

# Appeal for Readmission

REGISTRAR & ENROLMENT SERVICES

## IMPORTANT INFORMATION

### Minimum Academic Standard

- A student achieves the minimum academic standard when their semester grade point average is 1.50 or higher and they have no more than one “F”, “N”, or “U” on their record for that semester.

### First Academic Suspension

- A student on a first academic suspension will not be permitted to register for the following three semesters. Following the three semester stand-out period, a student is eligible to register in the next available semester. No appeal is required.
- A student on a first academic suspension may be eligible for early readmission. Early readmission is neither automatic nor guaranteed, and students will still be required to sit-out for a minimum of one semester. An appeal is required to request early re-admission.

### Second and Subsequent Academic Suspensions

- A student on a second academic suspension will not be permitted to register for the following six semesters.
- A student on a third or subsequent academic suspension will not be permitted to register for the following nine semesters.
- Following a six or nine semester required stand-out period, a student must apply in writing to the Registrar (or designate) for readmission to the College. Readmission is neither automatic nor guaranteed.
- Students on a second or subsequent academic suspension cannot complete the Langara Return to Learning (LRTL) course. There is no opportunity for early readmission from a second or subsequent semester.

It is the student's responsibility to read and understand Policy E2008: Academic Standing, available on the [Langara College website](#).

## STUDENT INFORMATION

Langara ID: \_\_\_\_\_ Full legal name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Which semester would you like to be re-admitted for?  Spring (January)  Summer (May)  Fall (September)

Have you made a previous appeal for admission/readmission?  Yes - When? \_\_\_\_\_  No

Are you an international student?  Yes  No

All correspondence regarding your appeal will be sent to your preferred email on file and/or your Langara email. Students are responsible for updating their contact information in the Student Information System prior to submitting an appeal.

I confirm that my contact information is up to date in the Student Information System and that I understand all correspondence regarding my appeal will be sent to my preferred email and/or Langara email.

## CATEGORIES OF APPEAL (Please check one of the following and attach the requested documents.)

### Early readmission from First Academic Suspension, upon the successful completion of the LRTL course

Students on a first academic suspension who have successfully completed the Langara Return to Learning (LRTL) course with a minimum 75% on module quizzes and a grade of “meet expectations” on all reflection assignments have the option to appeal for early readmission. Completing the LRTL course is mandatory for students on a first academic suspension who want to appeal for early readmission. Please note, this option is only available to students on a first academic suspension. Visit the [Academic Suspension page](#) for more information.

If you have successfully completed the LRTL course, submit your appeal with the following to [returntolearning@langara.ca](mailto:returntolearning@langara.ca):

- A signed, completed copy of this form (Appeal for Readmission)
- A copy of your certificate of completion from the LRTL course

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**Request to review appropriateness of Academic Suspension based on evidence of extenuating circumstances**

Students who have extenuating circumstances that affected their academic success may appeal to review the appropriateness of their academic suspension and request readmission. Before submitting an appeal under this option, review E2011 [Policy](#) and [Procedures](#) to determine whether appealing for a retroactive course withdrawal may be a more appropriate option.

To request readmission based on extenuating circumstances, submit your appeal with the following to [appeals@langara.ca](mailto:appeals@langara.ca):

- A signed, completed copy of this form (Appeal for Readmission)
- A detailed letter explaining how extenuating circumstances significantly impacted your ability to meet the Minimum Academic Standard.
- Official documentation that supports the statements made in your letter and verifies the extenuating circumstances. (E.g., documentation from a medical professional.)

**Readmission from Second or Third Academic Suspension**

Students on a second or subsequent academic suspension are not eligible to appeal for early re-admission. Following the required stand-out period, the student must appeal to request readmission.

To request readmission from a second or subsequent suspension, submit your appeal with the following to [appeals@langara.ca](mailto:appeals@langara.ca):

- A signed, completed copy of this form (Appeal for Readmission)
- A detailed letter explaining:
  - a. the reasons you did not meet the Minimum Academic Standard,
  - b. the steps you have taken to ensure you can now meet the Minimum Academic Standard,
  - c. official transcripts of all courses taken elsewhere during the stand-out period;
  - d. all academic upgrading initiatives you have pursued and courses you have taken elsewhere during the stand-out period, and
  - e. a summary of your educational goals
- Official transcripts outlining any courses taken elsewhere during the stand-out period (if applicable).
- Any supporting documentation that confirms the information you state in your letter.

**Once you have compiled your appeal documentation, you may submit your appeal in person to Registrar & Enrolment Services or via email to the email indicated above from your Langara email or preferred email on file.**

**Please note that incomplete appeals will not be reviewed.**

**RELEASE OF INFORMATION**

Langara College collects your personal information under the authority of the College and Institute Act [RSBC 1996, Chapter 52, Section 41.1] for the purpose of processing your request, and in compliance with the provisions of the Freedom of Information and Protection of Privacy Act [RSBC 1996, Chapter 165, Section 33.1]. For questions about the collection, use, and disclosure of your personal information, contact Registrar & Enrolment Services at 604.323.5225.

By signing this document, I acknowledge that I have read and understand the information provided on this form, and I certify all my statements and supporting documents are true and complete. I understand that evidence of falsified documents or misrepresentation will result in cancellation of my admission or registration, and I authorize Langara College to verify any information provided as part of this application.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date signed (YYYY/MM/DD)

**OFFICE USE ONLY**

Decision:  Approved  Denied  Not Reviewed

Comments:


Decision by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date processed: \_\_\_\_\_