

# 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 3 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 Langara's login page.
- I understand correspondence relating to my graduation exemption request will be sent to the email and mailing addresses on file on Langara's login page.

### PROGRAM 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

### REQUEST INFORMATION

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

I am requesting permission to use \_\_\_\_\_ from \_\_\_\_\_ in lieu of  
(Course) (School)  
the \_\_\_\_\_ requirement for the \_\_\_\_\_ program.  
(Program Name)

- 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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Langara.

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## SUBMIT YOUR REQUEST

### IN PERSON OR 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.