

IMPORTANT INFORMATION

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

From Policy E2011: Withdrawal from Courses and Deferred Standing

- The only valid grounds for granting a late withdrawal are documentary evidence of extenuating circumstances that prevented the student from meeting the deadline for withdrawal.
- 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.
- Late withdrawals are usually considered complete withdrawals. Students requesting a partial late withdrawal will require additional documentation supporting the reasons why one or more course are affected and others are not. Doing well in one course but failing at another is not viewed as a valid reason.
- Any withdrawal submitted after course work is completed requires retroactive withdrawal approval. Retroactive withdrawals are complete withdrawals.
- Students are responsible for ensuring they are aware of all rules, regulations and deadlines to complete the withdrawal procedure. Grounds for granting a late withdrawal are determined by the Registrar. Examples of invalid grounds include, but are not limited to, the following:
 - Not being aware of the deadline or how to withdraw
 - Forgetting about the deadline
 - Computer malfunction
 - Anticipated poor grade in the course
 - Personal convenience (including travel plans)
 - Family events
 - Employment circumstances

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/category.html>

Students should be aware that approval of a late or retroactive withdrawal may affect their current registration status.

Students who are receiving Government Assistance (loans, grants, etc.) should check with the Registrar & Enrolment Services as proceeding with this application may affect their student assistance status.

OFFICE USE ONLY

DECISION:

--	--

COMMENTS:

--	--

--	--

--	--

--	--

INITIAL:	DATE:
----------	-------

PART A: TO BE COMPLETED BY THE STUDENT

FULL LEGAL NAME: _____

LANGARA ID: _____

TERM: _____

PHONE: _____

EMAIL: _____

PURPOSE OF APPEAL (attach maximum 2 page document explaining circumstances):

DESIRED OUTCOME: _____

COURSE(S) AFFECTED:

COURSE SUBJECT AND NUMBER:	CRN:	INSTRUCTOR:	DATE OF LAST CLASS ATTENDED:

RELEASE OF INFORMATION: Langara College collects your personal information under the authority of the College and Institute Act [RSBC 1996,

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.

- Due to extenuating circumstances, this student is unable to attend classes and complete coursework on the date(s) from _____ to _____.
- I feel it necessary for the student to completely withdraw from all studies for the current semester. Yes No
- This student was first seen by me for this extenuating circumstance on _____.
- REASONS FOR WITHDRAWAL (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
---	---