

Faculty of Arts & Science: Illness Absence Reference Guide

This guide is based on information provided by the [Government of Ontario](#) and the local [Kingston Frontenac Lennox & Addington \(KFL&A\) Health Unit](#). If you are located in another area and are subject to different health requirements, please contact our office for support. For more info, please review [Queen's COVID-19 Information](#) page.

General Information

- 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.
- **Ontario's mandatory five-day COVID-19 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.
- **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.
 - **OUR OFFICE DOES NOT RECOMMEND SUBMITTING A LONG-TERM REQUEST IF YOU HAVE COVID/INFLUENZA/COLD SYMPTOMS.** Should a student **choose** to submit a long-term request, **medical documentation will be required** to support the request. For more information, please review the [Long-Term Requests](#) video tutorial.
 - **Due to the time-sensitive nature of documentation, long-term requests pertaining to these 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, a PCR test) - *if you already have access to it.*
 - *Please note that COVID rapid tests are **NOT** considered valid documentation. Documentation must have your **name** and a **date** clearly visible to support your request.*
- 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.**