



## 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 of 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](mailto: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	