

# Academic Consideration Guide – Faculty of Arts and Science

## 4-Day to 3-Month Requests

**Before you get started, please note the following information:**

- All 4-Day to 3-Month requests should be made as soon as you require Academic Consideration. All requests for academic consideration for extenuating circumstances between 4-days and 3-months must be submitted before the course has closed/ended.
- Supporting documentation is required for this type of request.
  - If you do not have documentation at this time, you may submit the request and then choose “Documentation not yet available” when submitting. Please see [“Adding documentation in the Portal”](#) guide under “Applying for Academic Consideration” for more information regarding adding documentation after submitting your initial request.
- A reminder that our office validates that you are experiencing an extenuating circumstance over a certain period of time. Requests should therefore **include** the due date of a deliverable as, if you were not experiencing an extenuating circumstance on this date, the deliverable should be handed in on time.
- All correspondence will be sent to your Queen’s email address.

**You will also need to have the following items available:**

- The course name and number (e.g., PSYC 100) of **all courses** for which you are requesting academic consideration. **Consideration is granted by the circumstance, not by the course, so only one request is required.**
- The Instructor or Course Coordinator’s name and their Queen’s email address for each course in your request (you can find this information in the course syllabus or OnQ).
  - The Portal uses this information to automatically send notifications to your Professor about your request. **Please double check that all information is correct so there is not a delay in your Instructors receiving notifications. It is our recommendation that you DO NOT use AutoFill functions when completing requests through the Portal.**
- Supporting documentation (see above for more information).

**What if I forget to add a course or realize that I entered incorrect information in the Portal?**

Don't fret! Please email [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca) and include the course name, instructor name, and instructor email to have the course added to your existing request. There is no need to submit a new request.

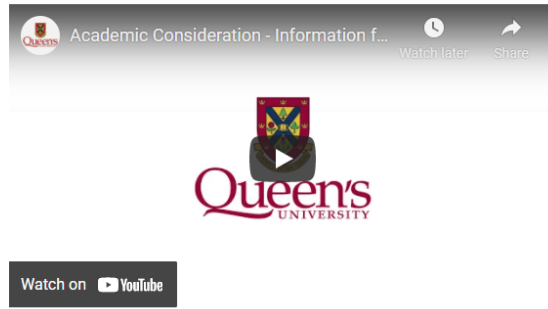
**Step 1:** Access the [Academic Consideration Request Portal](#) from the main Academic Consideration webpage.

## FOR EXTENUATING CIRCUMSTANCES FOR STUDENTS

This page aims to inform **students and instructors/staff** about the Academic Consideration process and how it can assist students in completing academic requirements when experiencing extenuating circumstances **in the Faculty of Arts and Science**.

If this does not apply to you, please see the "Who qualifies for Academic Consideration in the Faculty of Arts and Science?" question below for information on where to access resources for your specific Faculty.

**Instructors**, make sure you check out our Instructor FAQs below and the **Academic Consideration Instructor Handbook** for great information.



## ACADEMIC CONSIDERATION REQUEST PORTAL (ACRP)

Login here to submit a request for academic consideration for extenuating circumstances up to 3 days or between 4 days to 3 months.

[SUBMIT REQUEST](#)

## FREQUENTLY ASKED QUESTIONS FOR ACADEMIC CONSIDERATION

[SEE THE FREQUENTLY ASKED QUESTIONS](#)

## COURSE MAPPING

MAPPING YOUR DEGREE  
Your ROADMAP to graduation.

Do you need help figuring out how to pick courses for your degree plan, electives and certificates?

**Step 2:** When prompted, use your netID and password to log into the Portal.

### Single Sign-On

NetID

Password

Log In

[Don't have a NetID?](#)

[Forgot your NetID or password?](#)

**Step 3:** You will be asked a series of questions to ensure that you are eligible to apply for Consideration through the Faculty of Arts and Science.

**Are you an undergraduate student in the Faculty of Arts & Science?\***

This includes online, on-campus, and Bader International Study Centre (BISC) students studying:

- Arts
- Science
- Computing
- Fine Art
- Music
- Kinesiology
- Concurrent Education

Please answer based on your **home faculty**, even if you are taking an Arts & Science course.

- Yes (I am an Arts, Science, Computing, Fine Art, Music, or Kinesiology student, including Concurrent Education)
- No (I am undergraduate Commerce, Engineering, Health Sciences or Nursing Student, or a graduate student)

Questions are as follows:

- **Are you an undergraduate student in the Faculty of Arts and Science?**
  - This includes online, on-campus, and Bader International students studying Arts, Science, Computing, Fine Art, Music, Kinesiology or Concurrent Education.
    - If you are not one of these students, please see the [Academic Consideration departments across campus](#) list under “Info for Faculty and Staff” and “Faculty/School Office Contacts for the Academic Considerations” drop down to find the appropriate contact for your Faculty.
- **Is your request related to a significant event?**
  - A [significant event](#) refers to students who have been approved to officially represent Queen’s University at a sanctioned event (ie: a musical performance for the Prime Minister, participating in the Olympics, etc.). Students must have already contacted either Queen’s Athletics and Recreation OR the Vice-Provost and Dean of Student Affairs to complete the [Request for Excused Absence for Significant Event form](#) before submitting a request through the Portal. Please see the “[Significant Event Requests](#)” guide under “Applying for Academic Consideration” for more information.
  -

- **Do you have a disability or a Letter of Accommodation from Queen’s Student Accessibility Services (QSAS)?**
  - If no, proceed to answer the next question.
  - **If yes, is this request related to an exacerbation of your disability or condition?**
    - No: If the reason for the request is an extenuating circumstance that is separate from the nature of your current LOA (ie: a bereavement, a COVID diagnosis, etc.), please submit a request and we can assist you in navigating next steps.
    - Yes: If your request is in relation to your LOA, or if the situation is exacerbating your ongoing condition, please provide your LOA directly to your Instructor. If you do not have an LOA or require assistance, please contact [qsas.intake@queensu.ca](mailto:qsas.intake@queensu.ca). You can find more information in the [Accommodation VS Consideration section of our website](#).
  
- **Is your request related to an extenuating circumstance?**
  - An extenuating circumstance is a personal circumstance beyond your control that temporarily reduces your ability to meet your academic requirements (ie: bereavement, stomach flu, car accident, etc.).
  - An extenuating circumstance is **NOT** a personal event, transportation issue, competing commitment, high level of academic or exam-related stress, for chronic technological or workspace disruption or for requests related to religious observance.
    - If you are requesting academic consideration for a non-extenuating circumstance, you should not submit a request in the online portal. Rather, you should [review the following information about possible supports/services](#).
  
- **Is your request related to the current academic term?**
  - If yes, please proceed to the next question.
  - **If no, is this request related to a course(s) from the previous academic term in which you have been granted an IN (incomplete) grade?**
    - Yes: Please proceed with submitting the request and ensure that you input dates into the Portal that align with amended deadlines in the current term.

- No: The Faculty Office generally does not accept requests for Academic Consideration once a course has closed/ended; therefore, requests for retroactive academic consideration cannot be submitted through the online portal. Exceptional cases will be reviewed by our Academic Consideration Team on a case-by-case basis. Please reach out to the Academic Considerations Team at [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca) for next steps. In this situation, an academic appeal might be recommended. For more information regarding appeals, please visit: [Academic Appeals](#).
- **How long will your circumstance last?**

**How long will your circumstances last?\***

- Up to 3 days [What's this?](#)
- Between 4 days and 3 months [What's this?](#)

- Requests for academic consideration between 4 days and 3 months should be made as soon as you require academic consideration.
- All requests between 4 days and 3 months must be submitted before the semester has ended.

Once you have answered each of these questions, please hit the 'Next' button to continue to Step 4.

Next

**Step 4:** Please enter your personal information into the Portal.

## Personal Information

Student Number:\*

First Name:\*

Last Name:\*

Email:\*

Re-type Email:\*

Please indicate your telephone number, should we need to contact you regarding your request:\*

Format: 613-555-5555

No telephone

Faculty:\*

You must be an undergraduate student in the Faculty of Arts and Science to submit a Request for Academic Consideration for Extenuating Circumstances through this system. If you are a student from another Faculty (i.e., Commerce, Engineering, Health Sciences or Nursing student, or a graduate student), even if you are taking an Arts and Science course, you should submit your request for academic consideration according to the protocol and procedures of your home Faculty.

For the term of this request, how do you study at Queen's?\*

- This information will be used to send automatic emails to you so please **double check that all information is correct so there is not a delay in processing your application.**
- Please consider the following when selecting how you study at Queen's:
  - **On Campus** = Courses taken at Kingston, ON campus and may also include some online courses
  - **Online** = All courses taken online
  - **BISC** = The Bader International Study Centre at Herstmonceux Castle

**Step 5:** Please select that dates that you are currently experiencing an extenuating circumstance. Note that you will only be able to select dates from the current semester.

## Dates

The maximum amount of time that can be selected is three months.

Term:\*

Please choose... ▼

If your extenuating circumstances will extend into the subsequent term, you will need to submit an additional request once that term starts for academic consideration for those new courses.

Request for Academic Considerations starting on:\*

March ▼ 12 ▼ 2021 ▼

Date of anticipated full recovery:\*

March ▼ 12 ▼ 2021 ▼

- Can't select the dates you need? Remember that you are only able to submit requests for the current academic term.
- The Faculty Office verifies the dates that you are experiencing an extenuating circumstance – not the dates that you want to extend a deadline.
  - Example: Your wisdom teeth were removed on March 1<sup>st</sup> and your doctor indicates that you should rest for 5 days. You would enter March 1<sup>st</sup> – 5<sup>th</sup> as the dates in the Portal, not March 1 – 7<sup>th</sup> because you want a few extra days to catch up on work.
- Once you have reviewed your request, we will send verification to your Instructor(s), who will use this information to provide Academic Consideration. Professors have discretion to provide a few extra days to assist you. Please discuss new deadlines for any missed deliverables with your Instructor/TA directly.

**Step 6:** Enter course data for each course that will be impacted by your extenuating circumstance and where marks are associated with your absence.

- If you are requesting a long period of time (ie: one month), we would recommend listing all of your courses.
- If you miss a course or find that you need additional time that includes a missed deliverable in another course, please email our staff at [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca) to add.



- Taking more than 5 courses? Please use the “**Add another course**” button at the bottom of the table to add additional course information.
- The Portal uses this information to automatically send notifications to your Instructors about your request. **Please double check your syllabus to ensure that all information is correct. Incorrect information results in notification delays - it is your responsibility to ensure details are entered into the Portal correctly.**
  - **Remember! Any delay in contacting your Professors may limit the Academic Consideration options available.**
- Some departments use “Course Coordinators” to assist Professors with the volume of Consideration requests they receive. Please check the course syllabus for the correct email address to send requests – requests can only be sent to one contact per course.

### Course(s) with Academic Requirement(s) Needing Consideration

Please only include all courses relevant to this request where there are marks associated with your absence. Make sure that you have the correct name and Queen's email address for your instructor or course coordinator for each course—you can find this information in your course syllabus.

Subject:*	Number:*	Instructor / Coordinator Name:*	Instructor / Coordinator Email:*	Re-type Email:*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="@queensu.ca"/>	<input type="text" value="@queensu.ca"/>
E.g., "PSYC"	E.g., "100"			
Subject:	Number:	Instructor / Coordinator Name:	Instructor / Coordinator Email:	Re-type Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="@queensu.ca"/>	<input type="text" value="@queensu.ca"/>
E.g., "PSYC"	E.g., "100"			
Subject:	Number:	Instructor / Coordinator Name:	Instructor / Coordinator Email:	Re-type Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="@queensu.ca"/>	<input type="text" value="@queensu.ca"/>
E.g., "PSYC"	E.g., "100"			
Subject:	Number:	Instructor / Coordinator Name:	Instructor / Coordinator Email:	Re-type Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="@queensu.ca"/>	<input type="text" value="@queensu.ca"/>
E.g., "PSYC"	E.g., "100"			
Subject:	Number:	Instructor / Coordinator Name:	Instructor / Coordinator Email:	Re-type Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="@queensu.ca"/>	<input type="text" value="@queensu.ca"/>
E.g., "PSYC"	E.g., "100"			

Add another course

Once you have answered each of these questions, please hit the 'Next' button to continue to the next step.

**Step 6:** Select the extenuating circumstance you are experiencing.

## Extenuating Circumstance

For what extenuating circumstance are you requesting academic consideration?\*

- Health Condition or Injury
- Compassionate / Personal
- Bereavement
- Technological or Workspace Disruption
- Confidential
- Other

**Step 7:** Upload your supporting documentation.

## Supporting Documentation

Please describe your documentation below, then use the "Browse" button to find your documents and the "Upload" button to add your documents to this request. You can submit more than one document up to a maximum of 12. If you do not have documentation, you may add it to your request within 5 business days. If documentation is not received within 5 business days your request will be withdrawn. For more information please see the Supporting Documentation section on [our webpage](#).

Documentation may include:

- A medical report, or medical prescription
- Verification of Personal Health Condition Form
- Verification of Confidential Extenuating Circumstances Form
- A note from a health care professional or other professional (i.e., doctor, nurse practitioner, social worker, counsellor, occupational therapist)
- An obituary or death certificate
- An accident report or police report
- A court order
- Dated receipt of repair (e.g., to demonstrate hardware/software repair)
- Dated news articles, weather reports or screenshots from a utility provider (e.g., to demonstrate internet access affected by power outage)

All requests for academic consideration during exam periods require supporting documentation. For more information please see the Supporting Documentation section on [our webpage](#).

All documentation must be submitted in English. If your documentation is not in English, please see the Frequently Asked Question "Can I submit documentation in a different language" on [our website](#). You will need to provide additional translation information.

If your request is related to COVID symptoms or a requirement to isolate due to exposure, and you do not have documentation, please select "Documentation not yet available." This will provide you with 5 business days to submit documentation. Please send an email to [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca) describing your situation and we can assist you further.

- Documentation attached
- Documentation not yet available

No file chosen

Maximum file size is 10 MB. Supported file types are PDF, JPG, PNG, and TIFF. Please ensure that the file name includes no special characters (e.g., \*, -, &)—please include only numbers and letters in your file name.

- How to Submit documentation:
  - Please indicate the type of document you have uploaded (ie: Doctor's Note, Obituary, etc.)
  - Select "Choose File" and select the file you'd like to upload. Click "Open."
  - Have more than one supporting document? Use the "**Add another document**" button at the bottom of the table to upload additional information and complete the process outlined above. **Please upload each file to the Portal separately.**
  - Select "Submit."
  
- Having trouble adding documents? Please consider the following when uploading documentation:
  - Ensure that the file is in a supported format (.pdf, .jpeg, .jpg, .png, .tiff)
  - Ensure that you do not have any special characters in the name of the file (ex. \*, -, etc).
  - We recommend re-naming your document to include just your student number or initials.
  - If you try all of these and are still unsuccessful, please contact our office for further support at [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca). Please include screenshots when contacting our office is helpful for our staff to assist you further.
  
- If you do not currently have documentation:
  - Please select a document category to indicate what type of supporting documentation you are uploading to your request. There is no "wrong" answer – this is simply to add some context to your document for our staff. If in doubt, please select "Other."
  - Select "Documentation not yet available."
  - You will have **5 business days** from the submission of your request to return to the Portal to upload your documentation. Please see "[Adding documentation in the Portal](#)" guide for more information regarding adding documentation after submitting your initial request.
  - If you need more than 5 business days to obtain documentation, please contact our staff at [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca) to discuss further.

**Step 8:** Review and agree to the terms and conditions. You must click each checkbox and add your name below before submitting.

## Terms and Conditions

Please review and agree to the following statements:\*

I understand and acknowledge that privacy and confidentiality of the personal information collected through this portal will be maintained to the extent possible; however by necessity, some information may be shared on a need-to-know basis among University personnel (e.g., Faculty Office, Instructors, Exams Office, Student Wellness Services, Human Rights and Equity Office, etc.) for the purpose of arranging academic consideration. Confidentiality cannot be maintained where there is reason to believe that a student may be at risk of harming them self or others. Personal information is collected under the authority of the Queen's University Royal Charter, 1841, as amended. Questions regarding the collection of this personal information should be directed to the Faculty of Arts & Science, 94 University Ave, Kingston, 613-533-2470, [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca). Please request to speak to the Academic Consideration Manager.

I solemnly declare that I am unable to attend class or complete academic work due to a personal circumstance (e.g., a sudden illness, serious injury, bereavement, traumatic event, serious personal/family crisis) beyond my control that has a direct and substantial impact on my ability to meet essential academic requirements or standards.

I understand that it is my responsibility to submit my Request for Academic Consideration for an Extenuating Circumstance as soon as the need is apparent (no more than 24 hours after the end of my academic consideration request), and to follow-up with my instructor(s) about missed academic requirements.

I am submitting this Request for Academic Consideration for Extenuating Circumstances as a request made in good faith for academic consideration for a maximum of 3 days, at which point I expect to resume all academic obligations.

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-specific academic integrity policies, go to <http://www.queensu.ca/academicintegrity/home>.

By completing this request, you are providing your electronic signature and certifying that you agree to the statements above and that you are the student listed below.

Student Name:\*

**Step 9:** Review that all information is entered into the Portal correctly.

- If there are changes you wish to make, please select the back button at the bottom of the page to retain the information you've entered.
- If all information is correct, please select "**Submit.**"
- If you see the following Confirmation page, your request has been received by our team.

## Confirmation

Thank you for submitting your request for academic consideration. You will receive an email with further instructions and information. Please note that it is **your responsibility to follow-up with your instructors** as soon as possible either by email or in-person to **discuss your request and determine what academic consideration can be granted.**

- Request Number: **20954**
- Date: **2021-03-30**

[Back to Start](#)

[Exit](#)

## What's Next?

- Notification of your submission will automatically be sent to you and your instructor. Please note that it can take between 2 – 6 business days to process requests.
- Our staff will review your documentation and will follow-up with you if we require more information.
- Once verified, you and your Professor(s) will receive a confirmation email from our staff affirming the duration and severity of the request.
- Remember it is **your responsibility to follow-up with your instructors as per the direction listed in each course syllabus**, as soon as possible. Any delay in contacting your Professors may limit the Academic Consideration options available. Your instructor will determine what Academic Consideration is appropriate for your course based on the essential requirements/learning outcomes of the course. All students who receive Academic Consideration *must* meet all essential academic requirements/learning outcomes and standards of the course.
- Should your Professor require you to upload proof of a request to an online platform for tracking purposes (ie: OnQ), please use the confirmation email indicated above. This can be saved as a document for easy uploading. If you need support in doing so, please contact our team (below).
  - **Tip!** Create a folder in your email inbox for all correspondence from the Academic Consideration office. This makes it easier to find information, in case you ever need it (ie: information is needed for an appeal, etc.)
- If you have any questions about your submission, please contact the Faculty Office in one of the following ways:
  - Email: [asc.consideration@queensu.ca](mailto:asc.consideration@queensu.ca)
  - Phone: 613-533-2470, Option 4 (Please note that our phone lines are only open during office hours):
    - Tuesdays from 2:00pm – 3:00pm
    - Thursdays from 10:30am – 12:00pm