

ALTERNATE EXAM DATE REQUEST FORM – FALL 2025

SUBMISSION Guidelines Deadlines:

- For exam conflicts, religious obligations or accommodations, or students with 3 or more significant assessments within a 24-hour period, this request form(s) must be submitted **within the first 4-weeks of the academic term.**
- For medical reasons or other extenuating circumstances, this request form must be submitted **within 2 weeks of the missed assessment date, or as soon as you are physically/medically able to do so (justification will be required).**
- Return this completed form and supporting documentation to the **Receptionist in the 3rd Floor Dean's Suite in the Odette School of Business (OB305)** or via email to **osbreception@uwindsor.ca**. **You will be advised by email if your request has been approved.*

STUDENT TO COMPLETE

Last Name: (please print) _____ First Name: _____

Student Number: _____ Phone Number: _____

Email: (UW address): _____

Course and Section #: (complete a form for exam you want to move) _____

Instructor's Name: _____

☐ Mid-term ☐ Final Other Missed Assessment: _____

Date of Missed Assessment: _____ Time of Missed Assessment: _____

Reason for ALTERNATE EXAM DATE Request (attach appropriate documentation)

☐ Exam Conflict ☐ Significant Assessment ☐ Religious Obligation ☐ Bereavement

☐ Medical ☐ Student Disability Services ☐ Other _____ (use back of form if necessary)

Student Signature: _____ Date: _____

ADMINISTRATION TO COMPLETE (DEAN'S SUITE)

Notified Instructor Date Forwarded: _____

INSTRUCTOR APPROVAL

☐ Alternate Exam Date: Oct 31, 2025 OB321 Time: 9:00 a.m. 1:00 p.m.
 Dec 18, 2025 OB104 Time: 9:00 a.m. 1:00 p.m.

Instructor to Specify Date, Time and Location: _____

Instructor to redistribute missed assessment weight: _____

Request: ☐ Approved ☐ Denied

☐ Notified Outcome by Email to Student Date Sent: _____

Notes: