Western Engineering

ACCOMMODATION CONSIDERATION REQUEST FORM

Mechanical & Materials Engineering | SEB 3002 | p: 519-661-4122 | f: 519-661-3020 | e: mmeundergraduate@uwo.ca

Section #1: STUDENT INFORMATION

First Name:		Last Name:	
Student #:		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		Exam/Midterm Conflicts Only
CONFLICTS: Please indicate in far right column what you will be rescheduling. **Please check makeup times before submitting this form.**						
				☐ Class ☐ Lab/Tutorial ☐ Quiz ☐ Assignment ☐ Test	☐ Midterm ☐ Midterm (in class) ☐ Midterm (Special) ☐ Final Exam ☐ Final (Special)	
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				☐ Class ☐ Lab/Tutorial ☐ Quiz ☐ Assignment ☐ Test	☐ Midterm ☐ Midterm (in class) ☐ Midterm (Special) ☐ Final Exam ☐ Final (Special)	

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.

Student Signature: _____   Date: _____

FOR DEPARTMENT OFFICE USE ONLY:							
File checked:		Record checked:		Approved:		Denied:	Approved By (initial):
Student/prof(s) notified on Extranet (initial):		Date Notified:		Notes:			

12/08/15/ec