

Request for Academic Considerations (RAC) for Extenuating Circumstances, 2023-24

Up to 3 consecutive days absence

- Students can submit one (1) **Request for Academic Consideration per term without documentation***

If you have documentation you are encouraged to submit it

More than 3 days or subsequent submissions

- Submissions that span **longer than 3 consecutive days or are subsequent submissions** (within the same term) **require documentation****
- All missed final exams require documentation and an Incomplete Grade Request form must be submitted

IMPORTANT

- Documentation is required for absences of any length during **final exams**
- Note that absences for **bereavement require documentation**.
- Queen's Student Wellness Services
<https://www.queensu.ca/studentwellness/forms#extenuating-circumstances>

* If you have symptoms of a respiratory illness that are not improving past the three days, please email the Program Advisor for guidance

**Documentation may include Verification of Extenuating Circumstances form, physician notes, Attestation etc.

STEPS TO SUBMIT A RAC

1. Complete the student form found here <https://qfeas.it/accom>
 2. If applicable, collect supporting documentation.
Save as pdf to submit in FEAS portal.
- **Students are required to submit requests within 7 days of their first day of absence.** If unable to submit during that time, email the Program Advisor (Accommodations & Considerations) engineering.aac@queensu.ca to **ask for an extension to submit.**

- **The Program Advisor will review the request and when processed, will notify the instructor(s). The student will be copied on the distribution email.**
- **It is the students' responsibility to contact their instructor(s) to make arrangements on missed coursework. Please consult your course syllabus for more information on policies for missed coursework.**

REQUIRING ASSISTANCE/ADVISING? Email

Catherine Gurnsey

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