

ATTENDANCE POLICY REQUEST FORM

Alexander College believes strongly in the principles of natural justice and student self-advocacy

The purpose of this form is for students to submit a request to be permitted to write the final exam for a course in which they have earned an attendance percentage below the required class minimum as outlined by the instructor in their course syllabus (exception: EAP courses require 75%, UPRE 80%).

Requests are normally approved for unforeseen reasons affecting a student’s ability to attend classes for a long period of time, such as extended stays in hospital, emergency flights out of country, sudden health conditions, etc. A situation that falls under the college’s accommodations policy will not be considered for an attendance appeal.

- ❖ **This form must be submitted to the Office of Student Rights and Responsibilities by email srr@alexandercollege.ca by 4:00 pm on the posted Attendance Appeal Deadline date. Late forms will not be accepted after the deadline but may be considered on a case-by-case basis.**
- ❖ **A final decision will be made based on the evidence provided with this form. Additional information will not be accepted after the decision has been made.**

Student Name	Student ID
Address	Email

Attach supporting evidence with this form. Supporting evidence is required.

Course Name and Section	Attendance %	Course Instructor
1.		
2.		
3.		

Why were you unable to meet the attendance requirement(s) of the course(s)?

<i>I understand that a final decision will be made based on the information and supporting evidence that I provide with this form.</i>	
Student Signature	Date