

**Procedure for the Policy on Academic Consideration – Undergraduate
Students in First Entry Programs**

Governing Policy:	<u>Academic Consideration – Undergraduate Students in First Entry Programs</u>
Sections:	<u>Introduction</u> ; <u>Request for Academic Consideration</u> <u>Submission Process</u> ; <u>Instructors</u> ; <u>Privacy and Release of Information</u> ; <u>Audit</u> ; <u>Student Absence Portal Support</u>
Officer(s) Responsible for Procedures:	Vice-Provost (Academic Programs)
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INTRODUCTION

This procedure document provides instruction to students, staff, and instructors on the submission of a request for academic consideration and applies only to students who have been admitted to first entry programs at Western University and its Affiliated University Colleges.

REQUEST FOR ACADEMIC CONSIDERATION SUBMISSION PROCESS

Requests for academic consideration are made to the Academic Advising office of the student's Faculty of Registration through the Student Absence Portal. The Student Absence Portal creates an official record of the absence in support of a formal request for academic consideration. Students access the Student Absence Portal using their Western User ID and password.

Prior to initiating a request for academic consideration, students are required to review the relevant policies, conditions, and other important information and confirm that they have read and understand these conditions regarding academic consideration and accept the terms of use of the Student Absence Portal.

Requests for academic consideration include information on the type of absence (medical consideration, undocumented absence, for instance), reason for the

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request, information on the course and assessment, and may include supporting documentation.

Students are responsible for entering the start and end dates for the absence that match any corresponding supporting documentation (Student Medical Certificate or other medical documentation, for instance). For an undocumented absence, students do not need to enter the start and end dates as the undocumented absence is for a specific course component and not a duration of time. The information entered will be the due date of the specific course component that will be missed.

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

Students will enter information on the course assessment for which they are requesting consideration from a pre-populated list of their courses. Students select the appropriate course and section that is impacted by the absence, and the type of assessment. Students will need the following information about the assessment to complete the request: the name of the assessment, the weighting of the assessment, and the date and time of the assessment.

All requests for academic consideration must include completion of the self-attestation or student good-faith acknowledgement within the Student Absence Portal. 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.

After submitting a request for academic consideration, students receive an email notification that the request has been received. Students may view the status of submitted requests from the home page of the Student Absence Portal. Students will receive an email notification that the request has received an outcome; students can view any notes and important next steps from the course instructor(s) and/or academic advisor in the Student Absence Portal.

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INSTRUCTORS

Requests for academic consideration submitted with supporting documentation go directly to Faculty Academic Advising units (see Privacy and Release of Information).

In the event that a student submits an undocumented absence, the request is forwarded through the Student Absence Portal to the instructor of the course. Instructors access requests in Extranet. Instructors verify that the request meets the conditions set out on the course outline. Where an instructor has provided flexibility in assessment or a designated assessment that requires supporting documentation, the request for academic consideration can be denied.

Instructors receive an email notification if there are requests awaiting their review.

PRIVACY AND RELEASE OF INFORMATION

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

Course Instructors are prohibited under Senate policy from collecting medical documentation from undergraduate students seeking academic consideration. Medical documentation uploaded to the Student Absence Portal in support of a request for academic consideration is sent directly to the Faculty Academic Advising unit of the student's home faculty for review and verification, and this documentation is held in confidence. Course Instructors are not able to access or receive student medical documentation within the Student Absence Portal.

The Student Absence Portal contains sensitive student information. All information contained within the Student Absence 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).

AUDIT

The Student Absence Portal Support Team in the Office of the Vice-Provost (Academic Programs) conducts periodic audits of requests for academic consideration within the Student Absence Portal for gathering data on requests for reporting purposes. In the process of conducting periodic audits and review of requests and supporting documentation, the Student Absence Portal Support Team

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may flag specific requests for further investigation by Faculty Academic Advising units.

STUDENT ABSENCE PORTAL SUPPORT

Users are encouraged to contact the Student Absence Support Team by email (absence.portal@uwo.ca) for further assistance.

Last Reviewed: *