ACADEMIC CONSIDERATION REQUEST FORM

Western Science Academic Counselling

Academic Counselling, Science and Basic Medical Sciences | NCB 280 www.uwo.ca/sci/counselling | submit to: https://help.sci.uwo.ca/servicedesk/customer/portal/3

Section #1: Student Information			
Student #:		Date:	
First Name:		Last Name:	
Western EMAIL:		Phone:	

Section #2: Reason for Consideration/Documentation Provided

REASON:
- ☐ Compassionate
- ☐ Varsity
- ☐ Medical/Mental Health   ☐ Other_____
- ☐ Midterm Conflict
- ☐ Religious Holiday/Holy Day

DOCUMENTATION PROVIDED:
- ☐ Student Medical Certificate or Other Type of Medical Note
- ☐ Intercollegiate Athletics Commitment Verification Form
- ☐ Other (provide details): _____

NOTE: Medical Documentation must be submitted within 2 business days of end of illness as indicated by the doctor/health care professional

Section #3: Course Components Affected by Absence

CONFLICTS: Please indicate in far right column what you will be rescheduling. Please check makeup times before submitting this form.

DATE:	TIME:	Course Name & Number (ex. Biology 1001a–001)	Course Component		Exam/Midterm Conflicts Only:
			☐ Class ☐ Lab ☐ Tutorial ☐ Assignment ☐ Test/Quiz	☐ Midterm ☐ Midterm (in class) ☐ Midterm (Special) ☐ Final Exam ☐ Final (Special)	☐
			☐ Class ☐ Lab ☐ Tutorial ☐ Assignment ☐ Test/Quiz	☐ Midterm ☐ Midterm (in class) ☐ Midterm (Special) ☐ Final Exam ☐ Final (Special)	☐
			☐ Class ☐ Lab ☐ Tutorial ☐ Assignment ☐ Test/Quiz	☐ Midterm ☐ Midterm (in class) ☐ Midterm (Special) ☐ Final Exam ☐ Final (Special)	☐
			☐ Class ☐ Lab ☐ Tutorial ☐ Assignment ☐ Test/Quiz	☐ 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.

I write with Accommodated Exams (Student Accessibility Services (SAS)):   YES ☐   NO ☐

Student Signature: _____   Date: _____