

INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE FINAL EXAMINATIONS AS SCHEDULED

NOTE

1. It is the **student's responsibility** to check the date, time and location of all examinations, including special examinations.
2. If you are unable to write a final examination, you must contact the Undergraduate Services Office **PRIOR TO THE SCHEDULED EXAMINATION TIME** to request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message (519) 661-2130. The message must state clearly your name, student number, the date and name and number of the examination you are missing. Be sure to spell out your name clearly in order to avoid inaudible messages and follow up to make sure your message was received.
3. **Visit a doctor the same day to document your illness.** The documentation must include the following: severity of illness, effect on academic studies and duration of absence. **The note must clearly state that you were too ill to write the exam on that day. You must provide the Undergraduate Services Office with this supporting documentation the next day**, or as soon as you are well enough to return to school.

The following circumstances are not considered grounds for missing a final examination or requesting special examinations: Common cold, sleeping in, misreading the timetable, and travel arrangements.

Student health services will not see students after the fact (i.e. students must see a doctor on the day of the examination; they will not see students once symptoms have disappeared) and will not give notes for the common cold and other minor ailments.

4. In order to request permission to write a special examination, you **must sign a "Request for a Special Examination Form"** available in the Undergraduate Services Office. Furthermore, you **must** obtain the approval of the Chair of the Department and the Associate Dean-Academic. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.
5. **Special examinations for all Engineering courses will be held on January 19, 20, and 21, 2005.** For non-Engineering courses, contact the department offering the course. It is the student's responsibility to check the date, time and location of the special examination. Engineering information will be posted on the Engineering website: http://www.eng.uwo.ca/undergraduate/current_students.htm
6. **You must be prepared to write the special examination as scheduled.** If you miss an examination for a reason other than illness (death in the family), follow the instructions above and consult your course outline or the Undergraduate Services Office for appropriate documentation.

ACADEMIC ACCOMMODATION WILL NOT BE GRANTED AUTOMATICALLY ON REQUEST. YOU MUST DEMONSTRATE TO THE UNDERGRADUATE SERVICES OFFICE THAT THERE ARE COMPELLING MEDICAL OR COMPASSIONATE GROUNDS THAT CAN BE DOCUMENTED BEFORE ACADEMIC ACCOMMODATION WILL BE CONSIDERED.