Faculty of Arts & Science

write that mid-term exam). The Faculty office recommends that you clearly list communication expectations in the course syllabus, if you expect students to contact you within a certain time-frame. If employing this method, please allow for flexibility in cases where students are unable to contact you within this guideline. If a student does not follow up with an instructor regarding their academic consideration request, the instructor can assign a grade accordingly. Students requiring additional guidance on submitting

	•	J	3	3	"Short-term request with
docum	entat on	"			

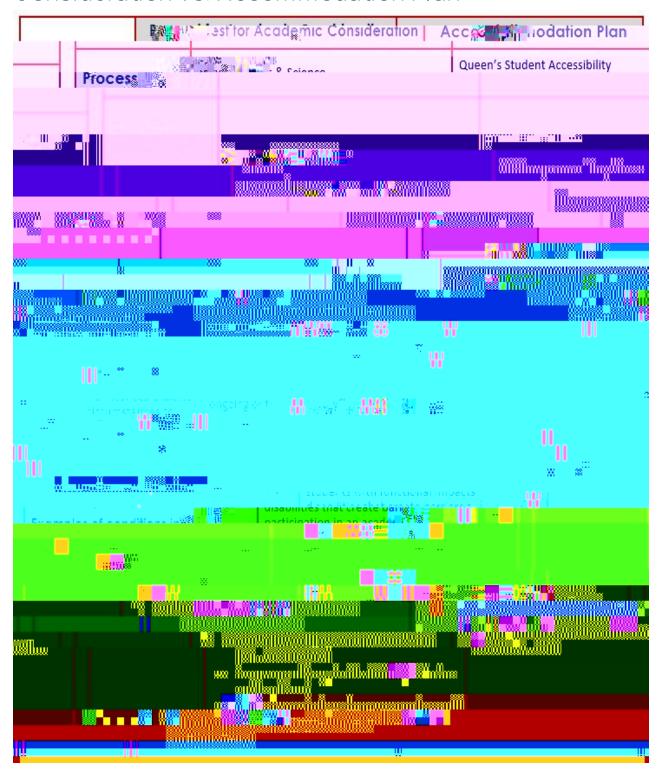
3. Long-Term: (Between 4-Days And 3-Months)

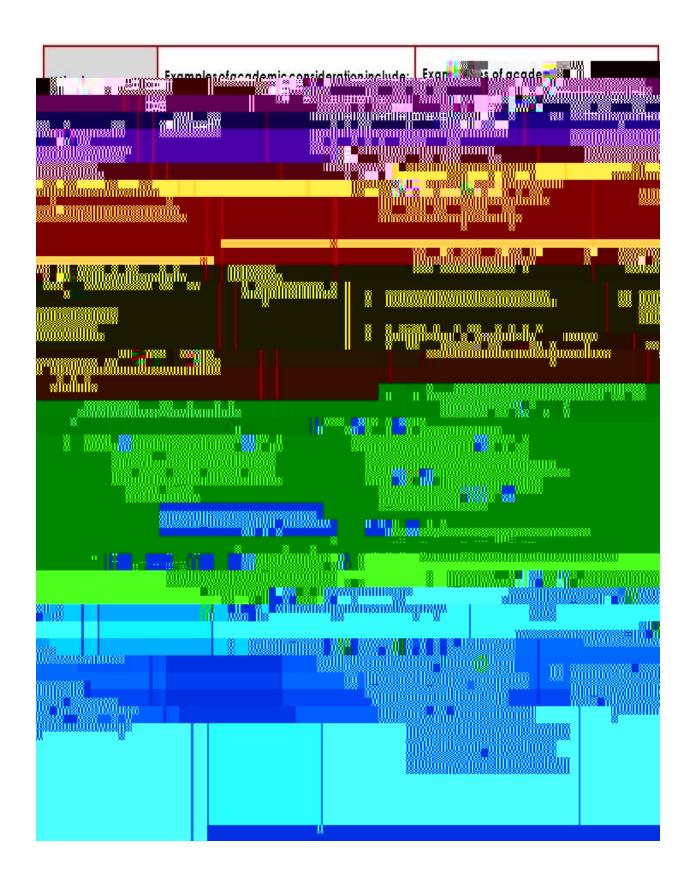
All requests for Considerat on must be submit ed through the <u>Academic Considerat on Portal</u>.

FAS Instructor Handbook 2024-2025

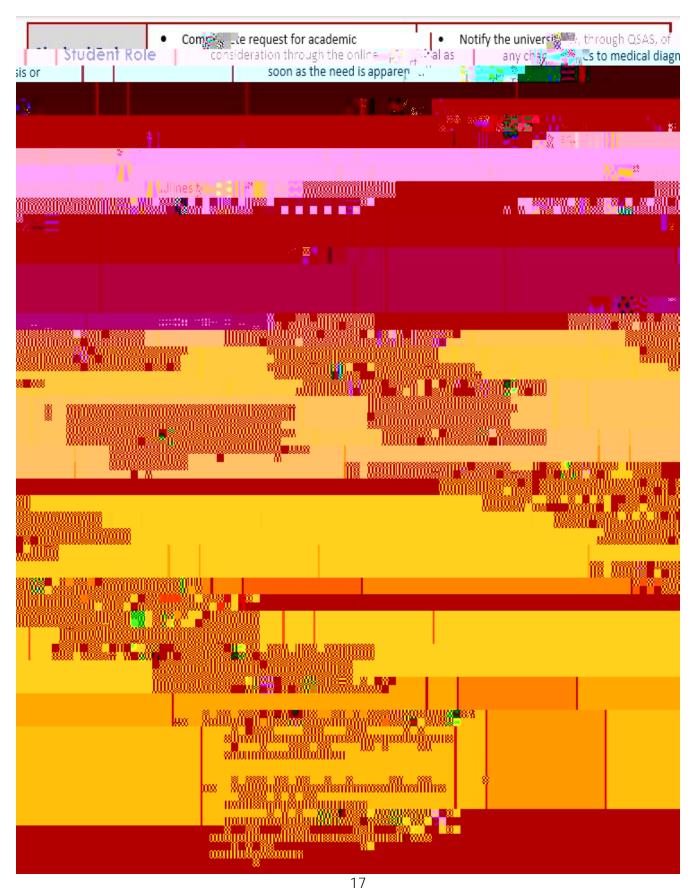
FAS Instructor Handbook 2024-2025
Course withdrawal without Faculty permission before the academic deadline to drop:

Comparing The Dif erences: Request For Academic Consideration Vs. Accommodation Plan

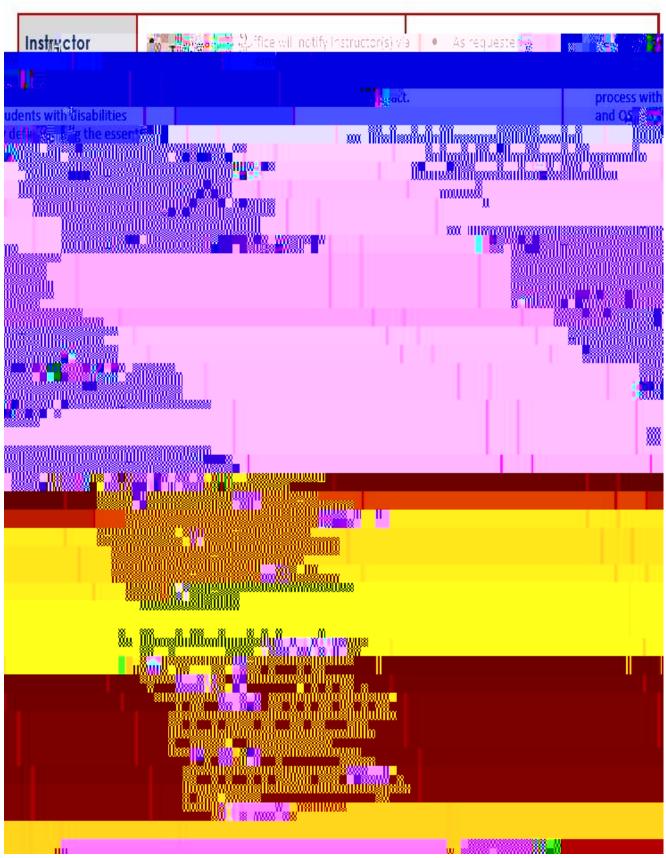




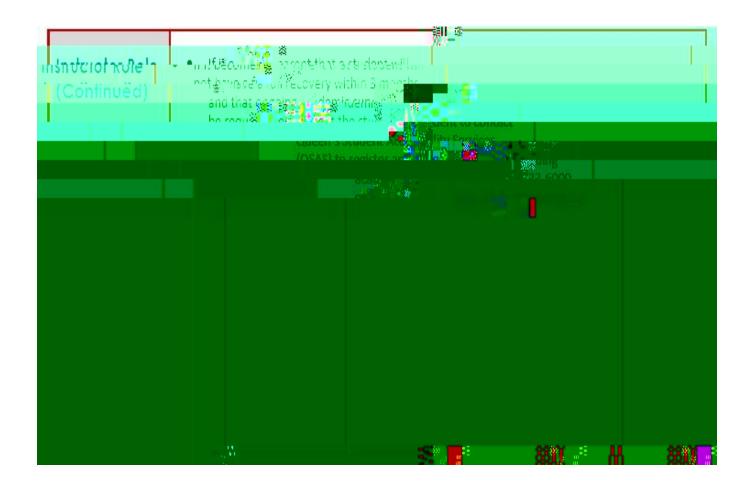
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Using Universal Design To Facilitate Consideration

What is universal Design for Learning?

Universal Design for Learning (UDL) is an approach to teaching and learning, inspired by Universal Design, that uses cognitive science around how people learn to remove as many barriers to learning for as many people as possible. For more information on UDL, please see the CentreforTeaching and Learningwebsite.

Here below are some tips and tricks crowdsourced from faculty across Arts and Science:

1. Tests and Quizzes:

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3. Frequent Small Stakes Components – e.g. labs, responses:

Consideration Team.

4 I would like all requests sent to a specific email address. Can you direct students to do so?

As students input this information directly into the Portal which sends automated emails, we cannot control where requests are sent. We recommend including a statement in your syllabus or

10. Can I deny Consideration requests?

11.

13. When should instructors give an Incomplete (IN) grade?

As per Academic Regulation 10.3.4: In cases where a student will receive a failing grade if all outstanding work is not completed or the exam is not written, an IN grade will be submitted by the

with an IN designation may not be counted for credit towards a degree program.

If the outstanding work is not submitted by the end of the subsequent term, the IN grade will (a19/Qq0 0 612 7612 9

The professor will receive a request for Considerat on pertaining to the current academic term as the circumstance occurs in the new semester.

15. When should Instructors advise students to contact the Faculty regarding petition options?

Depending on the timing and impact of the extenuating circumstances, the student may not be able to engage in academic tasks to the extent that dropping the course should be considered.

Instructors should refer students to speak with an Academic Advisor or the Academic Consideration Team in the Faculty Office to consider dropping a course before the academic deadline. Dropping a course after the academic deadline requires an <u>Academic Petition</u> to the Associate Dean (Academic).

16. What is the dif erence between "re-weighting" and an Aegrotat Standing?

Re-weighting of marks: Allocation/shifting of marks associated with missed academic work to another academic requirement that assesses similar learning outcomes. This type of academic consideration should be used mainly when:

granted, this estimated letter grade will appear on

Estimated Studentsmay be granted Aegrotat and/or credit standing for a maximum of 36.0 units during their entire program.

17. What to do when an Instructor teaches one half of a full-year course?

teaching the portion of the course to which academic consideration applies. Should the instructor no longer be available to contact, then students should be directed to contact the Department Head for support.

Instructors should also update their auto emails to direct students to contact the Department Head after the portion of the course that they are teaching has ended.

18. What should departments do if the Instructor is on sabbatical, or their contract has ended?

It is the responsibility of the Department Head to assign a new instructor to oversee any Incomplete (IN) grades for courses for which the Instructor is on sabbatical or if their contract has ended. Instructors who are on sabbatical or have completed their contract should also update their auto-e-mails to direct students to contact the Department Head after the course has ended.

19. A student in my course needs to defer their exam. How is this arranged?

If the request for academic consideration pertains to a time period when a final examination is scheduled, please note that the decision to defer an exam is at the discretion of the Instructor. Deferred

maximum of the end of the subsequent term.

On-Campus/Online: The central Exams Office will communicate pertinent deferral information and deadlines with Professors prior to each exam period. Although their office coordinates most deferrals, there are circumstances where the Professor may arrange for their own exams. Please refer to this semesterly correspondence for further details and contact exams@queensu.ca, should you have additional questions.

BaderCollege:

bc.deputyad@queensu.ca.

20. A student in my course has been granted Academic Accommodation. How do I arrange an accommodated exam?

the exam. Students registered with QSAS before November 15th (Fall) and March 15th (Winter)

will be guaranteed their exam accommodations for the upcoming exam session.

If a student is granted Accommodation less than 10 days prior to an exam, they may be eligible for Consideration and an exam deferral instead.

On

