# Verification of Extenuating Circumstance Form

*This confidential form verifies that the following student is experiencing an extenuating circumstance (e.g., illness, injury, trauma, etc.) that temporarily impacts their ability to fulfill academic obligations and requirements.*

| | | | |
|---|---|---|---|
| Student Name: | | Student Number: | |
| Queen's Email: | | Phone Number: | |

**Section A: Authorization to Share Information - Completed by Student**

I authorize the professional named below to complete this form. This form will be submitted to the designated individual(s) in my Faculty/School office and information about duration and severity may be shared with instructors or university personnel solely on a need-to-know basis.

| | | | |
|---|---|---|---|
| Student Signature: | | Date: | |

**Section B: Verification of Extenuating Circumstance - Completed by Professional**

**Impact on Academic Functioning** (all questions must be answered)

Based on my professional assessment and working within my scope of practice and responsibilities, I confirm that this student is experiencing an extenuating circumstance impacting their ability to fulfill academic obligations.

1. Is the current extenuating circumstance related to an ongoing, persistent condition or disability? ☐Yes ☐No
2. If answered "yes" to Question #1, please indicate if the student:
   - ☐Is registered with Queen's Student Accessibility Services (QSAS) for this condition or disability
   - ☐Needs to register with QSAS for the first time for this condition or disability

Please indicate the severity of the extenuating circumstance and the applicable start and anticipated end dates of when the student's academics will be affected. Note that requests have a **combined maximum of 12 weeks from start date within the current term (Fall/Winter/summer)**: ☒check all that apply

| | Degree of Impact on Academic Function | Start Date (d/m/y) | Anticipated End Date (d/m/y) |
|---|---|---|---|
| Severe / Serious | Academic performance is seriously affected. Student will require complete time off from their academic obligations. | | |
| Mild / Moderate | Due to extenuating circumstances the student might require:<br>☐Occasional absences<br>☐Extra time on assignments or other required submissions<br>☐Alternative arrangements for assessments (tests, exams, etc.)<br>☐Alternatives to in class participation<br>☐Group work (all listed arranged with the instructor) | | |
| Additional Comments: | | | |
| | | | |

**Section C: Professional's Authorization - Completed by Professional**

| | | | |
|---|---|---|---|
| Name: | | Profession/Position: | |
| Registration Number: | | | |
| Signature: | | Date: | |
| Contact # or Email: | | Department/Agency: | |

# Information about the Verification of Extenuating Circumstance Form

**Students are responsible for providing this documentation to their Faculty/School Office and contacting their individual instructors to negotiate academic considerations once documentation is processed. The final decision regarding the academic considerations will be made by the course instructor.**

**Where can students go for additional information and assistance?** If you require support while speaking with your instructor, you are welcome to contact your Faculty/School Office for assistance. If you would prefer to speak with a health care professional, you can connect with Student Wellness Services at (613) 533-2506.

## Student Responsibilities

- Disseminate this form – see instructions for individual Faculties/Schools below. Follow the instructions for the Faculty/School that is granting your degree:
    - Arts and Science (including students studying at Bader College): Submit form to online portal: https://www.queensu.ca/artsci/undergrad-students/student-services/academic-consideration-for-students.
    - Smith Engineering: Submit forms at https://smithengineering.queensu.ca/current-students/academics/academic-consideration-absences, for assistance email engineering.aac@queensu.ca. A separate submission is needed if a final exam is missed. For absences that are two weeks or longer, the students should pursue academic advising.
    - Nursing (BNSc): Submit form (email or hard copy) to Barb Bolton (Rm 113).
    - Education (B.Ed): Submit form (email) to the B.ED Advisor, edudirector@queensu.ca.
    - Commerce: Submit a Request for Academic Consideration for Extenuating Circumstances via the Commerce Portal (http://commerce.queensu.ca) and upload this form through the link provided by email. No hard copy forms accepted.
    - Law (JD Program): Submit form via email to law.accommodations@queensu.ca.
    - Law (Certificate in Law): Submit form via email to lawcertificate@queensu.ca.
    - Medicine: Submit form (email or hard copy) to the Learner Wellness Centre.
    - Occupational Therapy: Submit form (email or hard copy) to your Program Assistant (ot.info@queensu.ca).
    - Physical Therapy: Submit form (email or hard copy) to your Program Assistant (programassistant.pt@queensu.ca).
    - Bachelor of Health Sciences: Submit form using the Academic Considerations portal: https://considerations.bhsc.queensu.ca.
    - Graduate Students: Submit this form (email or hard copy) 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.

## Instructor Responsibilities

- Meet with the student to negotiate academic considerations (i.e., deferral of tests/exams, extensions on assignments, etc.)
- Assess missed academic obligations and provide reasonable academic considerations, in good faith, while maintaining essential academic requirements and standards
- Assure students who are experiencing an extenuating circumstance that reasonable academic consideration will be implemented, as appropriate, while ensuring essential academic requirements are met

## Who can complete this form?

- A student services support professional (e.g., Chaplain, Sexual Violence Prevention and Response Service Advisor, Human Rights Office Advisor, etc.) with advanced training or education.
- A health care provider at Student Wellness Services or in the community who is aware of your situation.