



## Instructions for Submitting a Petition to the Academic Status Committee

The [Regulations on Academic Status](#) apply if you are unable to write or unable to complete an examination\* as scheduled and are requesting a special examination or aegrotat standing as a result. Issues regarding the conduct of an examination must immediately be brought to the attention of the Associate Dean (Academic) and the Academic Coordinator:

Associate Dean (Academic)  
519-253-3000, ext. 2923  
[lawassociatedean@uwindsor.ca](mailto:lawassociatedean@uwindsor.ca)

Academic Coordinator  
519-253-3000, ext. 2931  
[lawac@uwindsor.ca](mailto:lawac@uwindsor.ca)

If you are unable to write a scheduled examination\*, you must complete the following:

### BEFORE THE EXAMINATION

1. Notify the Associate Dean (Academic) and Academic Coordinator with your intent to petition as soon as possible. Petitions considered by the committee fall under two categories: Medical or Compassionate. *All circumstances that do not fall under those categories (course conflict, career-related, personal appointments etc.) can be resolved with the Professor of the course directly.*
2. If you are unable to write for *medical reasons*, seek medical attention and complete the University of Windsor Medical Note (Verification of Student Illness or Injury) form. The form is to be completed by a health care professional regulated under either the Health Professions Act (RHPA) or the Social Services Work Act, or equivalent in any other provincial/ state jurisdiction. The form is available as a [printable pdf](#) or a [fillable pdf](#). Please note that a prescription pad is not sufficient.
3. You must submit your petition to the Academic Status Committee at least 24-hours prior to the examination\* by emailing the Academic Coordinator ([lawac@uwindsor.ca](mailto:lawac@uwindsor.ca)) and the Associate Dean ([lawassociatedean@uwindsor.ca](mailto:lawassociatedean@uwindsor.ca)) with the subject line: **ASC Petition**. Please fill out and attach the [Petition to Academic Status Committee](#) and **Medical Note** (if required).

Your completed petition will be considered by the Academic Status Committee (a standing committee of Faculty Council, which is chaired by the Associate Dean (Academic)) and you will be notified of their decision. You may be required to sign a Non-Disclosure Statement confirming you have not discussed the examination with any student who wrote the examination as scheduled. The Associate Dean (Academic) may permit a student to write an examination\* within 72 hours of the scheduled start time, when he/she is satisfied that the student is unable to write for medical or compassionate reasons and that the contents of the examination have not, nor will be, disclosed to the student prior to the rescheduled date. Any petition requesting an extension outside of the 72-hour range will be subject to the Academic Status Committee's decision.

*Please note that petitions are circulated during regular office hours and that any requests received outside of those hours will not be handled at that time. It is the student's responsibility, in the interim of the decision being reached, to continue working on the assignment or studying for the examination as scheduled.*

### DURING THE EXAMINATION

If you encounter difficulty during an examination\* and are unable to complete it, you should immediately notify the examination invigilator. In the case of an online exam, please email the Associate Dean (Academic) or the Academic Coordinator immediately.

### AFTER THE EXAMINATION

You must give notice of your intent to petition the Academic Status Committee within 24 hours of the examination by emailing both the Associate Dean (Academic) and the Academic Coordinator. You must then petition in accordance with step 3 above.

#### **Limitation Period**

**The Academic Status Committee will not consider petitions in respect of any examination after final grades are released.**

\*Examination should be read in its widest sense and includes any paper, memorandum, exercise, project, research, or other piece of work written, prepared, or done in the course of a student's studies or activities at the law school.

*Revised August 2021*