

Procedure for Academic Consideration for Medical and other Extenuating Circumstances

Information for Students

Short term extenuating circumstances – five days or fewer

If students encounter extenuating circumstances that temporarily hinder their capacity to fulfil academic requirements for a short period (normally not exceeding five days) they can request [academic consideration](#) as per the instructions below.

Definition of Extenuating Circumstances

Extenuating circumstances are circumstances that:

- are beyond a student's control;
- have a significant impact on the student's capacity to meet their academic obligations; and
- could not have reasonably been prevented.

Extenuating circumstances may include sudden illness or incapacitation, including mental health and compassionate circumstances.

Experiencing diverse challenges and stressors is considered typical within the university experience and are not considered extenuating circumstances; for example, managing workload, competing deadlines, inclement weather, amongst others.

Course Work or Other Academic Deliverables (academic work assigned to students not including formally scheduled final examinations)

1. Contact your instructor(s) as soon as possible and normally no later than 24 hours after the submission deadline.
2. If supporting documentation is required by the instructor, complete the online [self-declaration form](#).
3. Complete and submit course work per academic consideration, if granted.

Formally Scheduled Exams

1. For undergraduate students: contact the Registrar's Office to apply to [defer an exam](#) within 3 working days after the original final examination date or the original due date of the take-home examination.
2. For graduate students: contact the instructor/academic unit.

Long term extenuating circumstances – more than five days

If students encounter extenuating circumstances that temporarily hinder their capacity to fulfil academic requirements for a period that exceeds five days, additional documentation may be required.

Course Work or Other Academic Deliverables (academic work assigned to students not including formally scheduled final examinations)

1. Contact your instructor(s) as soon as possible to discuss academic considerations.
2. If supporting documentation is required, submit the appropriate documentation to the Registrar's Office.
3. Complete and submit course work per academic consideration, if granted.

Formally Scheduled Exams

1. For undergraduate students: contact the Registrar's Office to apply to [defer an exam](#) within 3 working days after the original final examination date or the original due date of the take-home examination.
2. For graduate students: contact the instructor/academic unit.

Student Appeals Process

In cases where the student has concerns about a request for academic consideration, the student may initiate an informal appeal with the instructor and, as appropriate, the Chair or Director, within 3 working days of the original decision.

If the informal process does not address their concerns, a student may submit a formal appeal to the Faculty Dean of the Faculty offering the course within 3 working days of the completion of the informal appeal. The decision of the Dean is final.