academic advisor in your home faculty, who may require documentation. That advisor may then contact all of
your instructors. See also: ‘Medical Accommodation Policy’ below.
Note: a class meeting missed in order to write a test, exam, or other form of ‘make-up class’ in
another course will count as non-attendance, and will attract penalties as defined above if applicable.
Instructors at the University of Western Ontario shall not require a student to write a make-up test
or similar at times which conflict with that student’s other scheduled class times. If you are asked or

:ULWLQJ6WXGLHV¶%DVLF3ROLF\students seeking academic consideration on medical or any other
grounds for any missed tests/exams, class attendance/participation components, or late or missed
assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of
their final grade, but excluding final exams scheduled during the exam period) or apply in person to
the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical
Certificate (SMC) or other supporting documentation as required in accordance with official Western policy
(linked above).

Students seeking academic consideration must communicate with their instructors no later than 24
hours after the end of the period covered by either:
i. A Self-Reported Absence, or
ii. Academic consideration supported by the Academic Counselling Office.

Exception: in Writing Studies courses, a student seeking academic accommodation on non-medical
grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed
assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who
will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to
follow the procedures set out in :ULWLQJ6WXGLHV¶%DVLF3ROLF\.

Please note that individual instructors will not under any circumstances accept or read medical
documentation directly offered by a student, whether in support of an application for accommodation on
medical grounds or for related reasons (e.g. to explain an absence from class which may result in a grade
penalty under an ‘Attendance’ policy in the course). All medical documentation must be submitted to the
Academic Counselling or Undergraduate office of a student’s home Faculty.

Students who are or who feel they should be covered under Student Accessibility Services should
review Western policy here:
http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&Selecte
dCalendar=Live&ArchiveID=#Page_10

Students who are in emotional/mental distress should refer to MentalHealth@Western:
(https://www.uwo.ca/health/) for a complete list of options about how to obtain help.