

**ACADEMIC CONSIDERATION REQUEST FORM**

You must inform your instructors when you miss work for medical or other reasons. Unless there are extenuating circumstances, this should be before the date of the test or exam, or the due date of the assignment.

- All documentation in support of any academic consideration request, including medical, other unforeseen circumstances, religious, aboriginal and spiritual observance, athletic competitions, etc., must be submitted to your program department, or to the Chang School (front desk) for students who are not registered in a program.
- Documents for medical and other unforeseen circumstances must be submitted within three (3) working days of the missed work.
- Your instructors will be informed that the document has been submitted, and he/she will determine if you are to be given consideration for missed work.

Student Name \_\_\_\_\_  
 Student Number \_\_\_\_\_  
 TMU Email Address \_\_\_\_\_  
 Program \_\_\_\_\_ Year (i.e. 2016, etc.): \_\_\_\_\_  
 Dates missed From: \_\_\_\_\_ To: \_\_\_\_\_  
 Date this form submitted \_\_\_\_\_

Complete the following for each missed class covered by the attached medical or other accommodation. Each instructor will be notified that your document has been received.

Course # and Section (e.g. test, lab, etc.)	Instructor	Instructor's email address	Day and Date(s) missed	Work missed

Student's Signature: \_\_\_\_\_