

EXCEPTION REQUEST FORM

This form should be used to **request an exception** when a student experiences circumstances that caused the student to **miss the term's published drop or withdrawal deadlines**. Requests must be **submitted within one year** of the missed deadline to be considered.

STUDENT ID # _____ NAME: _____

Submit this form along with the **required** documentation listed below to the Office of the University Registrar. **Only complete submissions will be considered.**

REQUIRED I have written and attached a letter/email that clearly outlines what action I am requesting on my student record and specific details to justify my request.

Check the appropriate category (A, B or C) which applies to your situation.

- A) My extenuating circumstance is medical** in nature.
A significant medical condition occurred during the term. Minor illnesses will not qualify as an extenuating circumstance.
required I have attached a letter from the medical professional(s) who has been attending me, substantiating the timelines surrounding my medical circumstance.

- B) My extenuating circumstance is compassionate** in nature.
Surrounding recent bereavement, serious illness within immediate family, or devastating situations outside of the student's control.
required I have attached a copy of supporting documentation, one of:
 - medical documentation for the immediate family member
 - family member's obituary or death certificate
 - other official documentation confirming devastating situation.

- C) My situation is non-extenuating.**
Situations other than those outlined above are considered non-extenuating. You may be eligible for a one-time only adjustment on your student record. Revisions to your record will not be considered if a previous exception has been granted during your time enrolled at MacEwan University.
required This is my first request for an exception to the drop or withdrawal deadlines.

SIGNATURE: _____ DATE: _____

Signature not required if sent from a student @mymacewan.ca email account

Support services available on campus: Student Affairs - 780-497-5063 - studentaffairs@macewan.ca; SAMU Student Advocacy Office - savpacademic@macewan.ca - 780-497-5476.

OFFICE USE ONLY

DECISION: _____ FR: _____

PROCESSED: _____ GR: _____

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca