

**1. STUDENT INFORMATION**

LANGARA ID: \_\_\_\_\_ FULL LEGAL NAME: \_\_\_\_\_

Yes, I have verified my name, preferred email, address, and phone number is up to date via myLangara.

Yes, I understand all correspondence relating to my appeal request will be sent to my preferred and/or myLangara email.

**2. APPEAL INFORMATION**

**All student appeal submissions require documentary evidence 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 professional.

- All appeal requests are subject to the review and approval of the Registrar (or designate). Approval is not guaranteed.
- It is the student’s responsibility to read and understand Policy E2011: Withdrawal from Courses and Deferred Standing.
- 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

- If you would like to withdraw from a course prior to the published deadline, please do so through your myLangara account. For more information please refer to the Registration Guide on the Langara College website.
- Processing time 15-30 business days. It is the student’s responsibility to ensure that appeal requests are submitted by the established deadlines. Be aware, late and retroactive withdrawals may affect current registration status.
- Students who are receiving Government Assistance (loans, grants, etc.) should check with Financial Aid as proceeding with this application may affect their student assistance status.

**TYPE OF APPEAL:**

**1. COURSE WITHDRAWAL (select one below and complete section 3)**

Withdrawals requested after withdrawal deadline, but before the last day of classes

**Complete Late Course Withdrawal** – all courses in current semester are withdrawn

**Partial Late Course Withdrawal** – a selection of courses in current semester are withdrawn

Both the student and an appropriate professional must submit documentation that supports why one or more courses are affected and why the other(s) are not. Doing well in one course but failing at another is not viewed as a valid reason.

Withdrawals requested after the last day of classes of affected semester

**Retroactive Course Withdrawal** – a complete withdrawal from all courses in previous semester(s)

Retroactive withdrawal requests will only be considered for courses students were registered in for the previous 6 semesters.

**2. OTHER** (please specify): \_\_\_\_\_

**3. COURSES AFFECTED (IF APPLICABLE)**

Semester:       Fall (September)       Spring (January)       Summer (May)      YEAR: \_\_\_\_\_

COURSE SUBJECT AND NUMBER	CRN	INSTRUCTOR	DATE OF LAST CLASS ATTENDED

#### 4. REQUIREMENTS

**Your appeal request will only be reviewed if you have met the following criteria.**

- I have attached a letter explaining the circumstances that prevented me from meeting deadlines, the purpose of my appeal, and a clear statement indicating my desired outcome (1 page minimum).  YES  NO
- I have attached official documentation of extenuating circumstances or section 6 has been completed (include copies of the original documents and official/notarized translations for documentation not in English).  YES  NO
- My Langara student account is in good standing (no holds/no outstanding fees).  YES  NO

#### 5. 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 appeal 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.

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.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### 6. TO BE COMPLETED BY AN APPROPRIATE PROFESSIONAL (IF APPLICABLE)

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; or an equivalent registered professional out of the Province.

1. Due to extenuating circumstances, this student is unable to attend classes and complete coursework on the dates from: \_\_\_\_\_ to \_\_\_\_\_.

2. I feel it necessary for the student to completely withdraw from all studies for the current semester.  YES  NO

3. This student was first seen by me for this extenuating circumstance on: \_\_\_\_\_.

4. REASON(S) FOR WITHDRAWAL (CONFIDENTIAL):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROFESSIONAL'S TITLE:** \_\_\_\_\_

STAMP OR PRINT PROFESSIONAL'S NAME AND ADDRESS:

#### SUBMIT COMPLETED FORM AND SUPPORTING DOCUMENTATION

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49th Ave., Vancouver, BC V5Y 2Z6

By email: [appeals@langara.ca](mailto:appeals@langara.ca)

#### OFFICE USE ONLY

DECISION:  Approved  Denied

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision by:

Date Approved:

Processed by:

Date Processed: