

**Queen's University
School of Computing
Declaration of Extenuating Circumstances**

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 an exam, test, or assignment deadline. Fill out two copies of this form and bring both to the instructor from whom you are requesting deferral of an exam, test, or assignment, with any supporting documentation.

In signing this form, you acknowledge your awareness of the guidelines for Academic Integrity, as outlined on the Arts and Science web site¹.

I, *(insert name)* _____, hereby declare that due to extenuating circumstances, I was (or will be) unable to write the test or exam or complete an assignment for the following course _____. My extenuating circumstances² and/or supporting documentation are as follows:

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 _____

The instructor will sign below to acknowledge that the supporting documentation (if any) was received and that you will be permitted to write a deferred exam/test or submit a late assignment.

Instructor signature _____ Date _____

Optional: The deferred exam or test or assignment due date is as follows:

One signed copy to the student (retain to document that the request was approved by the instructor).

One signed copy to the instructor. This will be retained by the School of Computing. It will remain confidential but may be consulted by the Undergraduate Chair if questions of academic integrity arise.

¹<http://www.queensu.ca/artsci/academics/undergraduate/academic-integrity>

²If you wish that the extenuating circumstances remain private, the course instructor may request a note from Queen's Health, Counselling, and Disability Services (HCDS) and you may enter "Confidential" here.