# Declaration of Extenuating Circumstances

In an effort to ensure that the guidelines for academic integrity are applied to all students, you are asked to sign this declaration summarising the extenuating circumstances that caused/will cause you to miss and in-class assessment or assignment deadline. Fill out this form and bring it to the Deputy Academic Director who will consider your situation and contact your instructors.

In signing this form, you acknowledge your awareness of the guidelines for Academic Integrity, as outlined on the Faculty of Arts and Sciences website: http://www.queensu.ca/artsci/students-at-queens/academic-integrity. You also agree to this information being shared with Student Services.

I, (insert name) ____________________________, hereby declare that due to extenuating circumstances, I was (or will be) unable to attend an in-class assessment or to complete an assignment for the following course(s):

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
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My extenuating circumstances and/or supporting documentation\(^1\) are as follows:


I am requesting:

- □ 24-hour extension
- □ 48-hour extension
- □ 72-hour extension
- □ Permission to defer in-class assessment
- □ Other (provide details):

Student signature: __________________ Date: ______________

Not to be completed by the student

- □ Granted
- □ Denied

Signature: __________________ Date: ______________

\(^{1}\) If you wish that the extenuating circumstances remain private, the Deputy Academic Director will require a note from a medical professional to support your claim. You may then enter “refer to note” here.