

**PD Form 1**

**University of Windsor**

**University Secretariat**

**Bylaw 32: Procedural Irregularities and Discrimination Regarding Academic Instruction, Academic Evaluation and Academic Grade Appeals**

**FORM FOR THE STUDENT**

**Filing a Petition with the Procedures and Discrimination Committee**

Name of student reporting allegation: Click here to enter text.

Student ID number, if known: Click here to enter text.

Student email [uwindsor.ca account only]: Click here to enter text.

Name of person assumed to have committed the allegation: Click here to enter text.

Specify:

Date of the alleged incident: Click here to enter a date.

**Please provide a detailed statement, outlining all the facts of the allegation and circumstances surrounding the incident:**

Click here to enter text.

**List and provide all relevant documentation and evidence being provided in support of this petition**:

Click here to enter text.

*(attach additional page if more space is required)*

 Signature of Student

Name (Print): Click here to enter text.

Date: Click here to enter a date.

**This report is to be submitted to the University Secretariat:**

University Secretariat

University of Windsor

Room 213, Assumption Hall

Windsor, Ontario N9B 3P4

Bylaw 32 Excerpt:

2.1 A student alleging discrimination, bias, sexual or other forms of harassment and irregular procedures, regarding academic instruction, academic evaluation or academic grade appeals, shall normally attempt to resolve the matter with the Faculty Dean or AAU head prior to lodging a petition with the Procedures and Discrimination Committee. A student may choose to refer a complaint to the AAU Head or Dean of the Faculty concerned or may choose to refer the complaint directly to the Associate Vice-President, Student Experience. The AAU Head, the Dean of the Faculty concerned, or the Associate Vice-President, Student Experience, as the case may be, shall investigate the complaint and, if appropriate, attempt to facilitate an informal resolution to the matter. In the event that the allegation by the student concerns the Dean, the AAU Head, or the Associate Vice-President, Student Experience, or after the Dean, the AAU Head, or the Associate Vice-President, Student Experience has been consulted (as per this paragraph 2.1), the student may petition directly to the Procedures and Discrimination Committee through the University Secretariat.

2.2 Any formal petition alleging discrimination, bias, sexual or other forms of harassment or procedural irregularity, shall be made in writing to the University Secretariat, which shall provide copies to the Chair of the Procedures and Discrimination Committee, the Dean of the Faculty concerned, and the AAU Head, outlining the allegation and circumstances surrounding the incident.

2.3 A petition in 2.2 above shall normally be delivered to the University Secretariat within sixty calendar days of the alleged incident.