ACCOMMODATION CONSIDERATION REQUEST FORM

FACULTY OF ENGINEERING, UNDERGRADUATE SERVICES | SEB 2097 | p: 519-661-2130 |e: engugrad@uwo.ca

Section #1: STUDENT INFORMATION

First Name:		Last Name:	
Student #:		Today's Date:	
Western EMAIL:	@uwo.ca	Department/Year: (ex. MME/year 2)	

Section #2: REASON FOR ABSENCE

REASON:
- ☐ Compassionate Reasons
- ☐ Medical Reasons
- ☐ Midterm Conflict
- ☐ Religious Holiday/Holy Day
- ☐ Varsity Sports
- ☐ Other _____

DOCUMENTATION PROVIDED:
- ☐ Death Certificate/Obituary
- ☐ Emergency Room Note
- ☐ Intercollegiate Athletics Form
- ☐ Invitation
- ☐ Student Medical Certificate
- ☐ Other _____

NOTE: Documentation MUST accompany this form, regardless of reason for absence. Exception: Religious Accommodation, unless requested.

Section #3: COURSE COMPONENTS AFFECTED BY ABSENCE

Course Number (ex. AM 1413 or MME 2202a)	Date	Time	Professor's Name	Course Component	
				☐ Assignment ☐ Lab ☐ Lecture ☐ Quiz/Test ☐ Tutorial	☐ Midterm ☐ Final Exam ☐ Special Exam
				☐ Assignment ☐ Lab ☐ Lecture ☐ Quiz/Test ☐ Tutorial	☐ Midterm ☐ Final Exam ☐ Special Exam
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PLEASE READ: I confirm that the information provided is complete & accurate. I understand that it is my responsibility to inform my professors as well as the Dean's Office about absences in a timely manner so that appropriate arrangements can be made.

Exam/Midterm Conflicts: By signing below, I confirm that the makeup to the exam/midterm I have chosen to defer does not conflict with another exam/midterm, lab, tutorial or class.

☐ **PLEASE CHECK THIS BOX IF YOU UTILIZE STUDENT ACCESSIBILITY SERVICES**

Student Name: _____   Date: _____

FOR ACADEMIC COUNSELLING OFFICE USE ONLY:						
File checked:		Record checked:		SPC Exam Form Given:	Approved:	Denied:	Approved By (initial):
Student/prof(s) notified on Extranet (initial):		Date Notified:		Notes:		