FREQUENTLY ASKED QUESTIONS

When should I use the self-declaration form for a brief absence?
The self-declaration of brief absence is intended for a period of up to 48 hours (i.e., 1-2 days) when you experience an unexpected illness or a distressing event that prevents you from meeting an academic requirement (i.e., you are missing academic work that will be marked). The request should be submitted as soon as the need is apparent.

Should I use the self-declaration if I am not missing an academic requirement?
If you miss a class, a tutorial or a lab, and there are no marks for attendance, you do not need to submit a self-declaration.

What are the next steps once I have submitted a self-declaration?
After submitting a self-declaration, and once you are feeling better, it is your responsibility to contact your instructor, who will determine the academic consideration that will be allowed for your missing work.

What kind of arrangements can be made by my instructor?
Your instructor will consider your request in view of the essential requirements of the course and will determine the appropriate academic consideration, which may include a deferral of an examination or a test, an extension for an assignment, an alternate assignment, the reweighting of marks, or an excused absence (for participation marks).

What is considered to be an extenuating circumstance?
Examples of situations that are considered to be extenuating circumstances by the University include:
- Sudden or acute physical or mental illness
- Serious injury to self or significant others
- Bereavement (death of family member or close friend)
- A traumatic event (e.g., divorce, sexual assault)
- Other serious personal/family crisis

What is not considered to be an extenuating circumstance?
Examples of circumstances that are not eligible for academic consideration include:
- Transportation issues
- Personal or family events (e.g., vacations, weddings)
- Technological and/or computer failure
- Competing commitments (e.g., work, volunteering, extra-curricular activities, athletics, etc.).
  In these cases, you should consult directly with your instructor(s) who have the discretion to approve or deny these requests.

Could I use the self-declaration if I have academic or exam-related stress?
It is common to experience some degree of stress related to academic deadlines and/or exams. The self-declaration form is not intended to be used for situations where you are experiencing academic or exam-related stress. In these situations, you should seek out other supports and services.

- On-campus and online students should seek support from Student Wellness Services by contacting Tess Grant, Occupational Therapist at: 613-533-6000, ext. 75842 or tess.grant@queensu.ca.
Students studying at the Bader International Study Centre should seek support from BISC Student Services at: studentservices@bisc.queensu.ac.uk, Garden Cottage.

What will happen if I submit multiple self-declarations in an academic year?
The Faculty Office monitors student use of self-declaration of brief absence forms. In cases of multiple requests you may be required to meet with a member of Student Services to determine the feasibility of the request and to ensure you have adequate support for your health and wellness needs.

Could I receive a notice of investigation for Academic Integrity if I submit a false self-declaration?
The use of the self-declaration of brief absence form is based on the principle of good faith. Providing any false or misleading information, or submitting a self-declaration of brief absence to delay or avoid fulfilling academic requirements constitutes a departure from academic integrity. This will lead to an academic integrity investigation, which may be subject to remedies and sanctions as established by the Faculty of Arts and Science.

What should I do if I am missing an accommodated exam?
If you are missing a mid-term or final exam for which you are receiving academic accommodation, it is your responsibility to contact one of the following units or people immediately, depending where you are studying:

- Students missing accommodated exams on campus [e.g., a mid-term that requires the use of a computer, or a final exam for which you are receiving academic accommodation through Student Wellness Services (i.e., Accessibility Services, Counselling, Health, or the Occupational Therapist)] must advise the Exams Office immediately by email: exams@queensu.ca. Otherwise, a fee for missing an accommodated exam will be charged.
- Students missing accommodated exams at off-campus exam centres must advise the Arts and Science Online Exams Office immediately by email: cdsexams@queensu.ca. Otherwise, a fee for missing an accommodated exam will be charged.
- Students missing accommodated exams at the Bader International Study Centre must advise the Deputy Director, Dr. Anna Taylor (DeputyAD@bisc.queensu.ac.uk), AND the Accommodations Officer, Dr. Isabelle Brent (i_brent@bisc.queensu.ac.uk), immediately by email.

What should I do if I need to extend the period of my brief absence?
If you need an additional day or two beyond 48 hours (i.e., 2 days), you should contact your instructor(s) to request that additional time for your absence. Your instructor has the discretion to approve or deny that additional extension and may request that you submit a subsequent request through the Academic Consideration Request Portal for short-term academic consideration (more than 48 hours, up to 3 months), which will require submission of a Verification of Personal Health Condition or other supporting documentation.

When should I use the short-term consideration request?
You should use the short-term consideration request form when you are experiencing extenuating circumstances that will last for a period of more than 48 hours and up to 3 months. Your request should be made as soon as the need is apparent. You will need to submit supporting documentation that provides information about the duration and severity/impact of your extenuating circumstances. Your request may be withdrawn if documentation is not received by the Faculty Office within 5 business days.
Can I submit an academic consideration request for an ongoing condition or disability?
If you have a chronic or ongoing physical or mental health condition or an existing disability, you should register with Queen’s Student Accessibility Services (QSAS) for ongoing academic accommodations at: 613-533-6467 or accessibility.services@queensu.ca. If you are experiencing extenuating circumstances not related to your disability, you can submit a request for academic consideration through the portal.

Should I access the Arts and Science portal if I am from another Faculty?
All requests from on-campus and online students should be submitted according to the protocol of your home Faculty. Only Arts and Science undergraduate students should use the Academic Consideration Request Portal to submit a request. If you are not an Arts and Science student, but you are taking an Arts and Science elective course, you should submit your request according to your home Faculty’s procedures for academic consideration.

All requests from Arts and Science students at the Bader International Study Centre should be submitted using the portal. If you are not an Arts and Science student, you should submit your request to DeputyAD@bisc.queensu.ac.uk using the form on the BISC website.

Can I make retroactive requests?
Requests for academic consideration should be submitted as soon as the need is apparent and not retroactively. However, retroactive requests may be submitted as long as the course is still in progress, and will be validated by the Faculty Office. Once the course has been completed a retroactive request for academic consideration is not possible. Students in this situation should consult with the Academic Accommodation Counsellor for other options.

What other supports and services are available to me through Queen’s?

I am an on-campus or online student: http://www.queensu.ca/studentwellness/resources

I am studying at the Bader International Study Centre: https://www.queensu.ca/bisc/current-students

Please see the chart below for various types of supports that you may consider accessing at Queen’s.

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<tr>
<th>Service</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Support</td>
<td><strong>Academic Advising:</strong>&lt;br&gt;Academic advisors provide students with information and interpretation of Faculty regulations, policies, procedures, applications and programs within the Faculty of Arts and Science. Academic advisors also assist students in exploring the possible study options and the short- and long-term consequences of their academic choices.</td>
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<td></td>
<td>• <strong>On-campus:</strong> You can book an appointment by visiting our office located in Dunning Hall, First Floor, or by calling us at: 613-533-2470.</td>
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<td></td>
<td>• <strong>Online:</strong> You can book an appointment by calling us at: 613-533-3322 or via email at: <a href="mailto:asc.online@queensu.ca">asc.online@queensu.ca</a></td>
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<td></td>
<td>• <strong>BISC:</strong> You can arrange an appointment by emailing the BISC Academic Advisors, Dr. Charan Rainford (<a href="mailto:c_rainford@bisc.queensu.ac.uk">c_rainford@bisc.queensu.ac.uk</a>) and Dr. Peter Lowe (<a href="mailto:p_lowe@bisc.queensu.ac.uk">p_lowe@bisc.queensu.ac.uk</a>).</td>
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<th><strong>Student Academic Success Services:</strong></th>
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<tr>
<td>• Offers support to on-campus and online students related to academics, including skills in critical thinking, reading, learning, studying, writing, and self-management. Individual sessions and education workshops are offered.</td>
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<tr>
<td>• Dr. Isabelle Brent, BISC Student Services, Garden Cottage, offers support related to academics, including skills in critical thinking, reading, learning, studying, writing, and self-management. Individual sessions and education workshops are offered.</td>
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<th><strong>Accessibility Services</strong></th>
<th>Provides support related to ongoing academic accommodation related to disabilities (i.e., health and mental health concerns lasting longer than 3 months, and learning disabilities).</th>
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<tr>
<td><strong>Counselling Services</strong></td>
<td>Offers support related to individual counselling and psychoeducational workshops.</td>
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<tr>
<td><strong>Health Services</strong></td>
<td>Provides support related to health matters including appointments with doctors, nurses, psychiatric services, etc.</td>
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<tr>
<td><strong>Sexual Violence</strong></td>
<td>If you or someone you know has experienced sexual violence, the Sexual Violence Prevention and Response Coordinator offers non-emergency support by helping you understand your options, assessing possible next steps and connecting you to services you wish to access.</td>
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<tr>
<td><strong>University Interfaith Chaplain</strong></td>
<td>Offers support related to spiritual, religious, and financial problems, as well as concerns or crises.</td>
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<tr>
<td><strong>University Ombudsman</strong></td>
<td>Provides independent, impartial and confidential advice. This may include facilitating the informal resolution of concerns and complaints in support of University policies and procedures and in accordance with best practices in organizational conflict management.</td>
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**Where can I find more information about requests for academic consideration?**
For more information about requests for academic consideration, please see the Faculty of Arts and Science website at: [http://www.queensu.ca/artsci/accommodations](http://www.queensu.ca/artsci/accommodations)