

Declaration of Extenuating Circumstances

Fill out 2 copies of this form and bring both to the course coordinator with supporting documentation (if required).

In an effort to ensure that the guidelines for academic integrity are applied to all students, you are asked to sign this declaration summarizing the extenuating circumstances that caused/will cause you to miss the exam or assignment deadline.

In signing this form, you acknowledge your awareness of the guidelines for Academic Integrity, as outlined on the Biology Department Website (<http://www.queensu.ca/biology/undergrad/integrity.html>)

I (*insert name*), _____ hereby declare that due to extenuating circumstances, I was (or will be) unable to write the exam / complete the assignment for the following course BIOL _____. My extenuating circumstances* and/or supporting documentation are (*describe below*):

By signing this form, you acknowledge that this statement is truthful. If the statement is false, this will be considered a departure from academic integrity and will be investigated accordingly.

Student signature _____ Date _____

Bring your signed form to the instructor with any supporting documentation. He/She will sign below to acknowledge that the supporting documentation was received and approved, and that you will be permitted to write a makeup exam.

Professor/Instructor signature

Date

Optional: The makeup exam will be scheduled as follows:

1 Signed Copy for the student (retain as evidence that the request was approved by the professor).

1 Signed Copy for the Professor/Instructor. This copy will be retained by the Department. It will remain confidential but may be consulted by the UG Chair where questions of academic integrity arise.

* If you wish that the extenuating circumstances remain confidential, the course instructor may request a note from Queen's Health, Counselling, and Disability Services (HCDS) and you may enter "Confidential" here.