

Appeal for Admission and Re-admission

LANGARA ID #: _____ PROGRAM: _____ DATE: _____

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 submit the documents requested.)

Appeal for Re-admission

Students on an Academic Suspension may appeal to return to their studies before the completion of the normal suspension period under one of the following options: (*the deadline for submitting this appeal is one week prior to the first day of classes for the subsequent semester*):

1. A student may submit a letter explaining why the minimum academic standard was not met along with a statement of educational goals. A summary of the steps taken to resolve the previous problem and ensure success in future semesters is also required. Official supporting documentation is recommended and often required.
2. Students on a first suspension may submit a Proposed Academic Success Plan (refer to Policy E2008). Students must consult with a Langara counsellor to complete a "Proposed Academic Success Plan" form before submitting their appeal. *The deadline for meeting with a counsellor is November 1st, March 1st, and June 1st for the subsequent semester.*

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 documentation 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.

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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Appeal for Admission/Re-admission Granted: Yes No

Conditional Admission approved on _____ by _____

Letter of Notification sent on _____ by _____

DATE STAMP