

EXCEPTION REQUEST FORM

Students may request an exception for a missed drop or withdrawal deadline. These requests are for students who intended to drop or withdraw but experienced a circumstance that caused them to miss the term's published deadlines. Requests should be submitted as soon as possible after a missed deadline. Any requests submitted **more than one year** after the missed deadline will not be considered.

Complete all parts of this form and submit it to the Office of the University Registrar with the **required documentation** requested below. **Only complete submissions will be considered.** Although all requests will be considered, approval is not guaranteed.

PART 1: STUDENT INFORMATION

MacEwan ID:	Name:
Missed Deadline:	Term(s) Related to Request:
Course(s) Related to Request:	

PART 2: Check the appropriate category (A, B, or C) that applies to your situation and provide the necessary supporting documentation as stated in your selection.

- ☐ A) My extenuating circumstance is **medical** in nature.
A significant medical condition occurred that prevented me from meeting the published drop or withdrawal deadline. Minor illnesses will not qualify as extenuating circumstances.
☐ I have attached a letter from the medical professional(s) who has been attending to me, substantiating the timelines surrounding my medical circumstance.
- ☐ B) My extenuating circumstance is **compassionate** in nature.
Surrounding recent bereavement, serious illness within the immediate family, or devastating situations outside of my control.
☐ 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 a 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.
☐ This is my **first request** for an exception to the drop or withdrawal deadlines.

PART 3: Describe the Action You Would Like Taken on Your Student Record:

PART 4: Please Explain the Circumstances that Caused you to Miss the Deadline:

☐ **I have included the supporting documentation requested in the category I selected.**

☐ **Declaration of Truthfulness**

In submitting this form, I declare that the information provided is correct and complete. I understand that if any documents or information is falsified or fraudulent, my request may be denied, and I may be reported to the Office of Student Conduct.

Signature: _____ **Signature Date:** _____

A typed name will be accepted if sent from the student's @mymacewan.ca email account

OFFICE USE ONLY

Decision: _____ FR: _____

Processed: _____ GR: _____

Support services available on campus:

Student Affairs: 780-497-5063 – studentaffairs@macewan.ca: SAMU Student Advocacy Centre: 780-497-5631 sapss@macewan.ca

CLEAR FORM

PERSONAL INFORMATION COLLECTION NOTICE

The collection of the personal information requested in this form is authorized under section 4(c) of the *Protection of Privacy Act* (POPA). It will be used for administration of services and management of student records and will be entered into and retained in the official university student information system database. Questions about the collection and use of this personal information should be directed to the Associate Registrar, Student Records and Services, in the Office of the University Registrar, MacEwan University, at info@macewan.ca.