

Registration Exemption Application

As per the [university calendar regulations](#), exemption requests are considered for matters involving registration policies, including late course withdrawals, additions or drops. Students wishing to apply for a registration exemption should complete this form in detail, and submit it to rgappeal@ucalgary.ca. For more information, please refer to the calendar regulations and the instructions available at ucalgary.ca/registrar/registration/appeals.

STUDENT INFORMATION

Name (given and last):

UCID:

Phone Number:

COURSE AND TERM INFORMATION

Provide as much information as possible about the courses impacted by your registration exemption request.

Term	Course Title	Instructor Name	Action Requested	Date Withdrew From Course
E.g. Winter 2021	E.g. MATH 1200	E.g. Professor Smith	Select an option	Choose date, if applicable

For the term in which you are requesting a registration exemption, did you receive any of the following?

Yes

No

Awards/Bursaries

Student Financial Aid/Loans

UCalgary Employee Tuition Waiver

REQUEST DETAILS

Describe the extenuating circumstances that led to your request for a registration exemption. In the space that follows (continuing to the next page), provide as much detail as possible to help the Registration Exemption Committee understand your situation. Clearly identify:

- The **outcome** you are seeking through this registration exemption.
- **Timelines and key dates** related to your circumstance.
- Whether your request applies to **all** courses in the term, or just a **selection** (please explain).
- Any **other steps** you have taken, or are taking, to help you navigate your exceptional circumstance (e.g. meeting with an advisor to discuss your options).

SUPPORTING DOCUMENTATION

I have gathered supporting documentation to include with my submission.

- Examples of supporting documentation include a statement of non-attendance from the instructor of record, proof of enrollment at another institution, travel documentation, a letter of employment, a physician statement, grievance documentation, primary caregiver documentation, etc.

Please note: failure to submit supporting documentation may prevent the committee from reviewing your submission.

ACKNOWLEDGEMENT

I certify that the contents of this application are accurate and complete to the best of my knowledge.

I understand that for my request to be considered, I need to email this form, **along with supporting documentation**, to **rgappeal@ucalgary.ca**.

I understand that my request will be reviewed by the Registration Exemption Committee and a decision will typically be emailed within 30 calendar days, depending on the volume and complexity of requests. Committee members will keep the contents of this request in confidence.

Administrative Use Only

Fees owing: ☐ No ☐ Yes Term(s):

GPA:

Faculty:

Year Level:

Student Status:

Registered in Current Courses?

Registered in Future Courses?

Advising Notes: No Yes, attached

Supporting Documents: No Yes, attached

Review

Comments:

| **Approved** _____

Denied _____

Action Items

Student Record _____

Student Communication _____

Financial Stakeholders _____

Other Stakeholders _____

EDMS _____

Consultation with Faculty (Name and Date) _____
