

If you wish to submit a Registration Exemption Request based on extenuating circumstances you must provide the following documentation to support your request. It is your responsibility to provide the necessary information as soon as possible after the extenuating circumstances arise. The granting of a Registration Exemption under extenuating circumstances is at the discretion of the University of Calgary. All available information, including your student record and submitted documentation will be considered.

Please be sure to include your University of Calgary student ID number with all correspondence you submit electronically.

As a student you are responsible for the accuracy and completeness of your own course registration and for ensuring compliance with University policies, procedures, and deadlines.

<http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>

The University of Calgary recognizes that, serious extenuating circumstances may prevent students from adhering to the established policies and procedures of the University, including observing published deadline dates related to course registration. This appeal process was designed for such situations.

Students must be aware that the University strictly adheres to its published policies, procedures and deadlines. Only in extraordinary, documented, and unanticipated circumstances will appeals be considered. The burden of proof of these circumstances lies with the student. Also note that action taken as a result of this appeal may impact your financial aid, bursaries and awards. You can discuss these potential ramifications with an Enrolment Services Advisor at 403 210-7625 or at Enrolment Services MLB 117.

Please include the following information on your letter of appeal:

Legal Name:

Student ID number:

Current Phone:

Term for which you are applying for extenuating registration issue: (ex. Fall 2013) Course number and name of instructor:

Have you received financial aid or awards and bursaries during the term you are submitting the appeal? Yes / No Did you receive UofC Employee Tuition Waiver for this term? Yes / No

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**YOU MUST INCLUDE:**

**Detailed Request Rationale** – explaining the extenuating circumstance and reason for your request including the outcome you are seeking

– MAXIMUM 2 PAGES \*if your appeal is selective (i.e., not all courses in a term), a detailed explanation on why some courses are included and not others

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**All relevant supporting documentation:**

Examples: Letter of employment on company letterhead, statement of non-attendance from instructor of record, proof of Enrolment at another institution, travel documentation – boarding pass and airline itinerary, and/or a Physician Statement (<http://ucalgary.ca/registrar/files/registrar/phycoun.pdf>), and supporting documents related to role as primary caregiver and or grievance documentation.

Submit complete registration appeal electronically by scanning submission and send to [rgappeal@ucalgary.ca](mailto:rgappeal@ucalgary.ca) the email account is confidential and secure. It is monitored by members of the Registration Exemption Committee. We strive to reply to your request within 15 business days of receipt.

Vanessa Wood

Associate Registrar, Enrolment Services

Office of the Registrar University of Calgary