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## **Psychological Services**

### **Requests for Letters of Support regarding exam deferrals, course withdrawals, academic appeals etc.**

Please refer to the policy on exam deferrals in the University of Alberta Calendar (Section 23.5.6). We strongly encourage all students to discuss extensions, deferrals and withdrawals with their Professors/Faculty before requesting documentation from staff at Counselling and Clinical Services (C&CS).

Documentation to support a deferral of an exam or assignment or withdrawal due to extenuating personal circumstances or other compelling reason may be provided at the discretion of a C&CS staff member when students meet the following criteria:

- ✓ You are a current/ongoing client of C&CS.
- ✓ You require documentation for term exams, tests, term papers, labs, assignments or classes worth 20% or more of the final mark.
- ✓ MHC staff is familiar with your situation and how it impacted your ability to study/write exams.
- ✓ You were a client at the time of difficulty and there is sufficient supporting information in your existing file to validate your request.

Furthermore, you will be required to demonstrate a relevant management plan for the future which can be developed independently or with the assistance of C&CS staff.

**If you meet all the above criteria** and require a letter of support, please make an appointment with your therapy provider and advise reception at the time of booking that this is the purpose of your visit. Please note that meeting all of the above criteria does not guarantee that a letter of support will be provided.

In the case of personal physical illness or injury, students are advised to obtain a University Medical Statement Form to be completed by your treating physician or recognized health provider.

Alternatively, if you are seeking a deferral/documentation and you do not meet the above criteria OR you are concerned with meeting deadlines for submission of your application, you may wish to consider completing a Statutory Declaration Form which is a legal document in which you swear under oath that a statement is true to a Commissioner of Oaths. Statutory Declaration Forms are available at Student Connect (Office of the Registrar, Student Service Centre) located in the Administration Building.