

# OFFICE OF THE REGISTRAR

Application for Alternative Final Examination(s)  
Due to 3 Exams Scheduled on the Same Day



Term Applied For: \_\_\_\_\_

**Submission Deadline: End of the fourth week of classes**  
(For 6 week courses the deadline is the end of the second week of classes)

*Please note: This policy (Senate Policy E2) applies only to students having **three or more** invigilated exams on the **same calendar day**. Take home exams do not qualify.*

*The supplemental examination will be scheduled on the last possible day of the examination period or at a time agreeable with the instructor.*

**All communication with you will be through your Uwin email account.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Uwin Email: \_\_\_\_\_

Program: \_\_\_\_\_

Date on Which 3 Exams are Scheduled: \_\_\_\_\_

Please provide the following details on the three (or more) final examinations scheduled on this day.

Course # /Section	Exam Date / Time	Signature of Instructor

Please indicate preference for which examination to reschedule (if any)\*: \_\_\_\_\_

*[\*Note: When possible, student preference for which examination to reschedule to the supplemental examination date will be taken under consideration. However, the matter will be left at the discretion of the Vice-Provost, Students and Registrar whose decision will be final.]*

Following the processing of your request, email notification will be sent to you indicating which examination will be rescheduled and the date and time of the supplemental examination.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Form to:**  
Office of the Registrar  
Chrysler Hall North

### Notice of Use and Disclosure of Personal Information

Personal Information on this form is collected under the authority of the *University of Windsor Act* and the University of Windsor, Senate By-Law 31, for the purpose of administering the university / student relationship, and in particular the Administration of Final Examinations. Questions about the collection of this information should be directed to the Director of Registrarial Services at 519.253.3000 or registrar@uwindsor.ca.