

Accommodation for Teacher Candidates Who are Absent Because of Illness

If you are absent because of illness and miss an assignment deadline or a class test or exam, you **must**, in order to receive accommodation and avoid a penalty,

- inform the Preservice Office, *and*
- provide medical documentation using the following medical form:
<http://www.uwo.ca/univsec/handbook/appeals/medicalform2008.pdf>

Western's policy on academic accommodation is that . . .

accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his or her academic responsibilities. (It will not be sufficient to provide documentation indicating simply that the student "was seen for a medical reason" or "was ill.")

Teacher Candidate's responsibility: Whenever possible, notify your instructors and provide appropriate documentation to the Preservice Office *in advance* of due dates and examination dates. Otherwise, bring your medical documentation to the Preservice Office along with a completed "Request for Academic Accommodation" form as soon as you return from your absence.

Appropriate Documentation:

Documentation from Family Physicians and Walk-In Clinics: A UWO Student Medical Certificate (SMC) is required. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic. Copies are available from the Preservice Office or the SMC can be downloaded at https://studentservices.uwo.ca/secure/medical_document.pdf

Documentation from Student Health Services: Teacher Candidates obtaining documentation from Student Health Services should sign a "release of information" form which authorizes Student Health Services to provide information to your Faculty. Release of information forms are available from, and can be arranged through, the Preservice Office.

Documentation from Hospital Urgent Care Centres or Emergency Departments: Teacher Candidates should request that the SMC be completed by the attending physician. If that is not possible, request alternative Emergency Department documentation sufficient to demonstrate that your ability to meet your academic responsibilities was seriously affected. Documentation should be secured at the time of the initial visit to the Emergency Department.

Western's full policy concerning accommodation for students who are absent because of illness is available at http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf

Request for Academic Accommodation Because of Absence Due to Illness

Teacher Candidate _____ Program _____

Medical Documentation

Provided to Preservice Office (date) _____

Academic Accommodation Requested

Course	Instructor	Accommodation Requested*	

* Academic Accommodation may include, for example, the following:

- * extension of due date for an assignment
- * alternative test or examination date
- * alternative assignment
- * reweighting of course requirements
- * late withdrawal without penalty
- * Special Examination
- * Incomplete

Notes: