

Types of Accommodation and Documentation

Reason for Accommodation	Examples	Acceptable Documentation
Test/Exam Direct Conflict	Two exams that are scheduled simultaneously (ie. Math 1229A exam is Friday November 6 at 6:30pm and Chemistry 1301A exam is Friday November 6 at 7:00pm)	<ul style="list-style-type: none"> Printed course syllabus Print screens of OWL website with dates and times Final exam period exam schedule (extranet)
Test/Exam: Multiple Exam Situation	See Western's Policy: more than two exams in a 23-hour period, more than three exams in a 47-hour period, or more than four exams in a 71-hour period. (Three on the same day)	<ul style="list-style-type: none"> Printed course syllabus Print screens of OWL website with dates and times Final exam period exam schedule (extranet)
Class Conflicts	If a final exam is scheduled during another class time, the student is entitled to accommodation (If Business 1220E exam is scheduled for Thursday night at 7pm, but the student also has a night class) **RARE**	<ul style="list-style-type: none"> A copy of the student's schedule AND one of, Printed course syllabus Print screens of OWL website
Varsity Athletics Commitments	Student is missing a course component due to their varsity athletics – tournaments and games sometimes conflict with weekend mid-terms	<ul style="list-style-type: none"> Varsity Athletic commitment form which is signed by coach and Western's Athletics
Religious Accommodation	Student missing a course component due to a religious commitment (religious celebrations or observances)	<ul style="list-style-type: none"> Letter from spiritual advisor outlining the commitment with clear dates (ie: Observing the Sabbath, Fasting from date to date) In more obvious cases, documentation may not be necessary (Ramadan can be easily confirmed by us)
Medical Considerations	<ul style="list-style-type: none"> Illness Surgery Mental Health Concerns Hospitalizations 	<ul style="list-style-type: none"> Student Medical Certificate is ideal (website) Letter from health care professional including: Physician, Registered Nurse, Psychiatrist, Psychologist, Social Worker, Occupational Therapist, Physiotherapist, etc. VERY IMPORTANT: the dates on the documentation must match the dates of the accommodation request
Compassionate Considerations	<ul style="list-style-type: none"> Death in family Illness in Family Other Family Emergency Court Appearance Academic Conference Attendance Citizenship ceremony High School Commencement Awards Ceremony Jury Duty 	<ul style="list-style-type: none"> Obituary, death certificate, funeral leaflet (dates) A letter from a medical professional regarding family illness Summons Invitations with dates that match requested accommodation They must be able to confirm their attendance elsewhere
NOT ACCEPTABLE	Attendance at Weddings, Vacations, Trips, two exams on the same day, multiple exams in a week (follow the policy above)	Unacceptable documentation: Prescriptions, ultrasound/blood test results, x-rays, plane tickets without further explanation