

Special Accommodations – MBA Mid-Terms and Final Exams

Please complete **all information in full**. If you are unsure of the date, time, or duration of the mid-term or final exam, please refer to the course outline or contact your instructor prior to submitting this form. Please note: It is the student's responsibility to advise their instructors that they will be requesting special accommodations for mid-terms or final exams. Thank you.

(PLEASE PRINT)

Mid-term _____ Final exam _____

Student Name: _____

Student number: _____

Course code: _____

Section (Day or Eve): _____

Instructor name: _____

Date and time of mid-term or final exam: _____

Duration of mid-term or final exam (Please confirm with instructor): _____

Documentation required for accommodation request

Due to a business commitment (for part-time students *only*): a letter on company letterhead from your immediate supervisor stating that you are unable to be present due to a specific job commitment.

For varsity reasons: a letter on University letterhead from a designated University official.

For religious reasons: a letter from your religious leader stating that you are unable to be present due to a religious obligation.

If you are registered with the McMaster University Student Accessibility Services Office: Please list below the accommodations that are required from your approved list of accommodations. Please note: We cannot accommodate requests other than those that have been approved by the Student Accessibility Services Office.

Once the accommodations have been approved and have been made, you will be notified of them via your McMaster email address.

Thank you.

FOR SE-A USE ONLY

Supporting documentation received: _____

Invigilator booked: _____

Room Booked: _____