



MID-TERM EXAM CONFLICT

(PLEASE PRINT)

Students requesting the rescheduling of a mid-term examination(s) due to a religious, business related or scheduling conflict must submit this form together with supporting documentation to the School of Continuing Studies' Student Affairs Office **at least two (2) weeks prior** to the date of the scheduled mid-term examination(s).

Students who miss an examination(s) due to medical reasons must complete and submit this form with supporting documentation **within two (2) business days** from the date of the missed mid-term examination(s).

PLEASE PRINT CLEARLY

NAME: _____ MCGILL I.D. NUMBER: _____

PROGRAM: _____ TEL.: _____

MCGILL EMAIL ADDRESS: _____

PERSONAL EMAIL ADDRESS: _____

MID-TERM EXAMINATION(S) MISSED / TO BE MISSED

COURSE NUMBER	CRN	COURSE TITLE	INSTRUCTOR	DATE AND TIME OF MID-TERM
-				
-				
-				
-				

Reason mid-term(s) will be/has been missed: _____

Student signature: _____ Date: _____

If your request to reschedule your mid-term examination(s) has been approved, you will be contacted via your McGill email address by Course Services who will make the all of the necessary arrangements.

Please note that all requests must be accompanied by supporting documentation. A \$41.07 administrative fee will be charged for the rescheduling of all mid-term examination requests other than those of a medical or religious nature.

FOR OFFICE USE ONLY

Approved by: _____ Date: _____