

# Self-Declaration of Brief Absence (up to 48 hours) for students in the School of Graduate Studies



**This self-declaration is in place of a sick note/supporting documentation from Student Wellness Services or a community health professional. No additional documentation is required.**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Queen's Email: \_\_\_\_\_ Date(s) of Brief Absence: \_\_\_\_\_

## Section A: Academic Requirements Needing Consideration

1. Course: \_\_\_\_\_ Term: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course/Academic requirement affected by this brief absence:

- Attendance / Participation Marks
- Written Assignment
- Group Work
- Quiz
- Test
- Lab / Tutorial / Seminar
- Mid Term Exam
- Final Exam

2. Other academic requirement impacted by brief absence:

- Comprehensive/Qualifying Examination
- Thesis/Dissertation Obligation
- Oral Presentation
- Placement/Fieldwork
- Other

## Section B: Self-Declaration of Brief Absence

I am submitting this self-declaration as a request made in good faith for academic consideration for a maximum of 48 hours at which point I expect to resume all academic obligations. (Please initial)

\_\_\_\_\_ I declare that I am unable to attend class or complete academic work due to experiencing an acute illness or distressing situation that has temporarily impaired my physical or mental health.

\_\_\_\_\_ I understand that it is my responsibility to submit this form as soon as the need is apparent (and no later than 24 hours after the end of my brief absence), and to follow-up with my instructor(s) about missed academic requirements.

\_\_\_\_\_ I understand that providing any false or misleading information, or using this form to delay or avoid fulfilling academic requirements, constitutes a breach of academic integrity as outlined in the Queen's University Senate Policy on Academic Integrity Procedures. For Faculty/ School specific academic integrity policies, go to <http://www.queensu.ca/academicintegrity/home>

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section C: Delegate**

I consent for the following person (name) \_\_\_\_\_ to act as a delegate on my behalf (i.e. submit documentation, liaise with Faculty / Instructors) as I am currently unable to take action for myself. Please note if a student is incapacitated, a substitute decision maker/attorney may act on their behalf without the student signature.

Student Signature: \_\_\_\_\_ Relationship to Delegate: \_\_\_\_\_

### **Section D. Submitting this Form**

Submit this form to the course instructors or your supervisor (if applicable). General information about submission is on the next page. The form needs to be submitted either during your brief absence or in cases where you are too unwell, within 24 hours of the end of your brief absence. If your absence impacts the class (i.e. presentation / group work), please inform your course instructor.

\* If you are unable to write a final exam AND you have exam accommodations through QSAS, you must notify the Exams Office (613-533-2101 or exams@queensu.ca) or you will be charged a no-show fee.

## **Information about Self-Declaration of Brief Absence (less than 48 hours)**

### **When should this form be used?**

- If you (a student) are experiencing an unexpected acute illness (e.g. stomach flu) or distressing event (e.g. family member in a serious car accident) that has led to physical or psychological impairment of sufficient severity that you feel you are temporarily unable to meet required academic requirements.
- This is for brief absences where you expect to return to full academic functioning within 48 hours.
- Submit this form as per the directions below during your brief absence or within 24 hours of the end of your brief absence. Submit to your home Faculty/School even if a course is in another Faculty/School.  
What Faculty / School is granting your degree?
  - Graduate Students: Submit the form (email or hard copy) to your instructor(s) or supervisor

### **What if my illness or distress lasts more than 48 hours?**

- In cases where you anticipate needing an additional day or two beyond 48 hours and are comfortable sharing your circumstances, please speak with your instructor. It isn't uncommon for an acute illness to last longer than 48 hours and instructors have discretion to consider the circumstances and extend academic considerations for brief absences beyond 48 hours. If you anticipate you will need consideration for a longer period of time or if your instructor does not extend the brief absence, you will need to complete a Request for Academic Consideration for Extenuating Circumstances form and submit it to the Departmental/Program Graduate Coordinator.

### **When should this form not be used?**

- Any reason for absence other than an unexpected acute illness or significantly distressing event.
- If you have a personal or family event (e.g. vacations, weddings) to attend, transportation or technological difficulty, or other competing commitment you should consult directly with your instructors or with the Graduate Coordinator rather than completing this form.
- If you feel you are unable to meet academic requirements due to experiencing high levels of academic stress, exam related anxiety, or due to an ongoing health condition, you should go to Student Wellness Services and discuss short term or long term academic accommodations.

### **Do I need to get documentation from a doctor or other professional to support my brief absence?**

- No. This self-declaration replaces the need for a sick note/supporting documentation. Acute illnesses may take a few days to resolve and students who are acutely ill (i.e. vomiting, diarrhea, fever) should remain at home and rest to avoid spreading illness to their peers and others. Student Wellness Services does not provide documentation for brief, acute self-limiting illnesses.

### **What academic consideration might I receive?**

- Your instructor and/or supervisor and/or the Graduate Coordinator will consider the timeline, the course or other degree requirements, and relevant academic policies in determining a reasonable academic consideration. Considerations may include: an excused absence, an extended or deferred deadline, a modified schedule for assignments, labs, placements, projects or comprehensive exams, a deferred exam or project, an alternative assignment, or a re-weighting of marks.

**Request for Academic Consideration for Extenuating Circumstances  
(anticipate need for consideration for up to 3 months) for students in the School of  
Graduate Studies**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Queen's Email: \_\_\_\_\_ Date of anticipated full recovery: \_\_\_\_\_

Request for Academic Considerations starting on (date): \_\_\_\_\_

**Section A: Extenuating Circumstances and Supporting Documentation (if required)**

<b>Check boxes for attached supporting documentation</b>	
<b>1. Personal Health Condition or Injury</b> <input type="checkbox"/> Completed Verification of Personal Health Condition Form <input type="checkbox"/> Other documentation: _____	<b>4. Compassionate / Personal</b> <input type="checkbox"/> Accident report <input type="checkbox"/> Police report <input type="checkbox"/> Court order / report <input type="checkbox"/> Medical report <input type="checkbox"/> Letter from Professional <input type="checkbox"/> Other documentation: _____
<b>5. Bereavement</b> <input type="checkbox"/> Obituary <input type="checkbox"/> Other documentation: _____	
<b>6. Confidential</b> <input type="checkbox"/> Completed Confidential Verification Form <input type="checkbox"/> Other documentation: _____	<b>7.</b> <input type="checkbox"/> Documentation still to be determined <b>8.</b> <input type="checkbox"/> Documentation not yet available <b>9.</b> <input type="checkbox"/> Other documentation: _____

**Section B: 1. Courses with Academic Requirements Needing Consideration**

Current 1) \_\_\_\_\_ Term: \_\_\_\_\_ 2) \_\_\_\_\_ Term: \_\_\_\_\_  
 Courses: 3) \_\_\_\_\_ Term: \_\_\_\_\_ 4) \_\_\_\_\_ Term: \_\_\_\_\_  
 5) \_\_\_\_\_ Term: \_\_\_\_\_ 6) \_\_\_\_\_ Term: \_\_\_\_\_

**2. Other academic requirement impacted by brief absence**

- Comprehensive/Qualifying Examination
- Thesis/Dissertation
- Obligation Oral Presentation
- Placement/Fieldwork
- Other

I understand that it is my responsibility to provide this form (myself or through the delegate named in Section C) to my Department/Program Graduate Coordinator (in person or by email) as soon as the need is apparent and to negotiate making-up any missed academic requirements. I understand that providing any false or misleading information constitutes a breach of academic integrity as outlined in the Queen's University Senate Policy on Academic Integrity Procedures. For academic integrity policies, see <http://www.queensu.ca/academicintegrity/home>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: Delegate**

I consent for the following person (name) \_\_\_\_\_ to act as a delegate on my behalf (i.e. submit documentation, liaise with Faculty / Instructors) as I am currently unable to take action for myself. Please note if a student is incapacitated, a substitute decision maker/attorney may act on their behalf without the student signature.

Student Signature: \_\_\_\_\_ Relationship to Delegate: \_\_\_\_\_

**Section D. Submitting this Form**

Please submit this form to your Department/Program Graduate Coordinator as soon as it becomes apparent that you are having difficulty meeting academic requirements due to an extenuating circumstance. Please see the School of Graduate Studies' protocol for more information.

Completion of this form constitutes a request. Approval of academic consideration lies with the Instructor / Supervisor and / or Graduate Coordinator.

## **Information about Requests for Academic Consideration for Extenuating Circumstances**

### **When should this form be used?**

- If you (a student) are experiencing extenuating circumstances that have led to a reduced ability to meet academic requirements and you anticipate being able to return to full academic functioning within 3 months. This could include an extended unanticipated illness (e.g. pneumonia, mononucleosis,) a serious injury (e.g. concussion, broken bones), a required treatment (e.g. surgical procedure, significant side effects from new medication), serious injury or illness to a significant other, bereavement, traumatic event, or other significant personal crisis. The degree of your impairment related to the circumstances may mean that you are able to complete some academic requirements but not others.

### **What if my illness or distress might last more than 3 months?**

- As soon as it is determined that limitations associated with the extenuating circumstance will likely be present beyond 3 months, you should contact Queen's Student Accessibility Services (QSAS) and seek academic accommodations. You should also meet with the Departmental/Program Graduate Coordinator to discuss your academic progress and the options that are best for you given your extenuating circumstances.

### **When should this form not be used?**

- If your current extenuating circumstances relate to an issue for which you are already receiving short term or long term academic accommodations from Student Wellness Services (Health, Counselling or Accessibility Services). In those cases, please follow-up with your SWS service provider.
- If you are unable to meet academic requirements due to functional limitations related to an underlying disability or diagnosed health condition you should register with Queen's Student Accessibility Services (QSAS) to discuss academic accommodations. This would include experiencing an exacerbation of an existing condition that had not previously required accommodation (e.g. Crohn's disease, anxiety) or the new onset of a physical or mental illness (e.g. diabetes, depression), or a recovery that is slower than anticipated (e.g. complicated grief, post-concussion syndrome, medical complications, post-traumatic stress)

### **What is the difference between academic considerations and academic accommodations?**

- Academic considerations are determined by the instructor and are related to your progress in the course. Your instructor will consider the timeline, your circumstances, the course requirements, and the relevant academic policies in determining reasonable academic considerations. Considerations may include: a brief absence, a brief reprieve from coursework, research, or fieldwork requirements, an extended or deferred deadline, a modified schedule for assignments, labs, placements/internships, projects, or comprehensive exams, a deferred exam or project, an alternate assignment, a re-weighting of assigned marks, course withdrawal without penalty, or other as appropriate. Students must still meet the course academic requirements.
- Academic accommodations are specific to removing barriers in the academic environment that are created by your impairments and limitations and are provided through Student Wellness Services. Academic accommodations can be short term or long term and include both classroom and exam accommodations (i.e. extra time for an exam, a different space for writing tests, assistive technology, specialized equipment, alternatives to group work) and are tailored to the individual circumstances.
  - If your extenuating circumstances are complex or you think you might need academic accommodations at any point, please contact Student Wellness Services.

### **Do I need to get other documentation to support my extenuating circumstances?**

The Departmental /Program Graduate Coordinator may require additional documentation in support of your request for academic consideration. The documentation required will be determined by the extenuating circumstances you experience, and through discussion with the Graduate Coordinator. For health related circumstances, please use the Verification of Personal Health Condition form. There is also a Verification of Confidential Extenuating Circumstances you can use if your situation requires confidentiality.