

As per the [Academic Consideration Policy](#), if students encounter extenuating circumstances that temporarily hinder their capacity to fulfil in-class academic requirements for a period that exceeds five days, they can request academic consideration as per the following instructions:

1. Consult the course syllabus about the instructor’s policy or procedures for requesting academic consideration
2. Contact your instructor(s) as soon as possible and normally no later than 24 hours after the submission deadline.
3. If supporting documentation is requested by your instructor, submit the appropriate documentation along with this form to academicconsideration@carleton.ca.
4. Complete and submit course work per academic consideration, if granted.

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

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| Student name: |
| Carleton email address: |

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| Student number: |
| Telephone: |

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| Nature of Extenuating Circumstance |
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| List the impacted course(s) including course code and section (ex: PSYC 1001A) |
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| Coursework requiring academic consideration: |
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| Coursework deadline: |
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| Instructor Name: |
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| Confirm instructor email: |
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| Instructor email: |
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Declaration (please read and check each box):

- I certify that I missed/will miss the scheduled course component(s) listed above. I understand and acknowledge that providing false or misleading information in order to avoid or delay the submission of work or to avoid an exam is a violation of section VI.4 of the [Academic Integrity Policy](#) and is subject to an Academic Integrity review.
- I understand that deferring the course components listed above may result in a negative impact to my academic performance. I will consult with an academic advisor as needed and be sure that I am aware of the academic withdrawal deadline and, as always, assess my continuation in my courses before that deadline.
- I certify that I have read all of the above information and followed all of the steps indicated.
- I certify that I have attached the supporting documentation as requested by my instructor.
- I understand that by completing and submitting a Long Term Academic Consideration for Coursework Form I am authorizing the Registrar’s Office to contact those who have provided documentation submitted with my application, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature: _____ Date: _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

If you have any questions regarding your academic consideration request, please contact your instructor.

The course instructor will determine any academic consideration for all in-class academic deliverables excluding formally scheduled and take-home undergraduate final exams. Undergraduate students that require accommodations for final examinations must follow the [Deferral application](#) process.

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| Office Use Only |
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