

Summary of Changes to the FAS Instructor Guide for Academic Consideration for 2020-21

- **Definition:**
 - We've added **unforeseen** technological and workspace disruptions to our operating definition. This can include hardware malfunction, power outages, etc. This will only apply during the 2020-21 school year due to most students working remotely. (Page 3)
 - Academic Consideration is **NOT** provided for the following circumstances: For **chronic** technological difficulties or workspace disruptions, such as long-term hardware/software failure, prolonged poor internet coverage, lack of planning or knowledge of program software/OnQ, missing notifications/reminders, use of unsupported/out-of-date software, or other persistent technological challenges. (Page 3)

- **Types of Supporting Documentation**
 - **Attestation Form:** All students (on-campus, online, and BISC students) requiring an attestation form must email asc.registration@queensu.ca to receive a copy of the form. Students should include their name; student number; and dates of absence in their email request. Students will receive an attestation form which they must sign. Signed attestation documents will be submitted along with request through the Faculty portal to be processed. (Page 5)
 - We will also accept **dated receipts of hardware repair, dates new articles/weather reports/screenshots from a utility provider** to support requests regarding technology or workspace disruption. (Page 5)

- **Universal Design:**
 - As you are exploring alternate forms of assessment, remember that certain elements of universal design preclude the use of 3-day requests for academic consideration - see page 23 of handbook for more information.

- **Frequently Asked Questions:**
 - **What to do when an accommodated exam needs to be rescheduled? (Updated from Exams Office – please follow up with them at aso.exams@queensu.ca should you have questions)**
 - (Only changes outlined below) It is the student's responsibility to contact one of the following units or people immediately, depending where they are studying:
 - Students are responsible for scheduling their own deferred exam date, with permission from their Instructor. The Arts and Science Online Exams Office will send students scheduling information and will ensure their accommodations are added to the scheduling platform. A deferral period will be set by the ASO Exams Office, but a student requiring a deferral beyond this period will agree upon a date with their Instructor.
 - Students missing their online accommodated exam must advise the Arts and Science Online Exams office immediately by email: aso.exams@queensu.ca. (Page 21)

- **What if a student from another faculty is taking my FAS course?**
 - Students in other Faculties and Schools who are enrolled in this course should refer to the Academic Consideration protocol for their home Faculty. This means you will receive requests from other Faculties' Consideration departments. Please honour these requests as you would those coming from the Arts & Science Academic Consideration Team. (Page 21)

As a reminder, should a student approach you with a class/exam conflict due to a Religious Observance, they should be directed to contact the Chaplain at chaplain@queensu.ca. Further information can be found here: <https://www.queensu.ca/faith-and-spiritualLife/home> and http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/Religious_Accommodate_FAQ.pdf

Should you have further questions, please feel free to follow up with our team at asc.consideration@queensu.ca.