

Verification of Extenuating Circumstance Form

This confidential form verifies the following student is experiencing an extenuating circumstance that is temporarily limiting their academic participation or ability to meet academic 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 Confidential Extenuating Circumstance - Completed by Professional

Based on my professional assessment and working within my scope of practice and responsibilities, I confirm that this student is experiencing an extenuating circumstance.

Impact to Academic Functioning (all questions must be answered):

1. Date of onset: _____
2. Anticipated duration of impact (from date form completed):
 < 1 wk 1 – 2 wks 2 – 4 wks* 4 – 8 wks* 8 – 12 wks*
3. Is academic advising recommended to better understand academic options? *Yes No
4. Is the extenuating circumstance related to a disability? Yes No
 If yes, the student:
 Understands they need to register with Queen's Student Accessibility Services (QSAS) to receive accommodation support.
 Is already registered/has contacted QSAS.

**Mild/
Moderate**

Due to extenuating circumstance, the student **might** require:

- Occasional absences
- Extra time on assignments and/or other required submissions – as negotiated with instructor
- Alternative arrangements for assessments (tests, exams, etc.)
- Alternatives to in class participation Group work
- Other: _____

**Severe/
Serious**

Unable to fulfill **all or most** academic obligation:

- Student will **communicate with instructors** to develop an academic plan by:
 Date _____ **OR** Immediately (today's date)
 Improvement to **mild or moderate** impairment is expected within:
 < 1 wk 1 – 2 wks 2 – 4 wks 4 – 8 wks 8 – 12 wks

Section C: Professional's Authorization - Completed by Professional

Name: _____ Profession / Position: _____

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 someone outside of your Faculty/School, 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>.
 - Engineering & Applied Science: Submit forms at <https://qfeas.it/accom>, for assistance email engineering.aac@queensu.ca.
 - Nursing (BNSc): Submit form (email or hard copy) to Barb Bolton (Rm 113).
 - Education (B.Ed): Submit form (email) to the B.ED Advisor, ss250@queensu.ca
 - Commerce: Submit a *Request for Academic Consideration for Extenuating Circumstances* online on the Commerce Portal, under *Academic Consideration*. Submit this form (via email) to Commerce.AACC@queensu.ca. 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 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 Coordinator, 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.