

Request for Exemption from Convocation Winter 2018

Name _____ Date _____

E-Mail Address _____

Student ID # _____ Program _____

Special Attendance Exemption requested for:

Convocation, January 12, 2018

Please note: Convocation exemptions are automatically granted for students who:

- ✓ have program clinical assignments on Fridays, or
- ✓ taking less than 10 credits hours for Winter 2018
- ✓ Online student – with no classes on campus

Please give full explanation of any reasons for requesting exemption:

Reminder: If exemption is not granted and/or communicated to Academic Affairs office, and if the student does not attend Convocation, a \$15 fee will be assessed to the student's account for each event not attended.

Students taking 10 or more credit hours are required to attend College Convocation on Friday – January 12, 2018. Students not in attendance will also have a \$15 fee assessed to the student's account.

Program Chair to complete this section prior to form being submitted

Exemption granted

Exemption denied

Reason: _____

Signature: _____

(Program Chairperson)

Date: _____

Program Chairpersons: Please communicate your decision regarding the above to your student and then submit the original signed request form to the Dean of Academic Affairs no later than one week after each event. Thank you!