

## 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.

Student Name	Student ID
Address	Email

- ☐ Provide documentation to support the reason(s) for your absence. Supporting evidence is required.
- ☐ Attach a copy of the course syllabus for each course that has a minimum attendance requirement.
- ☐ Submit this form, along with all required documentation, to SRR by email at [srr@alexandercollege.ca](mailto:srr@alexandercollege.ca).

The application must be submitted by 4:00 PM on the posted Attendance Appeal deadline, which falls 7 calendar days before the last day of classes each term. Late submissions may be considered on a case-by-case basis but are not guaranteed.

Course Code and Section	Instructor Name	Attendance %	Exam Date
1.			
2.			
3.			

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

*I understand that a final decision will be made based on the information and supporting evidence that I provide with this form.*

**Student Signature** (typed if submitted electronically)

**Date**