### Comparing the Differences:
**Request for Academic Consideration vs. Short-Term Academic Accommodation (STAA) vs. Letter of Accommodation (LOA)**

<table>
<thead>
<tr>
<th>Request for Academic Consideration</th>
<th>Short-Term Academic Accommodation (STAA)</th>
<th>Letter of Accommodation (LOA)</th>
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</thead>
<tbody>
<tr>
<td><strong>Processed by:</strong></td>
<td>Faculty of Arts &amp; Science</td>
<td>Student Wellness Services (SWS)</td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
<td>Academic Consideration Counsellor</td>
<td>Contact <a href="mailto:intake.wellness@queensu.ca">intake.wellness@queensu.ca</a> or 613.533.6000 X 74842 to be connected with the provider that completed the STAA Form</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>613-533-6000, ext. 75413</td>
<td><strong>OR for general inquiries:</strong></td>
</tr>
<tr>
<td><strong>E-mail:</strong></td>
<td><a href="mailto:asc.consideration@queensu.ca">asc.consideration@queensu.ca</a></td>
<td>Tess Grant: Occupational Therapist</td>
</tr>
</tbody>
</table>

### Definition
- **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 Considerations for Students in Extemuating 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.**

### Eligibility
- **Students who are experiencing an extenuating circumstance which is beyond their control (up to 3 months).**
- **Examples of conditions include:**
  - Short-term physical or mental illness (e.g., stomach flu, mononucleosis, pneumonia, short-term anxiety or depression)
  - Serious injury (e.g., concussion or broken bones)
  - Required treatment (e.g., surgery or medication side effects)
  - Serious injury or illness of significant other (e.g., car accident)
  - Bereavement (e.g., death of family member or close friend)
  - Traumatic event (e.g., divorce, sexual assault)
  - Officially representing the University in a sanctioned event

- **An STAA is for students who are eligible either for consideration (see left column) or accommodation (see right column).**

### What can be received?
- **Examples of academic consideration include:**
  - 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).

- **Academic consideration and/or academic accommodation.**

- **Examples of academic accommodation include:**
  - 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.

### Roles & Responsibilities
- **Faculty Office Role**
  - Review and verify documentation.

- **Student Wellness Services Role**
  - Determine academic consideration and/or academic accommodation.

- **QSAS Accessibility Advisor Role**
  - Determine academic accommodation.
### Student Role
- Complete request for academic consideration through the online portal.
- Upload supporting documentation if appropriate.
- Contact instructor to discuss their request and determine what academic consideration options can be granted.
- Provide Short-Term Academic Accommodation form to student.
- Provide Letter of Accommodation to instructor(s).

### Instructor Role
- The Faculty Office will notify instructor(s) via email of a student’s request for academic consideration outlining the duration and severity/impact.
- It is the student’s responsibility to contact instructor(s) either by email or in-person to discuss their academic consideration request.
- The instructor will assess missed academic work and provide reasonable academic consideration, while maintaining essential academic requirements and standards. Please refer to the Instructor Handbook for arrangements that can be authorized by instructors. Students receiving academic consideration must still meet the learning outcomes/essential requirements for the course.
- 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.
- If the situation is particularly complex, or there is a reason that you cannot provide academic considerations for a lengthy absence, or there are repeated requests for academic consideration, refer the student to the Academic Consideration Counsellor in the Faculty Office at: 613-533-6000, ext. 75413 or asc.consideration@queensu.ca OR the Deputy Academic Director as BISC at: deputyAD@bisc.queensu.ac.uk

### Exams Office Responsibilities
- Provide Short Term Academic Accommodation form to instructor(s).
- Confirm arrangements for final exams with the Exams Office.
- Cancel arrangements for final exams if accommodations are no longer needed.
- Contact instructor to discuss their request and determine what academic consideration options can be granted.
- Provide Letter of Accommodation to instructor(s).
- Cancel arrangements for final exams if accommodations are no longer needed.

### 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.