



REQUEST FOR CONSIDERATION FOR HEALTH, BEREAVEMENT, OR EXTENUATING CIRCUMSTANCES (GRADUATE COURSES ONLY)

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				<input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SUMMER	STRICTLY CONFIDENTIAL											
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STUDENT I.D. NUMBER				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												
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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: <table style="width: 100%;"> <tr> <td style="width: 33%;"> A. <input type="checkbox"/> Health (Provide Medical note.) </td> <td style="width: 33%;"> B. <input type="checkbox"/> BEREAVEMENT (e.g. Death of family member.) </td> <td style="width: 33%;"> C. <input type="checkbox"/> EXTENUATING CIRCUMSTANCES (Provide details in letter.) </td> </tr> </table>						A. <input type="checkbox"/> Health (Provide Medical note.)	B. <input type="checkbox"/> BEREAVEMENT (e.g. Death of family member.)	C. <input type="checkbox"/> EXTENUATING CIRCUMSTANCES (Provide details in letter.)								
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Attach Letter of Rationale and Documentation as applicable <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>																
STUDENT'S SIGNATURE				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												
				APPROVED BY: _____												
				Dean of Graduate Studies												
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		<input type="checkbox"/> YES <input type="checkbox"/> NO		FINAL EXAMINATION WRITTEN												
				<input type="checkbox"/> YES <input type="checkbox"/> NO												
APPROVED BY: _____																
Dean of Graduate Studies (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

