



# 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.*

|   |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
|---|---|--|---|---|---|--|--|---|--|--|--|--|--|---|--|---|---|---|---|
| <b>Section 1 – To Be Completed by Student</b>   |   |  |   | <input type="checkbox"/> FALL<br><input type="checkbox"/> WINTER<br><input type="checkbox"/> SUMMER | <b>STRICTLY CONFIDENTIAL</b>  |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
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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  |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <b>GROUND FOR REQUEST</b><br><b>ATTACH LETTER OF RATIONALE AND DOCUMENTATION AS APPLICABLE</b>  |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <p>Check either A, B, or C:</p> <p>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.)</p>   |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <p>Attach Letter of Rationale and Documentation as applicable</p> <p>_____</p>  |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| STUDENT'S SIGNATURE   |   |  |   | DATE  |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <b>Section 2 – To Be Completed by Instructor and Academic Officials</b>   |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| NO CHANGE IN ORIGINAL GRADE OF  |   | <input type="checkbox"/>                                 |   | Original Instructor: _____  |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| GRADE RAISED FROM   |   | <input type="checkbox"/> TO <input type="checkbox"/>     |   | APPROVED BY: _____  |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| GRADE OF "IN" (Incomplete) GRANTED  |   | <input type="checkbox"/>                                 |   | Department Head   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
|   |   |  |   | APPROVED BY: _____  |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| Dean of Graduate Studies  |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <b>Section 2B – Aegrotat Standing Designation</b>   |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| <p>In <b>exceptional</b> circumstances "Aegrotat Standing" may be granted and recorded on the transcript. Aegrotat Standing is the <b>exceptional</b> granting of credit for a course based on term work (normally when the final examination is/was not written).</p>  |   |  |   |   |   |  |  |   |  |  |  |  |  |   |  |   |   |   |   |
| 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](http://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](mailto:registrar@uwindsor.ca)

## **POLICY AND PROCEDURES - PLEASE READ CAREFULLY**

### **(GRADUATE STUDIES)**

Excerpt from Bylaw 55 (last amended February 8, 2019)

#### **2.7 Considerations for Health, Bereavement, or Extenuating Circumstances**

##### **Informal Request    **STEP 1: MUST BE PURSUED PRIOR TO STEP 2 (FORMAL APPEAL)****

**2.7.1** A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request is also possible in accordance with paragraph 2.7.2.

##### **Formal Request    **STEP 2: USE ONLY WHEN STEP 1 HAS NOT RESOLVED THE REQUEST****

**2.7.2** A student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance, such as, serious health circumstances or bereavement based on medical or compassionate grounds, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Head of the AAU offering the course and Office of the Registrar as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g. the attending physician's letter, the call to jury duty) must be submitted to the Office of the Registrar forthwith and will be forwarded to the Head of the AAU offering the course. The Head of the AAU offering the course shall consult with the instructor and make a recommendation to the Dean of Graduate Studies. If the Dean of Graduate Studies approves the recommendation, the Head of the AAU offering the course shall make appropriate arrangements for the alternate evaluation or accommodation. The Dean of Graduate Studies shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

**2.7.3** In the cases outlined in 2.7.1-2.7.2 above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded by the Head of the AAU offering the course to the Dean of Graduate Studies for final approval. The Dean of Graduate Studies shall inform the Office of the Registrar using the procedure followed for submitting final grades.

##### **2.7.4 Stays**

Following receipt of the letter of rationale and supporting documents by the Office of the Registrar, and until the Dean of Graduate Studies has communicated his/her decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision has been reached. The Dean of Graduate Studies shall communicate his/her decision to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents by the Office of the Registrar.