

Requests for Letters of Support or Attendance for Academic Purposes

We strongly encourage all students to discuss extensions, deferrals, and withdrawals with their Professors/Faculty before requesting documentation from staff at Wellness and Psychological Services (WPS). Please familiarize yourself with the appropriate documentation through the MacEwan Office of the University Registrar prior to requesting documentation from WPS.

Documentation to support a deferral of an exam or assignment due to extenuating personal circumstances or other compelling reason may be provided at the discretion of a WPS staff member when the student meets the following criteria:

- You are a current or ongoing client of WPS (have attended five sessions, or up to the discretion of your clinician)
- You require documentation for term exams, tests, term papers, labs, assignments (etc.) worth 20% or more of the final course mark
- Your counsellor/case manager is familiar with your situation and how it impacted your ability to perform academically
- You were a client at the time of difficulty and there is sufficient supporting information in your existing file to validate your request

Furthermore, you will be required to demonstrate a relevant management plan which can be developed independently or with the assistance of WPS staff.

If you meet all the above criteria and require a letter of support, please make an appointment with your counsellor or case manager and advise reception at the time of booking that this is the purpose of your visit. Requests for documentation will only be considered when discussed with your clinician, in person. Please note that meeting the above criteria does not guarantee that a letter of support will be provided. Please allow thirty days for documentation.

In the case of personal physical illness or injury, or students receiving support outside of WPS, students are advised to obtain a letter of support to be completed by your treating physician or recognized health care provider.

Please note: Letters of support will be addressed to a known recipient and will not be addressed "To Whom It May Concern." All accepted requests require completion of Standard Consent to Disclose or Collect Information, to be completed with your counsellor/case manager. Letters will not be completed at the request of faculty, staff, or anyone other than the student currently accessing services