General Information

- **Ontario’s mandatory five-day isolation period is no longer required.** Please review the links above for more information on when you should stay home and for which length of time.
- Queen’s University strongly recommends that every person intending to live, study, or engage in in-person activities, maintain up-to-date vaccinations & boosters to reduce the risk of an interruption to their studies or access to university facilities and resources.
- **EXAM PERIOD:** The Faculty Office **DOES NOT** recommend writing exams/tests/quizzes or handing in assignments when experiencing an extenuating circumstance impacting your academic ability.

Applying for Consideration

- **If you have symptoms of any respiratory illness/if you have a fever/if you have gastrointestinal symptoms,** you have the following options to submit a request:
  - Every student can submit one request without documentation per semester, **up to a maximum of 3-days.** Please follow the directions outlined in our Short-Term (without documentation) video tutorial. **Not available during an exam period.**
  - Short-term requests can be submitted with supporting documentation, **up to a maximum of 3-days.** Attestation Forms can support this request (see below). Please review the Short-Term Requests (with documentation) video tutorial for more info.
  - Should a student have need of Consideration for a period of longer than 3-days, a long-term request with medical documentation can be submitted. For more information, please review the Long-Term Requests video tutorial.
    - Due to the time-sensitive nature of documentation, long-term requests pertaining to COVID absences must be submitted within 11-days of the onset of symptoms.

Supporting Documentation

- **We do not accept someone else’s health information to support requests.**

If you need documentation to support a request, you may use one of the following options:

  - **Attestation Form** – See “Supporting Documentation” section for instructions on obtaining a form. **NOTE:** Can **only support short-term requests for consideration up to 3-days.**
  - Medical documentation (ie: a doctor’s note)

If our team requires new documentation to support your request, you will be contacted via email. Please follow the “**Adding Documentation to an Active, Open Request**” video tutorial.

Further Information

- All requests and supporting documentation are reviewed by the Faculty Office.
  - Requests for Academic Consideration should be made as soon as the student’s need is apparent. Delays may limit the Consideration options available to you.
  - Short-term requests are automatically approved, and our team will contact you within 2 business days if further follow-up is required.
  - Long-term requests can take up to 6 business days to be verified. Once completed, the Faculty Office will notify you of your next steps and confirm the timeline of your request with your instructor(s).

If you have additional questions **AFTER** reading this guide in full, please speak with a member of our team using one of the following methods:

  - **Zoom Office Hours,** which run Tuesdays from 2:00 – 3:30pm and Thursdays from 10:30am – 12:00pm
  - You can also contact our office at **asc.consideration@queensu.ca.** Correspondence may take up to 3 days to receive a reply.