

Deferred Standing Request Form

REGISTRAR & ENROLMENT SERVICES

IMPORTANT INFORMATION

Students who are unable to complete course requirements due to extenuating circumstances may submit a request for deferred standing. If approved, deferred standing grants students an extension to complete outstanding course requirements.

Deadline to submit deferred standing request: 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 – are 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.

Please note that courses with a DE notation (i.e. courses in which a student is approved for deferred standing) will not permit a student to meet prerequisites for higher-level courses.

It is the student's responsibility to read and understand E2011: Withdrawal from Courses and Deferred Standing, [Policy](#) and [Procedures](#).

PART A: TO BE COMPLETED BY THE STUDENT

Langara ID: _____ Full legal name: _____

Phone: _____ Email: _____

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

All appeal submissions, including deferred standing requests, require a completed form, letter of explanation, & documentary evidence of extenuating circumstances. Please confirm you meet the criteria outlined below before submitting your appeal. Incomplete appeals will not be reviewed.

I have attached a letter explaining why I want to be considered for deferred standing. Yes No

I have attached official documentation of extenuating circumstances or Part B has been completed by an appropriate professional. (For documentation not in English, I have included copies of the original documents and official/notarized translations.) Yes No

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 aegrotat grade 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.

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

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

An appropriate professional is an Indigenous 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.

When did the student first see you regarding this extenuating circumstance?

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

In my opinion, the student is unable to complete course requirements on the dates from: _____ to _____

In my opinion, the student should be considered for deferred standing due to _____ Yes No

extenuating circumstances: Comments:

Professional's title: _____ Professional's full name: _____

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

STAMP OR PRINT PROFESSIONAL'S NAME AND ADDRESS:

Mark "Confidential" and submit completed form to:

Appeals, Registrar & Enrolment Services,
Langara College, 100 West 49th Ave., Vancouver, BC, V5Y 2Z6
Fax: 604.323.5590
Email: appeals@langara.ca

OFFICE USE ONLY

Decision:

Comments:

Initial:

Date (YYYY/MM/DD):