



Procedure for Academic Consideration – Graduate Students

Governing Policy:	Academic Consideration – Graduate Students
Sections:	Introduction ; Request for Academic Consideration Submission Process ; Graduate Programs ; Program Designates ; Students ; Privacy and Release of Information
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Effective Date:	January 1, 2027
Supersedes:	(NEW)

I. INTRODUCTION

This procedure provides instruction to students, staff, and faculty on the submission of a request for academic consideration in academic activities in graduate programs.

II. REQUEST FOR ACADEMIC CONSIDERATION SUBMISSION PROCESS

Requests for academic consideration are made to the Program Designate through a secure portal (“the Portal”).

Prior to initiating a request for academic consideration, students are required to review the relevant policies, conditions, and other important information.

Requests for academic consideration include information on the type of absence (medical consideration, undocumented absence, for instance), reason for the request, information on the academic activity, and may include supporting documentation as per the requirements specified by the graduate program’s process for academic consideration.

III. GRADUATE PROGRAMS

Procedure for Academic Consideration – Graduate Students

It is the responsibility of each graduate program to adhere to the principles of the policy and articulate the process for academic consideration which must include following information:

- The Program Designate who receives, assesses relevant documents and makes the decision
- Identification of academic activities that require the academic consideration formal process and the type(s) of supporting documentation

The process information shall be available in the program handbook and on the program website.

IV. PROGRAM DESIGNATES

Requests for academic consideration go directly to Program Designates. Program Designates receives an email notification if there are requests awaiting their review.

V. STUDENTS

Students upload supporting documentation, as relevant, through the Portal. Students may be asked by the Program Designate reviewing the request to provide additional relevant supporting documentation before the request for academic consideration is processed.

Requests for academic consideration may include completion of the self-attestation or student good-faith acknowledgement. Students must declare that they have read and understood the policies regarding academic consideration and confirm that the information that they have provided within their request for academic consideration is accurate and true and submitted in good faith. They also acknowledge that the University may verify the authenticity of any documentation by directly contacting the issuing office. The declaration includes an acknowledgement that the submission of any fraudulent documentation or information as part of a request for academic consideration will be treated as a scholastic offence.

VI. PRIVACY AND RELEASE OF INFORMATION

Student Medical Certificates and other documentation from a medical professional may require verification. The Program Designate may contact the office of the medical professional to verify supporting documentation provided with a request for academic consideration.

The individual or body overseeing academic activity (e.g. course instructor, thesis or project supervisor, supervisory or examination committee) are prohibited under

Procedure for Academic Consideration – Graduate Students

Senate policy from collecting medical documentation from students seeking academic consideration. Medical documentation uploaded to the Portal in support of a request for academic consideration is sent directly to the Program Designate of the student's home program for review and verification, and this documentation is held in confidence.

The Portal contains sensitive student information. All information contained within the Portal is governed by the Code of Behaviour for Use of Computing, Technology, and Information Resources (contained in MAPP Policy 1.13 – Computing, Technology & Information Resources).

Last Reviewed:

*