



**University
of Windsor**

REQUEST FOR CONSIDERATION FOR HEALTH, BEREAVEMENT, OR EXTENUATING CIRCUMSTANCES

(UNDERGRADUATE COURSES ONLY, Excluding the Faculty of Law or Business courses)

STUDENTS MUST COMPLETE STEP 1 (INFORMAL REQUEST) PRIOR TO USE OF THIS FORM (See reverse for details)

*Complete and attach a letter of rationale, any supporting documentation and submit in person or by mail to the
University of Windsor, Office of the Registrar, 401 Sunset Ave., Windsor, ON, N9B 3P4.*

Section 1 – To Be Completed by Student

- ☐ FALL
☐ WINTER
☐ SUMMER

STRICTLY CONFIDENTIAL

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STUDENT I.D. NUMBER

2	0	1	_
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YEAR

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SURNAME

GIVEN NAME

INITIAL

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ADDRESS – STREET, APT # or RESIDENCE/ROOM

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CITY & PROVINCE

POSTAL

TELEPHONE

EMAIL

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COURSE BEING APPEALED (NUMBER AND TITLE)

COURSE INSTRUCTOR NAME

GROUND'S FOR REQUEST

ATTACH LETTER OF RATIONALE AND DOCUMENTATION AS APPLICABLE

Check either A, B, or C:

- A. ☐ Health (Provide Medical note.) B. ☐ BEREAVEMENT (e.g. Death of family member.) C. ☐ EXTENUATING CIRCUMSTANCES (Provide details in letter.)

Attach Letter of Rationale and Documentation as applicable

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STUDENT'S SIGNATURE

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DATE

Section 2 – To Be Completed by Instructor and Academic Officials

NO CHANGE IN ORIGINAL GRADE OF	<input type="checkbox"/>	Original Instructor: _____
GRADE RAISED FROM	<input type="checkbox"/>	APPROVED BY: _____
GRADE OF "IN" (Incomplete) GRANTED	<input type="checkbox"/>	Department Head
	TO <input type="checkbox"/>	APPROVED BY: _____
		Dean

Section 2B – Aegrotat Standing Designation

In **exceptional** circumstances "Aegrotat Standing" may be granted and recorded on the transcript. Aegrotat Standing is the **exceptional** granting of credit for a course based on term work (normally when the final examination is/was not written).

AEGROTAT STANDING GRANTED ☐ YES ☐ NO FINAL EXAMINATION WRITTEN ☐ YES ☐ NO

APPROVED BY: _____
Dean (or designated)

NOTICE – COLLECTION OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of the *University of Windsor Act 1962*, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the Grade Appeal process. A detailed Notice of Disclosure can be found at: www.uwindsor.ca/fippa. Questions about the collection of this information can be directed to the Registrar at 519-253-3000 or registrar@uwindsor.ca

POLICY AND PROCEDURES - PLEASE READ CAREFULLY

Excerpt from Bylaw 51 (last amended December, 2009)

1.18.1 Considerations for Health, Bereavement, or Extenuating Circumstances

Informal Request **STEP 1: MUST BE PURSUED PRIOR TO STEP 2 (FORMAL APPEAL)**

1.18.1.1 A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request through the Office of the Registrar is also possible in accordance with paragraph 1.18.1.2.

Formal Request **STEP 2: USE ONLY WHEN STEP 1 HAS NOT RESOLVED THE REQUEST**

1.18.1.2 A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Office of the Registrar as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g. the attending physician's letter, the call to jury duty) must be submitted to the Office of the Registrar forthwith and will be forwarded to the Dean of the Faculty in which the course is offered. If the Dean of the Faculty offering the course finds the grounds sufficient, the student's request will be forwarded to the Instructor who shall provide an alternate evaluation or accommodation. The Dean of the Faculty offering the course shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

1.18.1.3 In the cases outlined in 1.18.1.1-1.18.1.2 above, the Instructor may grant an "**Aegrotat**" grade on the basis of term work or assign an "**Incomplete**" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded to the Registrar using the procedure followed for submitting final grades.

In the Faculty of Law, the procedures related to academic status appeals as developed by that Faculty, will apply.

1.18.2 Following receipt of the letter of rationale and supporting documents by the Office of the Registrar, and until the Dean of the Faculty offering the course has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of the Faculty offering the course shall communicate his/her decision in writing or electronically to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents by the Office of the Registrar.

1.19.1 Subject to regulations laid down by the Faculty, an "**Incomplete**" grade may be assigned to a student who so requests and at the discretion of the Instructor and AAU Head. Such a grade will be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The "Incomplete" grade could be used in situations such as:

1.19.1.1 the missing of an examination or test for a valid reason;

1.19.1.2 the failure to complete required projects or assignments in the allotted time owing to circumstances beyond the student's control.

1.19.2 The average of a student who receives an "**Incomplete**" grade will not be calculated until the final mark is assigned. An "**Incomplete**" grade must be changed to a letter grade no later than six weeks after the last date of the examination period, at which time, if no grade has been assigned, a final grade of F will automatically be entered in the student's record by the Office of the Registrar, except in exceptional circumstances in which case the Dean of the Faculty offering the course shall specify a period of time greater than six weeks.

1.20 The Faculty will advise the Registrar within one month of the beginning of the semester or session, as to which courses have the privilege of a supplementary evaluative process, and when these processes will take place.

1.21 If an appeal made under Clauses 1.2, 1.17.1, 1.17.2, or 1.18.1 involves a course taught by a Dean, the Registrar will ask the Dean of a different Faculty to administer the appeal in accordance with this Bylaw. If such an appeal involves a course taught by an AAU Head who is not a Dean, the Dean of the Faculty offering the course will administer the appeal in accordance with this Bylaw.

October 2011