

# Graduation Exemption Request Form

REGISTRAR & ENROLMENT SERVICES

A Graduation Exemption Request is intended for students who wish to graduate and require an exemption from the standing requirements of a program. The only allowable student exemptions are for curricular and program time limit exemptions as determined by the Terms of Reference for the Graduation Advisory Committee, a Standing Committee of Education Council.

Student exemption requests that are supported by their program area will be presented at a Graduation Advisory Committee, and if a recommendation for approval is made, the request would go to their Academic Dean. If the Academic Dean makes a recommendation for approval the request would go to the Registrar, who would make the final decision. This process can take up to three months. The deadline to submit a graduation exemption request required for graduation is February 1. Requests submitted after this date may not be adjudicated in time for Convocation in June.

For more information please visit the [Graduation Exemption Request](#) webpage.

## STUDENT INFORMATION

Student name: \_\_\_\_\_ Langara ID: \_\_\_\_\_

- I have verified my name, address, email, and phone number via **my Student Information System**.
- I understand correspondence relating to my graduation exemption request will be sent to the email and mailing addresses on file on **my Student Information System**.

## REQUEST INFORMATION

I am requesting an exemption/substitution for the following credential:

- Bachelor Degree     Associate of Arts Degree     Associate of Science Degree     Diploma
- Certificate     Citation     Post-Degree Diploma     Post-Degree Certificate

Program name: \_\_\_\_\_ Co-op:  Yes  No

Select one of the following options and provide the required details of your request:

- Exemption from the prescribed timeline for program completion
- Course Exemption
- Course Substitution

Course I wish to be exempted from: \_\_\_\_\_

**For substitutions only:** Course I wish to use in lieu: \_\_\_\_\_ from \_\_\_\_\_

Course

School

- I have completed the course I am requesting permission to use in lieu of the required course.
- I am currently registered in the course I am requesting to use in lieu of the required course.
- I intend to register at a future time for the course I am requesting to use in lieu of the required course.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Further details of your request are to be provided on the reverse side of this form.

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THE COLLEGE OF HIGHER LEARNING.

**Langara.**

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## SUBMIT YOUR REQUEST

**IN PERSON:**

Registrar & Enrolment  
Services Office  
(T Building)

**MAIL:**

Langara College  
Registrar & Enrolment Services  
100 West 49<sup>th</sup> Avenue  
Vancouver, BC V5Y 2Z6

**EMAIL:**

[gacrequest@langara.ca](mailto:gacrequest@langara.ca)

**FAX:**

604.323.5590

Graduation exemption requests must be submitted with the following additional documentation:

I have attached a formal letter including the following information:

- Specific course(s)/requirement(s) I am requesting exemptions/substitutions from;
- The reason for my request;
- How I believe I have met the requirements; and
- An explanation of the circumstances why I am unable to meet the requirements of the program's prescribed curriculum.

I have attached all relevant documents, including:

- Course outlines from transferring institutions where applicable; and
- Official transcripts from transferring institutions where applicable.

## RESULTS

Results are sent via email within three months of receiving your request.