

Academic Consideration Guide – Faculty of Arts and Science

Significant Event Requests

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). If this does not describe the circumstance you are experiencing, please refer to one of the other sections in this Guide.

Before you get started, please note the following information:

- All Significant Event requests should be submitted a minimum of two weeks before the sanctioned event, or as soon as the event is scheduled.
- A completed [Request for Excused Absence for Significant Event Form](#) is required upon submission of this type of request. This form can be completed by:
 - **Varsity Athletic Events:**
 - Senior Member of Athletics and Recreation Staff as directed by your team or clubs coach or coordinator.
 - **Non-Varsity Athletic Events, Student Reserve Forces or other Significant Events:**
 - Support Services and Community Engagement: supportservices@queensu.ca
 - **BISC Students:**
 - **Student Services office** in Garden Cottage at the Bader International Student Centre (BISC), or email Sam Edgars, Assistant Manager s_edgars@bisc.queensu.ac.uk.
 - **If you have questions or need support:**
 - **On campus & Online Students:** Please contact supportservices@queensu.ca.
 - **Bader International Study Centre (BISC) students:** contact Sam Edgars, Assistant Manager s_edgars@bisc.queensu.ac.uk.
- 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.**
- The completed [Request for Excused Absence for Significant Event Form](#)

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 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.

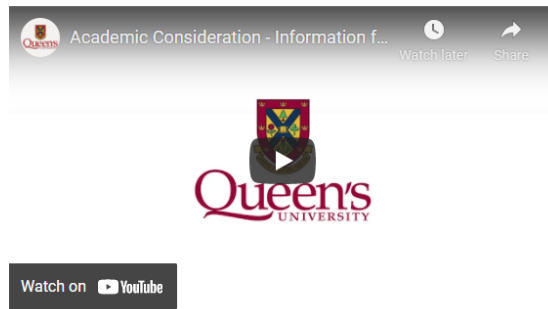
Step 1: Access the [Academic Consideration Request Portal](#) from the main Academic Consideration webpage.

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.



[SUBMIT A REQUEST FOR ACADEMIC CONSIDERATION FOR EXTENUATING CIRCUMSTANCES](#)

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?**
 - Note that sports practices or games are not considered a significant event.
 - Remember that the Request for Excused Absence for Significant Event form must be completed before you submit this type of request.

Is your request related to a significant event?*

For example, you might be a varsity athlete competing in a major championship or a student performing at a major national or international event (e.g., music performance for the Prime Minister).

Note that regular events, such as a sports game or practice, are not considered a significant event.

- No (This request is not related to a significant event)
- Yes (This request is related to a significant event)

Have you received a signed copy of your *Request for Excused Absence for Significant Event Form* from either the Department of Student Affairs or Queen's Athletics?*

- Yes
- No

You must complete the *Request for Excused Absence for Significant Event Form*. For more information on this process see the "[Request for Excused Absence for Significant Events](#)" section on [our website](#).

Exit

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

- 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 are listed on your completed [Request for Excused Absence for Significant Event Form](#).

Dates

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

Term:*

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:*

Date of anticipated full recovery:*

- 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 participating in a significant event – not the dates that you want to extend a deadline.
 - Example: You are performing at an event at the NAC in Ottawa for the Prime Minister on April 1st. You will be travelling to/from Ottawa on the same date. You would enter April 1st as the date in the Portal, not April 1 – 5th 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 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: <input type="text"/> E.g., "PSYC" | Number: <input type="text"/> E.g., "100" | Instructor / Coordinator Name: <input type="text"/> | Instructor / Coordinator Email: <input type="text"/> @queensu.ca | Re-type Email: <input type="text"/> @queensu.ca |
| Subject: <input type="text"/> E.g., "PSYC" | Number: <input type="text"/> E.g., "100" | Instructor / Coordinator Name: <input type="text"/> | Instructor / Coordinator Email: <input type="text"/> @queensu.ca | Re-type Email: <input type="text"/> @queensu.ca |
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Add another course

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

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 describing your situation and we can assist you further.

Signed and Completed Request for an Excused Absence for a Significant Event/Activity Form (REASE)

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.

- Select “Signed and Completed Request for an Excused Absence for a Significant Event/Activity Form (REASE).”
- If your REASE Form is not signed, please obtain a signed version before submitting your request to the portal
- Please note that “Documentation not yet available” is not an option for this types of request.

- How to Submit documentation:
 - 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 in the bullet above. **Please do not include all supporting documents in one file.**
 - 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. Please include screenshots when contacting our office is helpful for our staff to assist you further.

Step 9: 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. 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 10: 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 request 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. This may require you to complete academic requirements prior to being absent for the event. 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 (Please note that our phone lines are only open during office hours):
 - Tuesdays from 2:00pm – 3:00pm
 - Thursdays from 10:30am – 12:00pm