

# Procedure for Academic Consideration for Medical and other Extenuating Circumstances

## Information for Students

As per the [Academic Consideration Policy](#), if students encounter extenuating circumstances that temporarily hinder their capacity to fulfil in-class academic requirements, they can request academic consideration.

As per the Policy, students are to speak with/contact their instructor before submitting a request for Academic Consideration. Requests are not automatically approved. Approving and determining the accommodation remains at the discretion of the instructor. Students should consult the course syllabus about the instructor's policy or procedures for requesting academic consideration.

## 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 and take-home exams)

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 required by the instructor, complete the online [Academic Consideration for Coursework Form](#)

4. Complete and submit course work per academic consideration, if granted.

### **Formally Scheduled Exams & Take-Home 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. The Registrar's Office appeals process does not apply to formally scheduled final and take-home examinations.
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.

### **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 and take-home exams)

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 to discuss academic considerations.
3. If supporting documentation is required, complete the [long term academic consideration request form](#) (PDF 34 KB), and submit it along with the appropriate documentation to [academicconsideration@carleton.ca](mailto:academicconsideration@carleton.ca) via your Carleton email address (cmail).
  - a. Supporting documentation provides a relationship or connection between the corresponding circumstance and accommodation required. Supporting documentation may include documentation from a licensed healthcare professional, obituaries or other documentation that may support your request.
4. Complete and submit course work per academic consideration, if granted.

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To review the full policy, please visit [the Secretariat website](#). Please visit the [Frequently Asked Questions page](#) to learn more.