

OFFICE OF THE REGISTRAR



University
of Windsor

Application for Alternative Final Examination(s)

Due to 3 Exams Scheduled on the Same Day

Term Applied For: _____

Submission Deadline:

October 31st for Fall Semester, February 28th for Winter Semester, June 30th for Summer Semester

*Please note: The Senate policy on "Multiple Final Examination in One Calendar Day" applies only to students having **three or more** invigilated exams on the **same calendar day or three or more final examinations in consecutive time slots over a 24-hour period**. Take home exams do not qualify.*

The supplemental examination will be scheduled on the last possible day of the examination period or at a time agreeable with the instructor.

All communication with you will be through your Uwin email account.

Name: _____ Student ID: _____

Uwin Email: _____

Program: _____

Date on Which 3 Exams are Scheduled: _____

Please provide the following details on the three (or more) final examinations scheduled on this day.

Course # /Section	Exam Date / Time	Signature of Instructor

Please indicate preference for which examination to reschedule (if any)*: _____

Following the processing of your request, email notification will be sent to you indicating which examination will be rescheduled and the date and time of the supplemental examination.

Signature: _____ Date _____

Return Completed Form to:
Office of the Registrar, Chrysler Hall North

Notice of Use and Disclosure of Personal Information

Personal Information on this form is collected under the authority of the *University of Windsor Act* and the University of Windsor, Senate

By-Law 51 paragraph 1.5.2, for the purpose of administering the university / student relationship, and in particular the Administration of Final Examinations. Questions about the collection of this information should be directed to the Registrar at 519.253.3000 or registrar@uwindsor.ca.