

Academic Consideration Guide – Faculty of Arts and Science

Adding Documentation in the Portal

You need to have the following items available:

- Supporting documentation

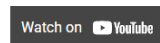
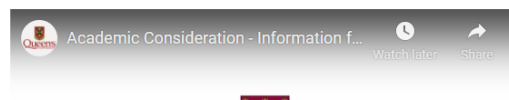
Step 1: Access the [Academic Consideration Request Portal](#) from the main Academic Consideration webpage.

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.

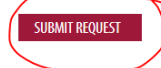
If this does not apply to you, please see the "Who qualifies for Academic Consideration in the Faculty of Arts and Science?" question below for information on where to access resources for your specific Faculty.

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



ACADEMIC CONSIDERATION REQUEST PORTAL (ACRP)

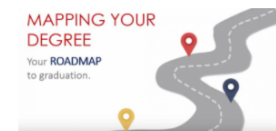
Login here to submit a request for academic consideration for extenuating circumstances up to 3 days or between 4 days to 3 months.



FREQUENTLY ASKED QUESTIONS FOR ACADEMIC CONSIDERATION



COURSE MAPPING



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

[Don't have a NetID?](#)
[Forgot your NetID or password?](#)

Step 3: The system will recognize that you have an active request in the system. Please select the “I want to add supporting documentation to my current request for Academic Consideration” button.

Our system shows that you currently have an active request for academic consideration. You may only have one active academic consideration request at a time.

I want to add supporting documentation to my current request for Academic Consideration

Step 4: Select the active request for which you would like to add supporting documentation.

Previous Request

Select the previous request below for which you would like to add supporting documentation.*

- 20954** – Request for Academic Consideration for Extenuating Circumstances: between 4 days and 3 months with supporting documentation (2021-03-30)

Step 5: Upload your documentation.

Page 3

Supporting Documentation

Please indicate below the type(s) of additional supporting documentation that you will provide and use the Browse button to locate the documentation. Select Upload to attach your documentation to this request. You can add multiple types of documents depending on the extenuating circumstances experienced.

Documentation attached

Documentation not yet available

Choose File 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.

Add another document

Back **Next**

- How to Submit documentation:
 - Change your selection to “Documentation attached”
 - Describe your documentation (eg. doctors note, COVID test, 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 (letters or numbers only).
 - If you try all of these and are still unsuccessful, please contact our office for further support at asc.consideration@queensu.ca. Please include screenshots when contacting our office is helpful for our staff to assist you further.

Step 6: Review changes.

Review

Please review the information below. If there are any changes you wish to make before submitting your request, please select the Back button. If you have no changes and wish to submit your request, please select the Submit button.

Add documents to previous request

Supporting Documentation

Other: Documentation attached — *Test*

Impact Declaration Form - Fillable - 288.pdf

Back

Submit

- 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?

- Our team will receive a notification that you have added documentation to your request. 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
 - Phone: 613-533-2470, Option 4 (Our phones are only open during office hours):
 - Tuesdays from 2:00pm – 3:00pm
 - Thursdays from 10:30am – 12:00pm