

FACULTY OF LAW ACADEMIC CONSIDERATION AND ACADEMIC ACCOMMODATION PROCEDURES

November 2018

The Faculty of Law officer responsible for administration of academic considerations and academic accommodations is the Manager of Education and Equity Services, [Helen Connop](#).

The use of the university policies and procedures on academic consideration for extenuating circumstances to provide false or misleading information or to delay or avoid fulfilling academic requirements constitutes academic dishonesty and students will be subject to the university and faculty's [Academic Integrity procedures](#).

Queen's University Senate Policy

Academic Considerations for Students in Extenuating Circumstances (April 2017)

Objective

To provide consistent and fair academic relief to students for a range of short term extenuating personal circumstances.

Definitions

"extenuating circumstances" means a personal circumstance beyond the student's control that has a direct and substantial impact on the student's ability to meet essential academic requirements or standards.

Extenuating circumstances include but are not limited to a sudden acute physical or mental illness, serious injury to self or significant others, bereavement, a traumatic event, or other serious personal/ family crisis.

Extenuating circumstances may also include officially representing the university at a sanctioned event or through an invitation to participate in an event as a distinguished guest (e.g. national tournament, Olympics).

Extenuating circumstance do **not** include personal or family events (e.g. holidays, weddings), transportation or technological difficulties.



“academic consideration” means an action or actions taken by an educator upon recommendation from the Faculty of Law Office designated above or by reason of a decision of the Academic Standing and Policies Committee, in response to a student with an extenuating circumstance.

Examples of academic consideration include:

Excused absence, an extended or deferred deadline, a modified schedule for assignments or projects, an alternate assignment, a deferred or accommodated exam, a re-weighting of assigned marks, permission for an incomplete grade, a course withdrawal without penalty or a medical leave of absence (stop-out from the program).

Conditions

Extenuating circumstance beyond the student’s control

Self-Declaration for Brief Absence (up to 48 hours)*

- Short-term physical or (e.g., stomach flu)
- Minor injury (e.g. sprained ankle)
- Distressing event or other physical or psychological impairment
- Officially representing the University in a sanctioned event (e.g. Varsity)

Extenuating circumstances (48 hours to 3 months)

Short Term Academic Accommodations (STAA)

- Extended illness (e.g. mononucleosis, pneumonia)
- Serious injury (e.g., concussion or broken bones)
- Required treatment (e.g., surgery or medication side effects)
- Bereavement (e.g. loss of close family member)
- Traumatic event (e.g., divorce) or other significant personal crisis

Short Term Academic Accommodation (STAA)

- **New** unexpected onset of physical or mental illness lasting more than 48 hours, unexpected surgery/injury (concussion), serious extenuating circumstances

Responsibility for Authorizing Arrangements



The Faculty of Law officer verifies documentation, works with the student and the instructor or makes a recommendation to the Academic Standing and Policies Committee how to implement reasonable academic consideration in the circumstances.

Forms

[Self-Declaration of Brief Absence Form](#)

[Request for Academic Consideration for Extenuating Circumstances](#)

[Verification of Personal Health Condition](#)

[Verification of Confidential Extenuating Circumstances](#)

[Request for Excused Absence for Significant Events](#)

[Academic Accommodations for Students with Disabilities](#) (November 2016)

Objective

To provide appropriate academic accommodations for students with disabilities as part of the University's commitment to accessibility and equity.

Definitions

"academic accommodation" means any adaptation that reduces or eliminates barriers to participation, which arise when a student with a disability interacts with the academic environment.

Academic accommodations are provided when functional limitations arise from a disability and create a barrier in the academic environment. Depending on the disability, which may be permanent or temporary, functional limitations may be intermittent.

Academic accommodations are ***individually determined*** and may include:

- teaching and learning accommodations (e.g note-taking),
- assessment and evaluation accommodations (e.g. private space to write exams),
- environmental accommodations (strategic seating), and
- auxiliary services and supports (e.g. sign language interpreters, alternate format text, assistive technology).

Academic accommodations are granted on the following basis, depending on the underlying functional limitation.

- **permanent** (i.e. for the duration of the academic program),



- **interim** (i.e. while further documentation is being sought from a regulated health care professional),
- **temporary** (i.e. for a limited time) or
- **retroactive** (i.e. after a test, evaluation, assignment deadline has passed) basis with supporting documentation.

“disability” means:

1. Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree or paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
2. A condition of mental impairment or a developmental disability;
3. A learning disability of dysfunction in one or more processes involved in understanding or using symbols or spoken language;
4. A mental disorder;
5. An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.

Conditions

Chronic ongoing or episodic physical health or mental health condition, or a learning disability.

See the definition of disability above. See the [QSAS documentation requirements](#) for the accommodation of disabilities and the [QSAS disability documentation form](#).

Letter of Accommodation (LOA)

Law students should NOT provide their letters of accommodation directly to their course instructors.

These LOA should be sent electronically to Helen Connop, Manager of Education and Equity Services at helen.connop@queensu.ca as soon as you have registered with [Queen's Student Accessibility Services](#) (QSAS).



Students with ongoing disabilities must register with QSAS at the beginning of each academic year. More information about the registration process can be found at:

<http://www.queensu.ca/studentwellness/accessibility-services/how-register-0>

Responsibility for Authorizing Arrangements

Queen's Student Accessibility Services (QSAS) determines accommodation and provides Letter of Accommodation to the Faculty of Law officer to be implemented.

Forms

[Disability Documentation Form](#)

