Odette School of Business
University of Windsor

ALTERNATE EXAM DATE REQUEST FORM – SUMMER 2026

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 Accessibilty Services ☐ Other _____ (use back of form if necessary)

Student Signature: _____ Date: _____

****DO YOU HAVE AN APPROVED ACCOMMODATION TO WRITE YOUR EXAMS IN SAS? ☐ YES ☐ NO**

ADMINISTRATION TO COMPLETE (DEAN'S SUITE)

Notified Instructor Date Forwarded: _____

INSTRUCTOR APPROVAL

☐ Alternate Exam Date: July 3, 2026 OB321 Time: 9:00 a.m. ☐ ☐
August 20, 2026 OB321 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: