



INSTRUCTOR CONSULTATION FOR A SUPPLEMENTAL EXAMINATION

Students apply to their home college for supplemental final examination(s), and all applications are reviewed by the College of Engineering Associate Dean, Academic.

This is to provide notice that the College of Engineering student listed below is applying for a supplemental final examination in your class. If provided, the instructor's feedback will be taken into consideration in this student's application.

Student Information

Name			
Student number		NSID	

Class Information

Subject		Course number	
Section		Term	
Instructor			

Instructor Declaration

Instructors are encouraged, but not required, to provide feedback on the student's:

- Attendance
- Timeliness in completing assignments
- Requests for extensions not related to accommodations under Access and Equity Services
- Requests for changes in marks, distribution or marks, or final grade
- Other feedback as appropriate

Feedback from the instructor may be submitted in confidence to the College of Engineering Associate Dean, Academic: enr.academicdean@usask.ca.

By signing below, I confirm that the student indicated above has met with me regarding the intention to apply for a supplemental final examination in my class. I have been informed of the mechanism to provide feedback regarding this application, but that it is not required for me to do so. Any information I provide to the College of Engineering regarding this student's application for a supplemental final examination will be held in the strictest confidence, and will be used in ascertaining the student's eligibility to write a supplemental final examination in my class.

Signature	
Date	