

# 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 31<sup>st</sup> for Fall Semester, February 28<sup>th</sup> for Winter Semester, June 30<sup>th</sup> for Summer Semester**

*Please note: The Senate policy on multiple final exams in 24 hours or in one calendar day applies to all forms of final exams. For take-home exams, the due date will be used to determine whether the student has **three or more exams in a calendar day or three or more final examinations in consecutive time slots over a 24-hour period.** For asynchronous online exams the 3-hour block scheduled for the exam will be used to determine whether a student has **three or more exams in a calendar day or three or more final examinations in consecutive time slots over a 24-hour period.** regardless of the total duration of the asynchronous online examination. 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.