

Graduation Exemption Request Form

REGISTRAR & ENROLMENT SERVICES

A Graduation Exemption Request is intended for students who wish to graduate and require an exemption from the standing requirements of a program. The only allowable student exemptions are for curricular and program time limit exemptions as determined by the Terms of Reference for the Graduation Advisory Committee, a Standing Committee of Education Council.

Student exemption requests that are supported by their program area will be presented at a Graduation Advisory Committee, and if a recommendation for approval is made, the request would go to their Academic Dean. If the Academic Dean makes a recommendation for approval the request would go to the Registrar, who would make the final decision. This process can take up to 3 months. The deadline to submit a graduation exemption request required for graduation is February 1. Requests submitted after this date may not be adjudicated in time for Convocation in June.

For more information please visit the [Graduation Exemption Request](#) webpage.

STUDENT INFORMATION

Student Name: _____ Langara ID: _____

- I have verified my name, address, email, and phone number via **my Student Information System**.
- I understand correspondence relating to my graduation exemption request will be sent to the email and mailing addresses on file on **my Student Information System**.

REQUEST INFORMATION

I am requesting an exemption/substitution for the following credential:

- Bachelor Degree Associate of Arts Degree Associate of Science Degree Diploma
- Certificate Citation Post-Degree Diploma Post-Degree Certificate

Program Name: _____ Co-Op: Yes No

Select one of the following options and provide the required details of your request:

- Exemption from the prescribed timeline for program completion
- Course Exemption
- Course Substitution

Course I wish to be exempted from: _____

FOR SUBSTITUTIONS ONLY: Course I wish to use in lieu: _____

from _____ COURSE

SCHOOL

- I have completed the course I am requesting permission to use in lieu of the required course.
- I am currently registered in the course I am requesting to use in lieu of the required course.
- I intend to register at a future time for the course I am requesting to use in lieu of the required course.

STUDENT SIGNATURE: _____ DATE: _____

FURTHER DETAILS OF YOUR REQUEST ARE TO BE PROVIDED ON THE REVERSE SIDE OF THIS FORM

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SUBMIT YOUR REQUEST

IN PERSON OR MAIL:

Langara College
Registrar & Enrolment Services
100 West 49th Avenue
Vancouver, BC V5Y 2Z6

EMAIL:

gacrequest@langara.ca

FAX:

604.323.5590

Graduation exemption requests must be submitted with the following additional documentation:

I have attached a formal letter including the following information:

- Specific course(s)/requirement(s) I am requesting exemptions/substitutions from;
- The reason for my request;
- How I believe I have met the requirements; and
- An explanation of the circumstances why I am unable to meet the requirements of the program's prescribed curriculum.

I have attached all relevant documents, including:

- Course outlines from transferring institutions where applicable; and
- Official transcripts from transferring institutions where applicable.

RESULTS

Results are sent via email within three months of receiving your request.

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