

## **Request to the Senate Committee on Academic Regulations and Petitions (ARP)**

Before completing this form, it is important to consult with your Academic or Faculty Advisor to ensure that your request is clear and concise. Please refer to the Academic Calendar which outlines information regarding academic programs, policies and regulations.

This form should be used by prospective and current students who would like to make a formal request for an exception to admission requirements, degree requirements and rules/regulations that have been set by the University.

Requests to the Senate Committee on Academic Regulations and Petitions are confidential and decisions are made on a case by case basis. If additional documentation is required for the committee to make a decision your request will be deferred until the information has been received. All decisions made are final.

By submitting this form, you are acknowledging that the ARP committee may access your academic record. In addition they may seek validation of statements made within your letter. Only completed submissions will be considered.

### **Please indicate below your reason for submitting this request:**

Honourable withdrawal from a course(s)

Course substitution

Register for a course(s) while having exceeded the number of allowable attempts

Exceed the maximum number of credits allowed at the first year level

Exemption to the academic regulations

Admission/readmission consideration\*

- Other. Briefly identify: \_\_\_\_\_

\*The ARP committee does not review requests that pertain to financial matters.

\*Must be submitted 2 weeks ahead of the course registration deadline for the intended semester of study.

**What to include in your request:**

- Personal statement explaining the circumstances for your request
- Supporting documentation to confirm any statement made in your request. This will help to provide any details that you have described in your personal statement. This can include medical, professional, legal, professional or third-party documentation that verifies or supports knowledge of your circumstances.
- If you are applying for admission for which you do not meet admission requirements a letter of reference from a former employer or someone in your community who supports your application should be included
- If you are requesting readmission due to a suspension you will be required to provide documentation which includes what you have been doing during your time away from studies. If you have attended any schooling an official transcript will be required. A letter of support from the Dean of the Faculty to which you are applying to will be required

*Please allow sufficient time for your request to be reviewed. In some cases it may be determined that approval by the ARP committee is not required and the decision will be made by the University Registrar or representative of the Office of the Registrar*

## Request to the Senate Committee on Academic Regulations and Petitions (ARP)

Once this form has been completed, email the Office of the Registrar ([regoffice@algonau.ca](mailto:regoffice@algonau.ca)) with the subject title “**Request to the Senate Committee on Academic Regulations and Petitions**”. Please include all documents in the same email.

<b>Name:</b>	
<b>Student No.</b>	
<b>Program:</b>	
<b>Email:</b>	
<b>Phone No.</b>	

**Request:**

<b>Student Signature:</b>		<b>Date:</b>	

<b>ARP Approval Signature:</b>		<b>Date:</b>	
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