(Please copy, paste, and adjust accordingly & include your SAS Advisor in the email)

To: (Instructor)

CC: (Your SAS Advisor)

Subject: Missed Test/Exam/Quiz (Course Code/Section)

Hello (Prof. Name),

My name is (name) and my student number is (student number). I am in your (course, number, section/ex. BIOL 2210 FA) class. As per my accommodation letter emailed to you by Student Accessibility Services (SAS) I have the accommodation of:

* May need to reschedule test/exam/quiz when linked to disability and/or medical condition; Student to contact SAS

I am unable to write my (test/exam/quiz) originally scheduled for (date/time).

* I understand that it is my responsibility to reschedule this missed test/exam/quiz through the SAS office at the earliest time allowed by my disability/medical condition.
* I understand in utilizing this accommodation that the expectation is that I am to have this missed test completed within a 2 week time period.
* Student Accessibility Services will contact you with the date and time I have proposed, assist in negotiating an agreeable rescheduled date, communicate the rescheduled date and time to the student and (if applicable) organize/proctor the rescheduled test.

Should you have any questions or concerns regarding this request please do not hesitate to contact my SAS Advisor cc’d on this email.

Sincerely,

(Student name)