

# Student Appeal Request Form (Confidential)

REGISTRAR & ENROLMENT SERVICES

## APPEAL INFORMATION

**Important Information:** Please ensure that you read and understand the following information prior to completing and submitting your appeal.

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). Appeals are considered on a case-by-case basis. Approval is not guaranteed.

It is the student's responsibility to read and understand Policy E2011: Withdrawal from Courses and Deferred Standing (or the relevant policy pertaining to the student's appeal type).

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 the Student Information System. For more information on how to withdraw from courses, please refer to the Registration Guide on the Langara College website.

Under normal circumstances, processing time for appeals is 45–90 business days. Processing times may be longer depending on the volume of appeals. It is the student's responsibility to ensure that appeal requests are submitted by the established deadlines. Please be advised that late and retroactive withdrawals may affect current registration status.

Students who are receiving Government Assistance (i.e. loans, grants, etc.) should check with Financial Aid as proceeding with this application may affect their student assistance status.

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## 1. STUDENT INFORMATION

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

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

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.

## 2. REQUIREMENTS CHECKLIST

All appeal submissions require a completed appeal form, a letter of explanation, and documentary evidence of extenuating circumstances. Please confirm that you have met the criteria outlined below before submitting your appeal.

Incomplete appeals will **not** be reviewed.

- 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 (one page minimum).  
 Yes  No
- I have attached official documentation of extenuating circumstances or Appendix A has been completed by an appropriate professional as listed in Policy E2011. (For documentation not in English, I have included copies of the original documents and official/notarized translations.)  
 Yes  No
- My Langara student account is in good standing (i.e. no holds/outstanding fees). Some exceptions apply. Please contact [appeals@langara.ca](mailto:appeals@langara.ca) if you have questions.  
 Yes  No

## 3. TYPE OF APPEAL

1. Course Withdrawal (select one below and complete section 4)

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 six semesters.

2. Other (please specify): \_\_\_\_\_

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## 4. COURSES AFFECTED

If appealing for more than one semester, please complete a separate appeal form for each semester.

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

COURSE SUBJECT AND NUMBER	CRN	INSTRUCTOR	DATE OF LAST CLASS ATTENDED

## 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 & Enrolment Services at 604.323.5225.

By signing this document, I acknowledge that I have read and understand the information provided on this form, including the appeal information coversheet, and I certify all my statements and supporting documents are true and complete.

Student's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

## OFFICE USE ONLY

Decision:  Approved  Denied  Not Reviewed

Comments:


Decision by:

Date approved:

Processed by:

Date processed:

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## 6. APPENDIX A

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; or an equivalent registered professional out of the Province.

1. How long has this student been a patient?

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2. When did this student first see you regarding this extenuating circumstance?

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3. In your opinion, is it necessary for the student to withdraw from all studies for the affected semester?  Yes  No

4. Due to extenuating circumstances, the student is/was unable to attend classes and complete coursework on the dates from:

\_\_\_\_\_ to \_\_\_\_\_

5. How does the extenuating circumstance impact the student's ability to attend classes and complete coursework?

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6. Comments:

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Professional's title: \_\_\_\_\_ Professional's full name: \_\_\_\_\_

Professional's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

**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 49<sup>th</sup> Ave., Vancouver, BC V5Y 2Z6

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

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