FEAS ACADEMIC ACCOMMODATION ACADEMIC YEAR: 2019-2020

PLEASE USE **A SEPARATE SHEET** FOR YOUR **FALL** AND **WINTER** COURSES

STUDENT: _____ STUDENT #: _____ YEAR OF STUDIES: 1 2 3 4 5 6

ENG DISCIPLINE: _____ QUEEN'S EMAIL: _____@QUEENSU.CA TERM: F W S/S

1ST YEARS: **ARE YOU REGISTERED IN THE EXTENDED PROGRAM (J-SECTION)?** Y N

Subject	Course	Section	Instructor(s)	Instructor(s) Email
Example: **APSC**	**132**	**001**	**William Newstead**	**bnewstead@queensu.ca**

IMPORTANT REMINDERS FOR ACCOMMODATED ENGINEERING STUDENTS

1) For those accommodated students who have "**Computer for all written responses**" on their official QSAS letter, please be sure that you also go onto the Exam's Office portal and enter your courses for those you will need computer for. There is a deadline each term.
2) For **1st year students** who transfer from the general stream to **Extended Program (J-Section)** in the Winter term you need to ensure that you list your "Extended program courses, to avoid problems with facilitating your academic accommodations.
3) For all Engineering students, if you **add** or **drop** course(s) after you have submitted your course registration information, it is the responsibility of the student to notify the Academic Accommodations Coordinator and provide this information to her, engineering.aac@queensu.ca.
4) If Accommodated Engineering students ***drop courses*** they are responsible to notify the ***Queen's Exams office*** that they are no longer registered in that course to avoid the no show fee of $45 for their final exams. Please email **exams@queensu.ca**

I consent that any information I have submitted to the Faculty Office regarding the request of my Academic Accommodations may be shared with those necessary to implement my accommodations. This may include faculty, teaching assistants, academic assistants, academic advisors, undergrad chairs, undergrad assistants, Exam's office, Queen's Student Accessibility Services and any other person that may be required to facilitate implementation.

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Signature of Student Date