Academic consideration for **graduate students** in extenuating circumstances* Process flow chart for graduate students (consult SGS Protocol for Short-Term Academic Consideration)

Request for academic consideration for up to 3 days due to unexpected illness or sudden event leading to physical or mental impairment

Inform you instructor, supervisor and/or your program's graduate coordinator at the earliest possible time

Complete the Request for Academic Consideration for Extenuating Circumstances form

Submit the form to your graduate program office as soon as the need is apparent and no later than 24 hours after the period of brief absence

- Communicate with your instructor (not your TA) or supervisor about missed academic work
- If you require an extension of your brief absence of a day or two consult with your instructor(s) and/or supervisor
- Complete all academic work as per the consideration granted

If consideration for longer period of time is required follow the *Requests for academic consideration between 4 days and 3 months*

Requests for academic consideration between 4 days and 3 months for reasons including: illness, serious injury, surgery, or significant personal crisis with an expected return to full academic function within 3 months

Seek support and services from relevant campus units or community-based services

Contact your instructor(s), supervisor and/or program office as soon as possible

Complete the Request for Academic Consideration for Extenuating Circumstances form and submit to your graduate program office

Provide verification documentation (e.g. Verification of personal health condition form, Verification of confidential extenuating circumstances form, etc.)

- Communicate and update your instructor(s), supervisor and/or program office regarding your recovery as appropriate
- Complete and submit academic work as per consideration granted

Contact Queen's Student Accessibility Services to register and request accommodation if more time is required

* Requests for academic consideration due to extenuating circumstances and any resulting consideration granted are based on the principle of good faith, wherein all parties are requested to assume that the extenuating circumstances are legitimate and that any considerations granted are deemed to be in the best interest of the student. Students receiving academic considerations <u>must</u> meet all essential academic requirements and standards of the program. The use of this protocol and the related policy and procedures to provide <u>false or misleading information or to delay</u> or avoid fulfilling academic requirements constitutes academic dishonesty, and students will be subject to the university's <u>Academic Integrity Policy</u>.

Academic consideration for **graduate students** in extenuating circumstances* *Process flow* chart <u>for graduate programs, instructors and supervisors</u> (consult SGS Protocol for Short-Term

Academic Consideration)

Request for academic consideration for up to 3 days due to unexpected illness or sudden event leading to physical or mental impairment

Requests for academic consideration between 4 days and 3 months for reasons including: illness, serious injury, surgery, or significant personal crisis with an expected return to full academic function within 3 months

No verification material required from a health care professional

Refer student to supports and services as appropriate

Accept the Request for Academic Consideration for Extenuating Circumstances [inform TAs or others to bring request directly to instructor or supervisor]

Accept the Request for Academic Consideration for Extenuating Circumstances Form and verification documents [inform TAs or others to bring request directly to instructor or supervisor]

Assess missed academic obligations and provide a reasonable, case-specific consideration [maintain academic standard and equivalence]

Assess request and academic obligations and provide reasonable, case-specific considerations [maintain essential requirements and standards]

 If student requests an additional day or two, communicate with student regarding any additional or modified academic

considerations

Ensure collaboration between instructors and supervisor regarding response to student

 If an brief absence extension is not possible, direct student to resubmit the request form to make a request for academic consideration between 4 days and 3 months Keep a written record of interaction with student and action taken and submit to graduate co ordinator (or delegate), who will store it securely separate from the student's academic file

Keep a written record of interaction with student and action taken and submit to graduate coordinator (or delegate), who will store it securely separate from the student's academic file

- Communicate with student and discuss timeline to return to full academic function

Protect privacy and confidentiality; share information only as needed

 If the student may need more time or ongoing needs to meet academic requirements, refer the student to Student Accessibility Services

Protect privacy and confidentiality; share information only as needed

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