

Special Circumstances Form

When circumstances arise where a student requires extra help or guidance, students are required to follow these procedures.

1. Talk to your Academic Advisor. Most issues can be resolved at this stage.
2. If the issue is not resolved, then complete this form. Once this form has been fully completed, hand it to your Academic Advisor to sign and he/she will arrange for you to see your Dean / Head of GFP. The Dean / Head of GFP **will not** see you without this completed form, signed by your Academic Advisor.
3. If the Dean / Head of GFP considers it necessary, he/she will arrange for you to see the DVC Academic Affairs. The DVC **will not** see you without the completed form, signed by your Advisor and Dean.
4. If necessary, the DVC Academic Affairs will refer the case to the Vice Chancellor. The Vice Chancellor **will not** see you without this form, endorsed by the DVC Academic Affairs.

Students must complete all sections carefully.

Name		Student Id Number (SID)	
Faculty		Program/Stream	
Date		Telephone Number	
Advisor Name			

Nature of Special Circumstances: *(Please tick the correct box)*

Late Registration with valid reason <i>(applicable after the add/drop period)</i>	<input type="checkbox"/>
Registered in the wrong course <i>(applicable after the add/drop period)</i>	<input type="checkbox"/>
Exception from pre-requisite courses <i>(to be completed before the semester begins)</i>	<input type="checkbox"/>
Exceeding the study load <i>(to be completed before the add/drop period)</i>	<input type="checkbox"/>
Improving GPA <i>(to be completed before the semester begins)</i>	<input type="checkbox"/>
Timetable conflicts	<input type="checkbox"/>
Request for Special Exam due to conflict with exam timetable and pregnancy delivery date	<input type="checkbox"/>

Reason for Special Circumstances:

Advisors Comment:

Advisor Name:		Signature
Dean's Comment:		

Dean Name		Signature
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DVC Academic Affairs (DVC-AA) Comment *(only where applicable):*

DVC-AA Name		Signature
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Admission and Registration Comment *(only where applicable):*

Agreed Actions	
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By whom	
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