PROCEDURE

Part 2: Academic Consideration for Students participating in Sanctioned Events or as Distinguished Guests

Contact Officer

Jennifer Dods, Executive Director, Student Wellness Services

| Purpose | This procedure accompanies the university’s Academic Consideration for Students in Extenuating Circumstances Policy (2017) and outlines the steps to be taken to promote consistent, fair and reasonable response to requests for academic consideration to students for a range of circumstances.

Privacy and confidentiality will be protected and maintained throughout this process to the extent possible. Information may be shared among university personal (e.g. faculty offices, instructors, exams office) on a need to know basis for the purpose of arranging academic considerations. Confidentiality cannot be maintained where there is reason to believe that an individual may be at risk of harming themselves or others.

Faculties/Schools have identified individuals in their offices whom students can contact to facilitate a request for academic consideration. This individual is usually located in the student services office or program office. Students should contact their Faculty/School Office for more information.

Appeals related to academic considerations should follow current Faculty / School appeal process. The Office of the University Ombudsmen is also a resource for independent, impartial and confidential advice.

Procedure

Invited or Required Participation in Sanctioned Events or as Distinguished Guest

On occasion a student may represent the university through participation in an official university sanctioned event (academic or athletic) or as a distinguished invited guest at a non-university event. These events require students to be absent from campus for a short period of time and limit their ability to meet academic obligations.

This applies to an academic event where a student has made significant contributions to their area of study and has been invited or accepted to showcase this achievement.
on a provincial, national or international stage. All requests related to academic events must be first approved by the department before being brought to the Faculty/School Office for final approval.

This applies to a varsity athletics team participating in a significant event (e.g. provincial, national, or international championship) where student participation is essential to the success of the team. All requests related to athletic events must first be approved by a member of the Athletics and Recreation senior management team before being brought to the Faculty / School Office for final approval.

This applies to a student who is invited to share an exceptional talent or ability on a national or international stage (e.g. Olympic qualifier). Participation in these events would highlight the talent of Queen’s students. Requests for academic consideration for participation in these events require additional documentation and should be brought directly to the Faculty / School Office.

<table>
<thead>
<tr>
<th>Students participating in a Significant Event</th>
<th>Students who are representing the University through participation in a University sanctioned academic or athletic event or as a distinguished guest will need to complete a Significant Event Request form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete the top half of the Request for Excused Absence for Significant Event Participation form and bring it to the appropriate university professional (e.g. Executive Director in Athletics, Department Head) for completion and signature. If it is an event not sanctioned by the university, include a description of the event, documentation of invitation to participate, and details regarding nominating/selection process. Attach any relevant documentation to the Request for Excused Absence for Significant Event form.</td>
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<td>2. Submit the completed form to the Faculty/School office.</td>
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<td>3. If approved, complete and/or submit the academic work per the consideration granted. In some cases, considerations may require a student to complete course assignment prior to being absent for the event.</td>
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<tr>
<th>Faculty Members: Instructors or Supervisors who receive a Request for Excused Absence for Significant Event form</th>
<th>When contacted by the Faculty/School Office or by a student regarding a Significant Event Request form.</th>
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<tbody>
<tr>
<td>1. Consult with the Faculty/ School Office to discuss event as needed.</td>
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<td>2. Assess the circumstances and provide short-term arrangements, as appropriate, while maintaining essential academic requirements and standards.</td>
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<tr>
<th>Faculty/School Offices</th>
<th>Faculties/Schools should have a Faculty/School-specific response protocol that describes the approach to supporting students who are attending University sanctioned events or who are distinguished invited guests at a significant provincial, national or international</th>
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</table>
This protocol should be posted to the Faculty/School’s website and distributed to departments, faculty members, supervisors, course directors and instructors of record, TFs, TAs, staff and students.

If a student contacts the Faculty/School Office directly related to a request to participate in a sanctioned event or as a distinguished guest:

1. Recognize the university’s ‘good-faith’ approach.
2. Respond as per the Faculty/School-specific protocol. This may include receiving documentation, verifying the events when necessary, emailing all instructors involved, consulting with instructors and department program advisors, and providing academic advising to the student.
3. Determine additional documentation required, on a case by case basis, and communicate this to the student along with any other follow-up needed from the student.
4. 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 in a location to be determined by Faculty/School protocol and confidentially destroyed per the university’s records schedule. Documentation collected as part of this policy will not be part of a student’s permanent academic record.
5. Support the co-ordination of academic considerations across courses and instructors.
6. Protect privacy and confidentiality throughout this process to the extent possible. Information may be shared among university personal (e.g. instructors or supervisors, exams office) on a need to know basis for the purpose of arranging academic considerations.

| School of Graduate Studies (SGS) | In the event that an instructor or supervisor does not assent to the request for academic consideration made by a graduate student, academic consideration may nonetheless be granted, unless the instructor or supervisor provides justifiable reasons for withholding his or her assent. The decision to grant or deny the academic consideration shall be made by the Associate Dean of the School of Graduate Studies. |

<table>
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<tr>
<th>Office of the Vice-Provost and Dean of Student Affairs</th>
<th>If contacted by a student or parent:</th>
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<tr>
<td></td>
<td>1. Contact the appropriate Faculty/School Office, and any support unit, as appropriate, to facilitate the academic consideration process.</td>
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<tr>
<td></td>
<td>2. Protect privacy and confidentiality throughout this process to the extent possible. Information may be shared among</td>
</tr>
</tbody>
</table>
university personal (e.g. instructors or supervisors, exams office) on a need to know basis for the purpose of arranging academic considerations.

3. Keep a written record of interactions with the student, the outcome, and action taken to support the student. Paper and electronic records should be securely stored in a location to be determined by Faculty/School protocol and confidentially destroyed per the university’s records schedule. Documentation collected as part of this policy will not be part of a student’s permanent academic record.

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>April 2017</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>Senate</td>
</tr>
<tr>
<td>Date of Commencement</td>
<td>May 2017</td>
</tr>
<tr>
<td>Amendment Dates</td>
<td>n/a</td>
</tr>
<tr>
<td>Date for Next Review</td>
<td>April 2022</td>
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<tr>
<td>Related Policies, Procedures and Guidelines</td>
<td>Academic Consideration for Students in Extenuating Circumstances Policy (2016)</td>
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Request for Excused Absence for Significant Event

This form should be completed and submitted to Instructors or the Faculty/ School office (see your Faculty / School protocol) a minimum of 2 weeks before the event, or as soon as the event is scheduled if less than two weeks’ notice available.

Student Name: __________________________   Student Number: __________________________
Queen’s Email: __________________________   Phone Number: __________________________

Event Details

- [ ] Varsity Athletic Event
- [ ] Academic Event
- [ ] Other Significant Event

Level of Event: [ ] Provincial  [ ] National  [ ] International  [ ] __________________________
Event Organizing Body: _______________________________________________________________
Dates of required absence: _____________________ Dates of event: _____________________
Nature of Invitation: __________________________________________________________________
Description of Event:

Academic and Athletic Event Verification

I verify that ____________________________ (name of student) has a commitment to attend
the sanctioned event described above. I support this student’s request to represent Queen’s
University through participation at this event. The student is aware of their obligation to
negotiate a plan for the completion of all assigned work and academic obligations.

Athletic Events (To be signed by a member of the senior management team)

Name: __________________________   Signature: __________________________   Date: ___________

Academic Events (To be signed by the department head or chair)

Name: __________________________   Signature: __________________________   Date: ___________

Approval: Associate Dean or Delegate

Name: __________________________   Signature: __________________________   Date: ___________

Other Significant Event

Please attach all documentation related to the nature of the event and to your invitation to
participate as a distinguished guest. Include a one page personal statement explaining why you
feel this is an essential event for you to attend.

Student Signature: __________________________   Date: __________________________

Completion of this form constitutes a request. Approval of an excused absence lies with the Instructor / Supervisor or
Faculty / School office.