



Office of the Registrar

Email : registration@alexandercollege.ca

Tel : (604) 435-5815

Fax : (604) 435-5895

COURSE REGISTRATION POLICY APPEAL

Policy and Procedure

The purpose of this form is to provide students with an opportunity to formally appeal a course registration policy under specific circumstances (see reverse).

Procedure

1. Briefly identify the purpose for the appeal (i.e., what is the policy or decision you are appealing?)
2. Describe the rationale for your appeal (i.e., what are the pertinent details of the case, and on what grounds do you believe that your appeal should be granted?) Attach a separate sheet of paper if more writing space is needed.
3. Attach supporting evidence. **Appeals submitted without evidence will not be processed.**
4. Submit this form and supporting evidence to the Office of the Registrar, either in person or by email (registration@alexandercollege.ca).

REQUEST DETAILS

First Name	Last Name (family name)	Student ID Number
Telephone Number	myAC Email Address	

What is the purpose of this appeal?		
Course Registration Policy	Course Registration Error	Extenuating Circumstances* (see reverse)

Explain the Details and Rationale:

Student Signature	Date (DD-MMM-YYYY)
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OFFICE USE ONLY

Decision	
Rationale	
Authorized Signature	Date (DD-MMM-YYYY)

COURSE REGISTRATION APPEAL

The purpose of this form is to provide students with an opportunity to formally appeal certain course registration policies, under specific circumstances and with documented evidence of extenuating circumstances.

What Can Be Appealed?

- Course Registration Policies
 - Waiver of course prerequisites or corequisites.
 - Course repeat policy
 - Course overload
 - Course withdrawal deadline (e.g., late withdrawal)
 - Time conflict or time restriction

- Course Registration errors
 - You have been added, swapped or dropped from a course due to an error.

- Registration Date Missed Due to Extenuating Circumstances
 - You were unable to register on your assigned registration date due to extenuating circumstances *For example: serious accident/injury, hospitalization, death of an immediate family member, childbirth, etc. Please note that issues related to immigration, work, or financial difficulties are not considered extenuating circumstances.

Incomplete Appeals

Appeals submitted without documented evidence are considered incomplete and will not be adjudicated. Students will be notified by email that the appeal request is incomplete and considered closed. A copy will be filed; however, the appeal will not be forwarded for adjudication.

Examples of evidence:

- Medical documents (i.e., letter from a doctor or hospital)
- Police report (i.e., documentation of an exceptional incident)
- Academic transcript (and/or course outlines, if requested)
- Certificate of death or coroners report
- Screenshots indicating an error

Appeal Decisions

Course registration policy appeals are checked for completeness by a Course Registration Officer, then submitted on the student's behalf to the Registrar for adjudication. Students are notified of the outcome by the Officer within 3-5 business days. Appeal decisions are sent exclusively to the institutional email of record (e.g., myacmail.ca).

Appeal decisions are final, and cases will not be reconsidered unless the student presents substantive new evidence.