

REQUESTS FOR ACADEMIC CONSIDERATION (RAC)

PLEASE NOTE:

- ❖ *ALL requests for Academic Consideration are ***CONFIDENTIAL****
- ❖ *There are ***NO GUARANTEES*** that a request will be granted.*
- ❖ *Requests for Academic Consideration (RAC) should be based on ***DOCUMENTED MEDICAL/PSYCHOLOGICAL/COMPASSIONATE*** circumstances.*

WHEN SUBMITTING A REQUEST FOR ACADEMIC CONSIDERATION, PLEASE INCLUDE THE FOLLOWING COMPONENTS:

- 1) Request for Academic Consideration form.
 - ✓ Enrolment Services, Office of Registrarial Services Link: [Request for Academic Consideration Form \(Undergraduate Students\)](#)
- 2) Personal letter explaining the situation, in full.
- 3) Supporting documentation.

PLEASE FOLLOW THE INSTRUCTIONS AND PROCESS BELOW:

1. Request for Academic Consideration (RAC) form, in full.

- Please be sure to detail your student information (name, student ID number, degree program, UofG email etc.)
- Mark the appropriate "Type of Request" or, if you feel that multiple actions might be appropriate, be sure to detail all requests.
- Be sure to list the semester, course(s) involved, and number your requests, if more than one.
- Complete all applicable components of the form such as if you write tests/exams with Student Accessibility Services (SAS) and be sure to both and sign and date the form on the student line (bottom of the form).

2. Personal letter explaining the situation, in full.

- In your letter, outline the reason(s) why one or more courses were affected.
- Clearly outline the specific date(s) of the problem that prevented you from meeting your academic responsibilities.
- Students do not present their case to the Academic Review Committee in person, so your letter must be thorough.
- The Committee can deny your request if you do not provide sufficient or detailed information.

As you are writing your letter, please consider the following questions:

- a. *What form of consideration are you requesting? Please state this clearly at the beginning of your letter.*
- b. *How did the event/circumstance affect your academic performance? A timeline of the semester is sometimes helpful.*
- c. *If only one, or some, of the course(s) were affected, but not all, explain why some were impacted more significantly than others.*
- d. *If you are asking for late drops, or withdraw with failure, please address why you did not drop courses during the semester.*
- e. *Or, if the circumstances impacted you near the end of the semester, why did you not apply for a deferred assessment?*
- f. *If applicable, explain what supports you have put into place to prevent this situation from happening in the future.*

3. Supporting documentation. *A diagnosis is not required*

Valid grounds for Academic Consideration can be medical, psychological, or compassionate reasons. Please review [Academic Consideration, Appeals and Petitions policy](#) of the current academic undergraduate calendar under the 'Grounds for Academic Consideration' subheading

- When you claim medical illness as grounds for consideration, a medical note from a regulated health professional must indicate the date of onset, severity, and duration of the illness.
 - Documentation that requires interpretation such as medical lab reports should generally not be included as the B.Sc. Academic Review Committee is not qualified to interpret medical documentation such as lab reports.
- When you claim psychological grounds, the Committee requires a letter from a medical doctor, psychiatrist, psychologist, or a counsellor. The letter should indicate the date of onset, severity, and duration, as well as the impact on your ability to perform academically.
- Requests based on compassionate grounds also require documentation, where possible. Compassionate circumstances are normally considered those that could not have been anticipated. Documentation may take the form of a police report, a funeral notice or, a letter from a third party (such as Residence Assistant, religious leader, landlord or a friend or family member) depending on the circumstances, as examples. You should discuss the request with your Program Counsellor.
- Please refrain from including documentation of considerable length and only include pertinent documentation to the date of onset, severity and duration of the circumstances you have described.
- If you are registered with [Student Accessibility Services \(SAS\)](#), you may want to supplement your medical/psychological documentation with documentation from your SAS Advisor.

(For further information, please locate the link to the current academic undergraduate calendar and refer to Section VIII on [Undergraduate Degree Regulations and Procedures](#) and section "[Academic Consideration, Appeals and Petitions](#)" for complete details to these topics.

FORMS OF ACADEMIC CONSIDERATION:

Academic Consideration for Final Course Work

Please note that the deadline to submit a request for these forms of consideration is 20 days in the subsequent semester, immediately following the completion of the course

1. **Late Drops** – A student may submit a request to have courses permanently removed from their transcript. This form of academic consideration is considered to be a late drop of a course. These requests are taken seriously as they do impact the integrity of the transcript. The timing of requests for late drops of courses could influence the type of documentation that the Academic Review Committee may request. See the instructions/process, above, regarding the RAC form, personal letter and documentation.
2. **Semester Withdrawal** - This type of request is like the late drop of a course; however, it includes removal of all courses in a given semester.
3. **Withdraw from Courses with Failure** - Withdrawal with Failure requests do not remove courses from the transcript; however, the mark is replaced with WF. This does not impact the student's overall semester and cumulative average, as there is no grade associated with the course that can be calculated into an average. This notation indicates that the course was attempted, however, not passed.
4. **Credit Standing** - A student awarded "credit standing" will receive credit (CRD) for the course(s) in place of a numerical grade. This form of consideration is considered in rare circumstances under the following two scenarios, as defined by the Credit Standing policy:
 - a. A student has not completed a course's requirements, and would normally be eligible for a deferred assessment, but is unable to complete one because they are impacted by extreme medical, psychological, or compassionate circumstances beyond their control.
 - b. Extreme circumstances have impacted the student's level of achievement, as reflected in the final course grade

****Please note:** There are very specific criteria under which credit standing requests are considered which are clearly defined within the [Credit Standing policy](#) as posted in the current academic undergraduate calendar. The grounds to consider such requests must be extreme in nature. Senate has defined extreme as the following: *"Extreme circumstances' are generally defined as catastrophic circumstances beyond the student's control that renders the student incapable of accessing the academic consideration process."*

Academic Consideration for Semester work

**Please note that the course instructor is responsible for considering and granting academic consideration for semester work. The form of the consideration (e.g. re-weighting to the final, extension, etc.) is arranged between the instructor(s) and the student. Typically, Program Counsellors are NOT involved with missed semester work, however, if the issues will impact the entire semester, and all courses, it is advised that you contact the B.Sc. Academic Counselling Centre.*

Deferred Assessment Requests and Extensions

Please see link to B.Sc. Academic Advising website, [Deferred Assessments](#) page for complete details and instructions in that semester

****The deadline to submit a request for these forms of consideration is within 5 days of missing the exam/final course work deadline****

1. **Deferred Assessments** - If a student misses a final course component (exam, assignment, paper/presentation etc.) they must apply directly to their Degree Program Academic Counselling Office for a deferred assessment. The student must complete a B.Sc. Request for a Deferred Assessment Form (found at the link to the B.Sc. Academic Advising website above).
2. **Extension of a Deferred Assessment** - If a student misses the deferred exam, or fails to complete the deferred condition, they can apply for a further extension of their deferred. The request is submitted on a B.Sc. Deferred Assessment Extension Form and must be submitted to the B.Sc. Academic Counselling Centre along with appropriate documentation (found at the link to the B.Sc. Academic Advising website above).
 - Extensions are considered with valid grounds and relevant supporting documentation.
 - The University can prevent future registration of courses if the student does not complete the extension of the deferred assessment(s).
 - Please note that there are only a limited number of extensions dates available each semester as set by the Office of the Registrar.

Academic Consideration - Other

Continue on Probation (Appeal Required to Withdraw Status)

Please see link to B.Sc. Academic Advising Website [B.Sc. Academic Standing](#) page for complete details and instructions

****Please see the instructions/process, above, regarding the RAC form, personal letter and documentation****

You can appeal the Required to Withdraw standing if you feel you have extenuating circumstances of a medical, compassionate, or psychological nature that led to your poor academic performance. **Please note that appeals are taken very seriously, and not granted lightly.** As such, we very strongly encourage all students to connect with a Program Counsellor before submitting a Request for Academic Consideration.

- The Academic Review Committee may only meet three times during a semester, so you need to get your request in as soon as possible.
- If you decide not to appeal (or if your appeal is denied), please contact your B.Sc. Program Counsellor about your required to withdraw status and the process for readmission.