

## 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
- Rescheduling examinations or tests
- 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](mailto: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](mailto: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](mailto:Commerce.AACC@queensu.ca). No hard copy forms accepted.
  - Law (JD Program): Submit form via email to [law.accommodations@queensu.ca](mailto:law.accommodations@queensu.ca).
  - Law (Certificate in Law): Submit form via email to [lawcertificate@queensu.ca](mailto: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](mailto:ot.info@queensu.ca)).
  - Physical Therapy: Submit form (email or hard copy) to your Program Assistant ([programassistant.pt@queensu.ca](mailto: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.