

NAVIGATING THE ACADEMIC CONSIDERATIONS & ACCOMMODATIONS PROCESS IN THE FACE OF ADVERSE CIRCUMSTANCES, INCLUDING SOCIAL INJUSTICE

If you are experiencing extenuating circumstances that affect your ability to complete your schoolwork

Extenuating circumstances may impact your ability to meet deadlines in this class, including those that may arise from instances of social injustice, as well as sudden physical or mental illness, serious injury or required treatment, bereavement, traumatic event, or participation in significant event such as varsity championship). Please know that:

- 1) You can request an extension for up to 3 days *without supporting documentation* once per semester. To do so:
 - a. Complete the Request for Academic Consideration form online at :
<https://www.queensu.ca/artsci/undergrad-students/academic-consideration-for-students>
- 2) If an event happens a second time and you do not have supporting documentation available, you can connect with the Associate Dean's office to sign a formal "attestation document" as a form of supporting document.
 - a. To do so, click on "Submit Request" at the link above.
 - b. In "Step One", select "No, I do not have supporting documentation". Then, select "Learn how to fill out a Formal Attestation form". After answering a question about enrollment, you will be able to download the form.
 - c. Please note that the details of these requests are not shared with your instructors. Instructors only receive notice that academic consideration adjustments are appropriate, and they will receive suggestions for how they might be able to help support you. Because your personal circumstances are not shared, it might feel like your instructor doesn't care about your situation. Please know that this is not the case—they are not aware of what is happening, and this is done to protect your privacy. (You can still choose to share with them if you'd like, but you don't have to and it is not the expectation that you would.)
- 3) If you require more than a 3-day extension, you should fill in a Request for Academic Consideration at the link above, using the paperwork for "longer than 3 days".

In all these cases, you should submit Requests and/or documentation as soon as possible. In general, 3-day extension requests should be entered within 1 day of the end of the extension period; long-term extension requests should be entered before the course ends.

More details about Academic Consideration requests (for extenuating circumstances) can be found at <https://www.queensu.ca/artsci/undergrad-students/academic-consideration-for-students>.

If you are seeking accommodations for a disability

Navigating the accommodations process can be made more difficult by the experience of social injustice. To alleviate any confusion about the process of obtaining accommodations for disabilities, here is information about the steps to take to connect with Queen's Student Accommodations Services (QSAS). Follow these steps if you have a confirmed and documented disability.

- 1) If you have never registered with QSAS before: <https://www.queensu.ca/studentwellness/accessibility-services/how-register/new-students>
- 2) If you have previously registered with QSAS: <https://www.queensu.ca/studentwellness/accessibility-services/how-register/returning-students>
- 3) Documentation requirements can be found at: <https://www.queensu.ca/studentwellness/accessibility-services/information-students/documentation-requirements#requirements>
- 4) If you have questions about the process, contact Intake Coordinator at QSAS (qsas.intake@queensu.ca)

If you are experiencing high levels of academic or exam-related stress

Academic-related stress can be exacerbated by racial trauma or experiences of social injustice. There are resources available to help you cope with this stress:

- 1) Contact the Administrative Assistant for Extenuating Circumstances at Student Wellness Services at intake.wellness@queensu.ca

If you are looking for resources to support your success and well-being in the face of social injustice

Student Wellness Services provides a range of programs that could be helpful, including emergency help, after-hours supports, and same-day clinic appointments, among many other services. Visit <https://www.queensu.ca/studentwellness/home> to see a few options of places to get help.

For support and problem solving of personal and academic concerns:

Counselling Services: <https://www.queensu.ca/studentwellness/counselling-services>

For peer support:

AMS Peer Support Centre: <http://amspeersupport.com/>

For health services (including services related to immunizations, IUDs, HPV infection, depression and suicide risk, transgender care, etc.):

Health Services: <https://www.queensu.ca/studentwellness/health-services>

For mental health services (including help with stress, anxiety, low mood, depression, etc.):

Mental Health Services: <https://www.queensu.ca/studentwellness/mental-health>

For counselling support for Black and Racialized students:

Request counselling/set up appointment by emailing counselling.services@queensu.ca

For services and supports for Indigenous students:

Four Directions: <https://www.queensu.ca/fourdirections/home>

For services and supports for international students:

Queen's International Centre: <https://quic.queensu.ca/>

For information about groups, programs, resources and initiatives surrounding inclusivity at Queen's:

Inclusive Queen's : <https://www.queensu.ca/inclusive/content/home>

For help with academic skills:

Student Academic Success Services: <https://sass.queensu.ca/>

