the amount of work completed in the course, students may have options to appeal to the Associate Dean (Studies). Instructors should refer students to an Academic Counsellor or the Academic Consideration Counsellor in the Faculty Office for additional information about these options, which may include:

- Aegrotat (estimated) standing in the course
- Credit standing in the course
- Course withdrawal without penalty after the academic deadline to drop
- An extension of an incomplete grade (IN) beyond the one-term deadline to submit incomplete course work or complete a deferred final exam

Detailed information on the [appeal process and options](#).

## **Arrangements that can be authorized by Student Wellness Services:**

- Students seeking short-term academic accommodation (up to 3 months) related to extenuating circumstances (i.e., arrangements that cannot be authorized by an instructor or by the Faculty Office through an appeal to the Associate Dean (Studies) as listed above) should seek out supports and services from Student Wellness Services and contact the Administrative Assistant for Extenuating Circumstances at: **613-533-6000, ext. 74842** or [intake.wellness@queensu.ca](mailto:intake.wellness@queensu.ca)
- Students seeking long-term academic accommodation related to a chronic or ongoing physical or mental health condition or an existing disability should refer to the existing Policy on Academic Accommodations for Students with Disabilities and contact **Queen's Student Accessibility Services (QSAS): 613-533-6467** or [accessibility.services@queensu.ca](mailto:accessibility.services@queensu.ca)

## **Suggested Syllabus Template:**

The Faculty Office supplies a **template to be used for the class syllabus**, with suggested information to be included that relates to academic consideration/accommodation.



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# COMPARING THE DIFFERENCES:

## Request for Academic Consideration vs. Short-term Academic Accommodation (STAA) vs. Letter of Accommodation (LOA)

	Request for Academic Consideration	Short-Term Academic Accommodation (STAA)	Letter of Accommodation (LOA)
<b>Processed by:</b>	Faculty of Arts & Science	Student Wellness Services (SWS)	Queen's Student Accessibility Services (QSAS)
<b>Contact Information</b>	Academic Consideration Counsellor <b>Phone:</b> 613-533-6000, ext. 75413 <b>E-mail:</b> asc.consideration@queensu.ca	Contact intake.wellness@queensu.ca or 613.533.6000 X 74842 to be connected with the provider that completed the STAA Form  <b>OR for general inquiries:</b>  Tess Grant: Occupational Therapist  <b>Phone:</b> 613-533-6000, ext. 75842 <b>E-mail:</b> tess.grant@queensu.ca	Contact QSAS Accessibility Advisor who provided the LOA  <b>OR for general inquiries:</b>  <b>Phone:</b> 613-533-6000, ext. 77628 <b>E-mail:</b> qsas.intake@queensu.ca
<b>Definition</b>	An extenuating circumstance is a personal circumstance beyond the student's control that has a direct and substantial impact on the student's ability to meet essential academic requirements or standards. The Policy on Academic Consideration for Students in Extenuating Circumstances enables students with extenuating circumstances to request academic consideration in a fair, reasonable and consistent manner.	The short-term academic accommodation (STAA) form is provided to a student by a member of Student Wellness Services (SWS) who has assessed the student and determined what academic consideration (deferral, extension, etc.) and/or accommodation (extra time, writing in a different location, the use of a computer, late arrival/time for breaks, etc.) may be required in the short-term (i.e., usually no more than 3 months) or while the student is undergoing an assessment to determine if registration at QSAS for ongoing accommodations is appropriate.	Any adaptation that reduces or eliminates barriers to participation, which arise when a student with a disability interacts with the academic environment.
<b>Eligibility</b>	Students who are experiencing an extenuating circumstance which is beyond their control (up to 3 months).  <b>Examples of conditions include:</b> <ul style="list-style-type: none"> <li>• Short-term physical or mental illness (e.g., stomach flu, mononucleosis, pneumonia, short-term anxiety or depression)</li> <li>• Serious injury (e.g. concussion or broken bones)</li> <li>• Required treatment (e.g. surgery or medication side effects)</li> <li>• Serious injury or illness of significant other (e.g. car accident)</li> <li>• Bereavement (e.g. death of family member or close friend)</li> <li>• Traumatic event (e.g. divorce, sexual assault)</li> <li>• Officially representing the University in a sanctioned event</li> </ul>	An STAA is for students who are eligible either for consideration (see left column) or accommodation (see right column).	Students who are experiencing a chronic or ongoing physical health or mental health condition (e.g., hearing, visual, or mobility impairments, diabetes, cancer, autism spectrum disorder, ADHD/ADD, OCD, schizophrenia, eating disorders, anxiety, depression, etc.), or a learning disability (e.g., dyslexia, dyscalculia, dysgraphia, dyspraxia, auditory or visual processing disorders, etc.).

# COMPARING THE DIFFERENCES:

## Request for Academic Consideration vs. Short-term Academic Accommodation (STAA) vs. Letter of Accommodation (LOA)

	Request for Academic Consideration	Short-Term Academic Accommodation (STAA)	Letter of Accommodation (LOA)
<b>What can be received?</b>	<p><b>Examples of academic consideration include:</b></p> <ul style="list-style-type: none"> <li>Excused absence, deferral, extension, modified schedule for assignments, projects, labs, or placements, alternate assignment, re-weighting of term marks, permission for an incomplete grade, or course withdrawal without penalty (requires an appeal to the Associate Dean Studies).</li> </ul>	Academic consideration and/or academic accommodation.	<p><b>Examples of academic accommodation include:</b></p> <ul style="list-style-type: none"> <li>Extra time, different location, use of computer, adaptive technology, note-taking, alternate format (e.g., receiving textbooks in audio and/or electronic format), extensions, etc.</li> </ul>
<b>Roles &amp; Responsibilities</b>	<p><b>Faculty Office Role</b></p> <ul style="list-style-type: none"> <li>Review and verify documentation.</li> <li>Notify instructor(s) and student once documentation has been processed.</li> <li>Refer students to supports and services as appropriate.</li> <li>Work with students and instructors in cases where there are challenges determining reasonable academic consideration.</li> </ul>	<p><b>Student Wellness Services Role</b></p> <ul style="list-style-type: none"> <li>Determine academic consideration and/or academic accommodation.</li> <li>Provide Short-Term Academic Accommodation form to student (student provides to instructor to implement).</li> </ul> <p><b>Exams Office Responsibilities</b></p> <ul style="list-style-type: none"> <li>Arrange accommodations for centrally scheduled final exams (e.g., proctor, separate room, etc.).</li> </ul>	<p><b>QSAS Accessibility Advisor Role</b></p> <ul style="list-style-type: none"> <li>Determine academic accommodation.</li> <li>Provide Letter of Accommodation to student (student provides to instructor to implement).</li> </ul> <p><b>Exams Office Responsibilities</b></p> <ul style="list-style-type: none"> <li>Arrange accommodations for centrally scheduled final exams (e.g., proctor, separate room, etc.).</li> </ul>
<b>Student Role</b>	<ul style="list-style-type: none"> <li>Complete request for academic consideration through the online portal.</li> <li>Upload supporting documentation if appropriate.</li> <li>Contact instructor to discuss their request and determine what academic consideration options can be granted.</li> </ul>	<ul style="list-style-type: none"> <li>Provide Short Term Academic Accommodation form to instructor(s).</li> <li>Confirm arrangements for final exams with the Exams Office.</li> <li>Cancel arrangements for final exams with the Exams Office if accommodations are no longer needed.</li> <li>Contact instructor to discuss their request and determine what academic consideration options can be granted.</li> </ul>	<ul style="list-style-type: none"> <li>Provide Letter of Accommodation to instructor(s).</li> <li>Cancel arrangements for final exams with the Exams Office if accommodations are no longer needed.</li> </ul>

# COMPARING THE DIFFERENCES:

## Request for Academic Consideration vs. Short-term Academic Accommodation (STAA) vs. Letter of Accommodation (LOA)

	Request for Academic Consideration	Short-Term Academic Accommodation (STAA)	Letter of Accommodation (LOA)
<b>Instructor Role</b>	<ul style="list-style-type: none"> <li>The Faculty Office will notify instructor(s) via email of a student's request for academic consideration outlining the duration and severity/impact.</li> <li>It is the student's responsibility to contact instructor(s) As soon as possible, the student will contact instructor(s) either by email or in-person to discuss their academic consideration request.</li> <li>The instructor will assess missed academic work and provide reasonable academic consideration, while maintaining essential academic requirements and standards. Refer to Information for Instructors – Arrangements that can be authorized by an instructor, p. 13-14. Students receiving academic consideration must still meet the learning outcomes for the course.</li> <li>Keep a written record of interactions with the student, the outcome, and action taken to support the student, including only personal details of the student's extenuating circumstances that are essential to the context. Paper and electronic records should be securely stored and confidentially destroyed as per the University's records retention schedule.</li> <li>If the situation is particularly complex, or there is a reason that you cannot provide academic consideration for a lengthy absence, or there are repeated requests for academic consideration, refer the student to the Academic Accommodation Consideration Counsellor in the Faculty Office or the BISC Deputy Academic Director.</li> <li>If it becomes apparent that a student will not have a full recovery within 3 months and that ongoing academic support may be required, direct the student to contact Queen's Student Accessibility Services (QSAS) to register and request ongoing academic accommodation: 613-533-6000, ext. 77628 or <a href="mailto:qsas.intake@queensu.ca">qsas.intake@queensu.ca</a></li> </ul>	<ul style="list-style-type: none"> <li>It is the student's responsibility to email instructor(s) their STAA.</li> <li>Once the instructor has received the STAA from the student, they will meet with the student (e-mail, in-person, over the telephone) to negotiate academic consideration with the student.</li> <li>The instructor will make arrangements for accommodations by defining the essential academic requirements and standards to be considered when developing an academic accommodation plan, and considering a range of possible approaches and reasonable solutions to uphold essential academic requirements and standards.</li> </ul>	<ul style="list-style-type: none"> <li>As requested and required, the instructor will actively engage in the academic accommodation planning process with students with disabilities and QSAS by defining the essential academic requirements and standards to be considered when developing an academic accommodation plan, and consider a range of possible approaches and reasonable solutions to uphold essential academic requirements and standards.</li> </ul>





# FREQUENTLY ASKED QUESTIONS

## FAQ For Instructors

### 1) a) I received a notification e-mail from the Faculty Office. Do I need to follow-up with the student?

OR

### b) The student has not contacted me regarding their academic consideration request. What should I do?

If a student does not follow-up with you regarding their academic consideration request, then you can assign a grade according to the work completed or not completed to date. It is the student's responsibility to follow-up with their instructor(s) as soon as possible. If a student delays in following up with an instructor, then there may be limitations on what the instructor can offer the student in terms of academic consideration, if they can even offer it at all at that point. For example, if answers for a test have already been posted, then the instructor and student may need to consider alternative academic consideration arrangements (e.g., an alternative assignment, re-weighting of marks, etc.).

### 2) Who is responsible for scheduling a deferred exam?

If the request for academic consideration pertains to a time period when a mid-term or final examination is scheduled, please note that it is up to the instructor in accordance with their departmental policy on deferred examinations to determine the date of a deferred examination. If the course is offered online, then this needs to be done in consultation with Arts and Science Online ([cdsexams@queensu.ca](mailto:cdsexams@queensu.ca)). Deferred examinations may be scheduled as early as the day after the student's consideration period ends or up to

maximum of the end of the subsequent term. Students studying at the Bader International Study Centre (BISC) should notify both their instructor and the Deputy Director, Dr. Anna Taylor at: [deputyad@bisc.queensu.ac.uk](mailto:deputyad@bisc.queensu.ac.uk).

### 3) What academic consideration options can be authorized by instructors?

Academic consideration includes but is not limited to: an excused absence, a deferral, an extension, a modified schedule for assignments, projects, labs, or placements, an alternative assignment, a re-weighting of term marks, permission for an incomplete grade, course withdrawal without penalty (which would require an appeal to the Associate Dean Studies), or other consideration deemed appropriate by the Faculty Office. Academic consideration can vary from course to course depending on what academic work is missed and the essential requirements/ learning outcomes of the course.

#### ***Students receiving academic consideration must meet all essential academic requirements/ learning outcomes and standards of the course.***

Students are informed that academic consideration does not guarantee academic achievement in a course/program. The full guidelines regarding arrangements that can be authorized by instructors can be found in the section for "Additional Information for Instructors" on our website at:

<https://www.queensu.ca/artsci/staff-and-faculty/teaching/academic-consideration-accommodation-for-instructors>.

# FREQUENTLY ASKED QUESTIONS

## 4) What academic consideration CANNOT be authorized by instructors?

- a) **Supplemental Course Work** (Academic Regulation 7.4): After completion of the elements of the class that contribute to the determination of a student's final grade in the class, as outlined in the class syllabus, a student may not submit additional work intended to raise the student's final grade.
- b) **Supplemental Examinations** (Academic Regulation 8.1): There are no supplemental examinations in courses offered in the Faculty of Arts and Science. A student who has made a valid attempt at writing a final examination cannot rewrite an examination at a later time. Regulation 8.1 may not be appealed.
- c) **Pass/Fail Grades in Courses Designated by Academic Units in the Faculty** (Academic Regulation 10.2.1): An academic unit that wishes to designate a course for pass/fail grading must obtain approval for such a designation through the curriculum review process as outlined in the By-Laws of the Faculty Board, and all such designations are subject to the final approval of Faculty Board. Any course designated for pass/fail grading must clearly indicate this grading method in the course syllabus. All students enrolled in a course designated for pass/fail grading in this manner will be graded as such; letter grades will not be available.
- d) **Location of Final and Mid-Year Examinations** (Academic Regulation 8.3): The final examination in any on-campus class offered in any Term or Session must be written on the campus on which the class was taken (i.e., on campus courses are not meant to be modified into fully online courses).
- e) **Extenuating Circumstances Warranting an Early Examination** (Academic Regulation 8.4.1): Students seeking permission to write an examination at an earlier time than the scheduled time due to very exceptional circumstances beyond their control, must make a written request to the Associate Dean (Studies).
- f) **Students are only to be given additional time when writing an exam as directed by their Letter of Accommodation** (Queen's Student Accessibility Services), and Short Term Academic Accommodation (Student Wellness Services).

## 5) When should instructors give an Incomplete (IN) grade?

As per regulation 10.3.4:

***In cases where a student will receive a failing grade*** if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the instructor. A grade of IN will not be included in the determination of a student's GPA, and any course with an IN designation may not be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the IN grade will lapse to an F (Failure) and will be included in the student's GPA.

***In cases where a student will pass the course*** even if the outstanding work is not completed or the exam is not written, the actual earned letter grade will be assigned. The letter grade shall be included in the student's GPA and may be counted for credit towards a degree program. If the outstanding work is not submitted by the end of the subsequent term, the original letter grade shall stand.

So, for example, if this student has a D grade, and would receive a D grade even if they did not complete the outstanding work, then an instructor

# FREQUENTLY ASKED QUESTIONS

would input a D rather than an IN. If the student is already failing the course, then the instructor would submit an IN – if the student does not complete the outstanding work then the grade would change from IN to F at the end of the subsequent term.

**Anything beyond the subsequent term** would require the student to submit an academic appeal to the Associate Dean (Studies) to allow an extension of the Incomplete. Here is a link to the appeal information should that be the case:

<https://www.queensu.ca/artsci/undergrad-students/academic-appeals>

## 6) What is the difference between “re-weighting” and an Aegrotat Standing?

**Re-weighting of marks:** Allocation/shifting of marks associated with missed academic work to another academic requirement that assesses similar learning outcomes. This type of academic consideration should be used mainly when:

- A student has missed a small component of academic work; and/or
- It is not possible to have the same assessment at a later time because the component has been compromised (i.e., answers posted or material covered in class); or
- It is not possible to set an alternative assessment (with the same learning outcomes).

It is possible to redistribute marks on a mid-term to a final exam when the final exam assesses the same learning outcomes as the mid-term. However, it is not recommended if it puts the student in a Pass/Fail situation. It is not possible to retroactively redistribute marks from a missed final exam (or a comprehensive/end of term assignment) to a previous component of the course. If this final component of the course is missed, the preferred option will be to give the student an Incomplete (with a deferred exam or an extension of the

assignment). The alternative option would require an appeal to the Associate Dean (Studies) for Aegrotat Standing, which is only possible when the student has completed at least 60% of the course and has demonstrated achievement of the course learning outcomes.

**Aegrotat Standing (Academic Regulation 10.3.1):** Aegrotat Estimated Standing in a course is reserved for situations in which a student, who has completed and passed at least 60 per cent of the work for a course, but because of illness or other extenuating circumstances beyond his or her control, is unable to complete all the work of the course (see Academic Regulation 6). Aegrotat grades will be included in the student’s grade point average (GPA), can be used as credit earned towards a degree program, and can be used to qualify for entry to a degree Plan.

A student seeking Aegrotat Standing in a class must submit a formal appeal to the Associate Dean (Studies) (see Appeal of Academic Decisions, Section 3). As part of the appeal, the instructor must indicate whether the student has demonstrated an understanding of the class material and must provide an estimation of the student’s grade in the class based on the work completed. If the request is granted, this estimated letter grade will appear on the student’s transcript together with a note reading “Aegrotat Estimated Grade.” Students may be granted Aegrotat and/or credit standing for a maximum of 36.0 units during their entire program.

## 7) When should instructors advise students to contact the Faculty Office regarding appeal options?

Depending on the timing and impact of the extenuating circumstances, the student may not be able to engage in academic tasks to the extent that dropping the course should be considered.

# FREQUENTLY ASKED QUESTIONS

Instructors should refer students to speak with an Academic Advisor or the Academic Consideration Counsellor in the Faculty Office to consider dropping a course before the academic deadline to drop a course. **Dropping a course after** the academic deadline requires an appeal to the Associate Dean (Studies) (see *Information for Instructors – Arrangements that can be authorized by the Faculty Office through an appeal to the Associate Dean (Studies)*).

All students must meet all essential academic requirements/learning outcomes and standards of the course. If instructors are unsure as to whether or not academic consideration is an option, please contact an Academic Consideration Counsellor at the Faculty Office for support.

Students requesting an extension of an incomplete grade beyond the one-term deadline to submit incomplete course work or complete a deferred final exam must submit an appeal to the Associate Dean (Studies).

## 8) What should departments do if the instructor is on sabbatical or their contract has ended?

It is the responsibility of the Department Head to assign a new instructor to oversee any Incompletes (IN) for courses for which the instructor is on sabbatical or if their contract has ended. Instructors who are on sabbatical or have completed their contract should also update their auto-e-mails to direct students to contact the Department Head after the course has ended.

## 9) What to do when an instructor teaches one half of a full-year course?

It is the student's responsibility to contact the instructor teaching the portion of the course to which academic consideration applies. Should the instructor no longer be available to contact, then students should be directed to contact the Department Head for support.

Instructors should also update their auto-e-mails to direct students to contact the Department Head after the portion of the course that they are teaching has ended.

## 10) What to do when an accommodated exam needs to be rescheduled.

It is the student's responsibility to contact one of the following units or people immediately, depending where they are studying:

- Students missing accommodated exams on campus [e.g., a mid-term that requires the use of a computer, or a final exam for which you are receiving academic accommodation through Student Wellness Services (i.e., Accessibility Services, Counselling, Health, or the Occupational Therapist)] must advise the Exams Office immediately by email: [exams@queensu.ca](mailto:exams@queensu.ca). Otherwise, a fee for missing an accommodated exam will be charged.
- It is the instructor's responsibility to schedule the deferred exam and set up the accommodations that are required. The exams office does not do that for on-campus courses.
- Students missing accommodated exams at off-campus exam centres must advise the Arts and Science Online Exams Office immediately by email: [cdsexams@queensu.ca](mailto:cdsexams@queensu.ca). Otherwise, a fee for missing an accommodated exam will be charged.
- Students missing accommodated exams at the Bader International Study Centre must advise the Deputy Director, Dr. Anna Taylor ([DeputyAD@bisc.queensu.ac.uk](mailto:DeputyAD@bisc.queensu.ac.uk)), AND the Accommodations Officer, Dr. Isabelle Brent ([i\\_brent@bisc.queensu.ac.uk](mailto:i_brent@bisc.queensu.ac.uk)), immediately by email.

# CONSIDERATION IN COURSE DESIGN

## BUILDING FLEXIBILITY INTO COURSE DESIGN TO FACILITATE ACADEMIC CONSIDERATION

Here below are some tips and tricks crowdsourced from faculty across Arts and Science.

### Tests and Quizzes

- Re-weight component grades in students' favour -- increase weights of cumulative final exam if midterm mark is lower.
- For assignments or tests that are part of a series, allow students to count only the best results; e.g. count best 4 out of 5.
- Make midterm and even final exam optional. Students are given choice between two assignment formats.
- Set up consistent deferred exam writing date for a course or department, e.g. first Friday of the following term – make this an official exam sitting that is non-negotiable without documentation.
- Apply principles of universal design to give everyone extra time to write tests and quizzes. If extending time is allowed for a test, constrain space for answers, e.g., include text boxes in which students have to write.
- Design two versions of each quiz: one to be written in-class and a longer, take-home version
- Keep online quizzes open for a longer window on OnQ; suggestions ranged between 24 hours and 7 days (anytime up until the knowledge is needed for application purposes, e.g., lecture, lab).
- Deduct a percentage for late submissions, perhaps time limited, as opposed to not accepting late work.

### Large Assignments – e.g. essays, projects

- Have assignments open for a long period, perhaps even all term. Allows students to manage their time more flexibly. At the same time, communicate clearly with students what the implication of missing deadline would be; teaching them to take responsibility for those consequences.

- Have soft and hard deadlines aligned with the consideration policy. Allow up to 3-day grace period on essays and major assignments. State clearly the consequences of missing soft and hard deadline.
- Have a designated absolutely final last date for missed assignments.
- Have alternative assignments with different deadlines.
- In a peer feedback assignment, pre-plan a 'late pool' of students who can peer review one another.
- Break a large project into parts (outline, bibliography, intro/review, discussion/conclusion), give each part a different deadline and mark it separately

### Frequent Small Stakes Components – e.g. labs, responses

- Count only the best results in final grade (e.g. best 8 of 10).
- No late penalty for first late assignment.
- Set a deadline for the assignments, but a later date on which students start losing marks if they still haven't submitted with a final date after which assignments will not be accepted.
- Have midnight deadlines, rather than in the middle of the day.
- Create more assignments in course, each worth smaller proportion of final grade.
- For mandatory attendance components, allow all students 2 (or more) classes that can be missed without penalty
- To deal with missed in-class assignments, create ahead of time a set make-up assignment with a 2-week extension (open on OnQ for 2 weeks). Make up assignment requires that a student reads an article because they missed the lecture.

# CONSIDERATION IN COURSE DESIGN

- Allow students to elect not to do in-class assignments and have 10% added to the final exam
- In seminar classes, don't mark participation on a weekly basis-instead assign a global mark at the end of the year. Keep notes on a weekly basis to aid your memory!
- For labs and presentations, set aside last 2 weeks of the term for presentation of missed work.

## **Suggestions for language that might be used in syllabi:**

"This assignment has been designed with flexibility for academic consideration for all students in mind. No 'Requests for Academic Consideration' (submitted through the Faculty of Arts and Science portal without documentation) pertaining to this assignment will be approved, except in very exceptional circumstances on a case-by-case basis."

Could add language to capture the list above of potential universal remedies from which instructors could choose:

"There may be a time when you are unable to complete a quiz or attend class for personal reasons. To build in some flexibility for all students,

- only your X best quizzes (of Y) will count towards your quiz grade."
- each assignment will have a 3-day grace period. That is, your assignments are due on the due date in OnQ but will be accepted, without penalty, up to 72 hours afterwards. Assignment dropboxes will close 72 hours after the published deadline and assignments not submitted by that time will receive a '0' [or late penalties (as described in the syllabus) will apply.]"
- There are X midterm tests as well as a cumulative final exam. Should you do better on your final exam than one or more of your midterms, your lowest midterm test score will be dropped and that weight added to your final exam."

"These universal design features preclude your need to use the Faculty's Request for Academic Consideration without documentation portal. Should you have a documented request for more than 72 hours, please do use the portal."

- "Students receiving permission to write a deferred final exam will be expected to come to campus to write their exam on Friday, January Xth, time and location TBA. Requests for individualized deferred exam dates cannot be accommodated."



