

IMPORTANT INFORMATION

No appeal will be considered without documentary evidence of extenuating circumstances.

Students who are unable to complete course requirements due to extenuating circumstances may apply to the Registrar for a deferred standing.

DEADLINE: The day after the last day of final exams.

From Policy E2011: Withdrawal from Courses and Deferred Standing

- Deferred standing (DE): an arrangement identified by a temporary notation (DE) on a student’s transcript that indicates that the student has been granted an extension to complete course requirements because of extenuating circumstances.
- Extenuating circumstances: compassionate and exceptional circumstances beyond a student’s control that significantly affect the student’s ability to meet requirements of a course. Such circumstances may include those related to a student’s physical or psychological health that is verifiable and documented by an appropriate listed professional.

It is the student’s responsibility to read and understand Policy E2011: Withdrawal from Courses and Deferred Standing, available on the Langara College website at: <http://langara.ca/about-langara/policies/college-policies/student-services.html>

OFFICE USE ONLY

DECISION:

COMMENTS:

INITIAL:

DATE:

PART A: TO BE COMPLETED BY THE STUDENT

FULL LEGAL NAME:

LANGARA ID:

TERM:

PHONE:

EMAIL:

I wish to be considered for a deferred standing for the following reason(s) (attach maximum 2 page document explaining circumstances):

I wish to be considered for a deferred standing for the following course(s):

COURSE SUBJECT AND NUMBER:	EXAM DATE: (If missed Final Exam)	COURSE WORK STILL REQUIRED:

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 deferred standing 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 the Registrar of Enrolment Services at 604.323.5225.

STUDENT'S SIGNATURE:

DATE:

PART B: TO BE COMPLETED BY AN APPROPRIATE PROFESSIONAL (IF APPLICABLE)

An appropriate professional is an Aboriginal Elder, an individual who is registered with the College of Physicians and Surgeons of BC, a Dentist registered with the College of Dental Surgeons of BC, a registered psychologist of the College of Psychologists of BC, a Nurse Practitioner registered with the College of Registered Nurses of BC, a Registered Clinical Social Worker registered with the BC College of Social Workers; or an equivalent registered professional out of the Province.

This student is unable to complete course requirements on the date(s) from _____ to _____ due to an extenuating circumstance, and in my opinion should be considered for a deferred standing: Yes No

REASONS FOR DEFERRAL (CONFIDENTIAL):

PROFESSIONAL'S SIGNATURE:

DATE:

PROFESSIONAL'S TITLE:

STAMP OR PRINT PROFESSIONAL'S NAME AND ADDRESS:	Mark "Confidential" and submit completed form to: Appeals, Registrar and Enrolment Services, Langara College, 100 West 49 th Ave., Vancouver, BC, V5Y 2Z6 Fax: 604.323.5590 Email: appeals@langara.ca
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