



## Academic Status Instructions:

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

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## Before the Examination:

If you are unable to write a scheduled examination, you must do the following:

1. Notify the Associate Dean (Academic) and Academic Coordinator with your intent to petition as soon as possible prior to the start of the examination;
2. If you are unable to write for medical reasons, seek medical attention and have the University of Windsor Medical Note (Verification of Student Illness or Injury) form completed. The form is to be completed only 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 document](#) of [fillable PDF](#).
3. Please note that a prescription pad note is not sufficient.
4. You must submit your petition to the Academic Status Committee at least 24-hours prior to the examination, if possible, by emailing the Academic Coordinator ([lawac@uwindsor.ca](mailto:lawac@uwindsor.ca)) and the Associate Dean (Academic) ([lawassociatedean@uwindsor.ca](mailto:lawassociatedean@uwindsor.ca))
5. Your Petition should include:
  - a. Your name and student number;
  - b. Course name, section number and instructor name for each course you are seeking accommodations for;
  - c. Date and time of the Examination(s);
  - d. A description of the circumstances giving rise to your inability to write the examination;
  - e. The remedy you are requesting, including any proposal for re-scheduling;
  - f. Supporting documentation.

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 that you have not discussed the examination with any student who wrote the examination as scheduled.

## During the Examination:

If you encounter difficulty during an examination and are unable to complete an examination, you should immediately notify the examination invigilator. You will then be directed to the Associate Dean (Academic) or Academic Coordinator for further assistance.

## After the Examination:

You must give notice of your intention to petition the Academic Status Committee within 24-hours of 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)). You must then petition in accordance with the steps set out in No. 5 above.

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