

### Appeal for Admission and Re-admission

Langara ID: \_\_\_\_\_ Program: \_\_\_\_\_

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

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

Which semester are you applying for admission/re-admission?  Spring (January)  Summer (May)  Fall (September)

Have you made a previous appeal for admission/re-admission?  Yes - When? \_\_\_\_\_  No

Are you an International student?  Yes  No

Which courses would you like to register in if your request for admission/re-admission is granted?

#### CATEGORIES OF APPEAL *(Please check one of the following and attach the requested documents.)*

##### Appeal for Re-admission

Review [Policy E2008](#), then select one of the following options and submit the requested documentation along with this form. The deadline for submitting an appeal for re-admission is 4 weeks prior to the first day of the semester.

##### Early re-admission from First Academic Suspension, on the basis of an academic success plan

Attach official documentation that verifies you have successfully completed the Langara Return to Learning (LRTL) course with a grade of 75% or higher. Visit <https://langara.ca/student-services/counselling/workshops-info-sessions/academic-success-plan.html> for more information.

##### Request to review appropriateness of Academic Suspension based on evidence of extenuating circumstances

Attach a detailed letter explaining extenuating circumstances beyond your control that significantly impacted your ability to meet the Minimum Academic Standard. Attach official, bona fide documentation from an appropriate professional (e.g. a physician who is registered with the College of Physicians and Surgeons of BC) that verifies the extenuating circumstances. Before submitting an appeal under this option, review [Policy E2011](#) to determine whether an appeal for retroactive course withdrawal may be more appropriate for you.

##### Re-admission from Second or Third Academic Suspension

Attach a detailed letter explaining the reasons you did not meet the Minimum Academic Standard, the steps you have taken to ensure you can now meet the Minimum Academic Standard, all academic upgrading initiatives you have pursued and courses you have taken elsewhere during the stand-out period, and a summary of your educational goals. Your letter must include official transcripts of all courses taken elsewhere during the stand-out period and any supporting documentation that confirms the information you state in your letter.

##### Appeal for Conditional Admission (for BC Grade 12 students):

BC Secondary school students who are under 19 years of age who will not graduate from secondary school because they are missing only one course AND are registered in the missing course may apply for conditional admission. **To be considered for conditional admission, students must submit this form and ensure that the following information is received by the Registrar & Enrolment Services:**

1. Students must have completed the online PSI Selections form and indicated that their transcript be sent electronically to Langara College AND their PEN must be on file at the College. An official Ministry of Education paper transcript must be submitted if grades are not received electronically.
2. Students must submit an interim transcript of the course that they are completing with a grade of at least 60%.

Students who have registered for Langara course before their final secondary school grades arrive, must complete this form and submit the necessary documentation in order to maintain their course registration. For the September semester, this form and supporting documentations must be received in the Registrar & Enrolment Services before July 31. Those students who have not graduated and have not been approved for conditional admission will be removed from any courses they have registered for.

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**Appeal for Concurrent Studies Admission (for current BC Grade 12 students with at least a "B" average in academic courses in their Grade 11 year.)**

Please attach an application for admission co-signed by your parent or legal guardian, the application fee (\$40.00) in first term, letter of support from your secondary school principal or delegate, and an official copy of your transcript of secondary courses completed to date. Applicants under this category must appeal for each semester they wish to attend.

**Petition for special consideration not covered in above categories:**

Please attach a letter detailing the reasons why you should be considered for admission/re-admission. Include supporting documents if applicable.

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**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 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 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, and I certify all my statements and supporting documents are true and complete. I understand that evidence of falsified documents or misrepresentation will result in cancellation of my admission or registration, and I authorize Langara College to verify any information provided as part of this application.

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

**FOR OFFICE USE ONLY**

Appeal for Admission/Re-admission granted:  Yes  No

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Conditional Admission approved on \_\_\_\_\_ by \_\_\_\_\_

Letter of Notification sent on \_\_\_\_\_ by \_\_\_\_\_

Comments: \_\_\_\_\_

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DATE STAMP

