

Policies for Publishing Students

Langara.
THE COLLEGE OF HIGHER LEARNING.

Revised Aug. 2018

Course Times and Jobs

Most Publishing Program classes are scheduled to begin in the afternoon. This is not always the case and you need to consult the *Publishing Course Schedule* or *myLangara*. Some semesters have Section A and B (half-semester) courses which will result in two different schedules for the same semester. Do not assume your course schedule will remain the same in the fall, spring and summer.

It is possible, but not recommended, to hold a part-time job while enrolled in the Publishing Program. To succeed in the Publishing Program, you must give your courses priority over employment. Individual instructors may set attendance requirements for their classes that form a component of the mark for that course. The requirements apply even to people who miss classes because of their job. Your grades are likely to suffer for every missed class or lateness.

Having to do a work shift for an outside job will not under any circumstances be accepted as an excuse to miss a class, an assignment deadline or an exam.

Consideration may be given for job interviews late in the program year, but please check with your instructor first before you plan to miss a class to attend an interview.

Minimum Achievement Needed to Continue

The Publishing Program is an accelerated program designed to teach a wide range of skills in a very short period of time. Unlike the standard two-year diploma programs at Langara College, the Publishing Program leads to a diploma in only 12 months. This comes with a price—your time. To squeeze two years worth of credits into three semesters, you will have to work diligently, manage your time carefully and put in more effort than many other programs require. If you fail a course, you have probably fallen short in one of these areas.

The courses in the Publishing Program are designed to build on one another. That means if you fail one Publishing course, you are probably missing crucial skills and are likely to fail in the next semester. Therefore, program policy does not allow students to advance from one semester to the next after having received a C-, D, F, N, U or W in any Publishing course. A student who receives such a grade must successfully repeat the course before proceeding in the program. As each Publishing course is offered only once a year, you may have to wait a year or more to do this. There is no such thing as an “incomplete” grade at Langara College. If you miss an exam, major project or cease attending classes, you may fail the course.

A student may repeat a failed course or courses up to two times if

- The course is offered
- There is space available (full-time Publishing students get priority)
- There is no conflict in the student’s timetable

Attendance

Students who miss two classes without prior approval should consult immediately with their instructor. The instructor may require a doctor’s note. The onus is on the student to approach the instructor on this issue. Attendance will be taken at field trips/industry tours when these trips are part of a course

Langara College Policy on Attendance: Students must attend all classes, lectures, laboratories, workshops, practicums, and seminars. Irregular attendance may result in exclusion from classes. Absence for any cause in no way relieves students of their responsibility to complete the course work to the satisfaction of the instructor.

Publishing Program courses are largely project-based, with course hours schedule to allow students to do much of the work during classes. Missing a class means missing valuable time to work on assignments and opportunities to learn from each other, as well as falling behind.

End of Semester Attendance

The semester ends on the final day of exams. Important dates are posted at: www.langara.ca/registration-and-records/important-dates

The end of the semester is not the last day of lectures/classes. You may be required to write a software test or complete work on *Pacific Rim Magazine*, *LangaraPRM.com* or other projects during the period after classes end. Typically this would be during the final exam period,

however some positions on *Pacific Rim Magazine* will have responsibilities that extend until very close to the end of April.

Do not plan to leave town until the semester is over. You must contact your instructors and the Publishing Program Coordinator in advance if you are not available during the exam period.

Late Assignments

Late assignments will have marks deducted each day, for the first three late days, to this schedule:

1st day: 10% deducted

2nd day: 20% deducted (total 30% deducted)

3rd day: 20% deducted (total 50% deducted)

On the fourth day an assignment is late, the mark will become zero.

Weekends count as 1 day.

One day = 24 hours. e.g., a 2pm Wednesday deadline is 1 day late on or before 2pm Thursday. After 2pm, it is 2 days late.

Note: the 10–20% per day late-policy does not apply to *Pacific Rim Magazine*. Due to critical time constraints involved in the printing process, assignments to be published in *Pacific Rim Magazine* will not be accepted past the due date.

If you submit an assignment late, you must either hand it personally to the instructor or get it signed and dated by another instructor or an instructional assistant.

Digital Files

You are required to keep a copy of all files that are submitted as assignments or parts of assignments in all courses until you receive your final mark, and afterward for consideration for the summer *Self-Promotion in the Publishing Industry* course, as well as for your own self-promotional use, i.e. portfolio, website. Do not rely on your instructor to retain copies of your files. For assignments produced in the fall semester that will be used in *Pacific Rim Magazine*, you must keep a digital file of your work until the magazine is printed. It is your responsibility to maintain backups of your files, including for your own use after completing the Publishing Program. PDFs of *Pacific Rim Magazine* final pages will be on the server before completion of the program so if you want a copy of pages containing your work, be sure to take a copy of the appropriate files. Computer equipment will fail—usually at the worst possible time. Backup your work regularly.

Grade-Percentage Equivalents

Final marks are in letter grades. These are the numerical equivalents used in the Publishing Program:

A+ 95–100% *Distinguished Achievement*: For consistently distinguished accomplishment in examinations, reports and class participation.

A 90–94

A– 85–89 This definition applies to A+, A and A–.

B+ 80–84 *Above Average Achievement*: For consistent mastery of the subject matter of this course. This definition applies to B+, B and B–.

B 75–79

B– 70–74

C+ 65–69 *Satisfactory Achievement*: For sufficient comprehension of the subject. This definition applies to C+, C and C–.

C 60–64

C– 55–59 A final grade of C or better is needed to continue in Publishing.

D 50–54 *Marginal Performance*: For completion of a course but with below average achievement. (College credit will be granted, but students will not normally be permitted to proceed to the next course.)

F 49 or less *Unsatisfactory Achievement*: For completion of a course without demonstrating sufficient knowledge of the content to receive credit.

Pacific Rim Magazine Production

Gearing up for production

A large portion of the coursework during the spring semester involves the preparation of *Pacific Rim Magazine* for production in April. The intense work on this project begins in late February and early March. Expect the magazine to go to the printing company during mid- to late-April and publication to occur in the first week of May.

Banked lab time

During the spring semester, some lab time is “banked.” For example, a course might not schedule lab hours or might reduce its supervised lab hours early in the spring semester. This allows the Publishing Program to bank hours, so that instructors can supervise some of the late hours during the final weeks of magazine production, including during the final exam period. Ensure you understand attendance expectations from each of your instructors during this period.

Pacific Rim Magazine jobs

During production of the magazine you will be assigned a “job” in one or more departments (art, advertising, production, editorial, promotions). This work will comprise a large portion of your grades for the semester.

Early in the spring semester, you will be asked to submit three job choices. Your appointment will depend on your first-semester grades in applicable courses. When more than one person with similar grade-standing applies for the same position, “important traits” (personal qualities listed in the job descriptions) will be taken into account. When any job has not been applied for or filled, instructors may appoint the person of their choice. In addition, you may be appointed to a job that is not on the list of job descriptions. Such jobs are sometimes created when too many students apply for the same jobs or when it is felt that a new job will best match a specific student’s talents and experience.

Some of these positions may not last throughout the semester or supply a consistent amount of work. During slack times in their job, all students are expected to assist other departments. Instructors, at their discretion during the peak production period, may transfer any person to another job, or create and assign new jobs.

No one will be assigned a job prior to an announcement to the class as a whole, usually in February. If you are asked temporarily, or if you volunteer temporarily, to do a particular type of magazine work prior to the announcement, there will be no guarantee that you will be assigned to that job when the announcement is made.

Please be aware that it is rare that a student doesn’t receive one of their three choices. Usually, a student is assigned to choice #1, #2 or a specially designed position based on the person’s requests, special talents and experience. The aim is to give students a chance to work in the areas of their greatest interest.

All Departments meetings

All students, regardless of their position on the magazine, are required to attend *All Departments* meetings. The meeting dates and times are posted in the PRM Schedule. As with any consumer magazine, issues may arise that require a meeting with little advance notice. Please check your *myLangara* email frequently during *Pacific Rim Magazine* production time. All Departments meetings are considered coursework for the *Offset Production II*, *Magazine Design and Editing* courses. You will lose participation points in more than one course if you miss a meeting.

Attendance

Attendance during all class times is mandatory until the last day of exams in April. If your magazine position ends before that date or if your position goes through a slow period, you may be exempted from this rule only if you receive signed permission from all *Pacific Rim Magazine* instructors.

You will receive additional guidelines about participation in the magazine production early in the spring. Attention to all guidelines is critical to your ability to successfully complete the spring semester.

Plagiarism

Ensure you are familiar with Langara College's *Academic Conduct Policy* at: www.langara.ca/registration-and-records/pdf/F1004.pdf

The section on plagiarism also applies to the digital images submitted for your assignments.

Copyright

Besides knowing the college's rules about plagiarism, Publishing students should also be aware that even when they are not plagiarizing, they may be violating someone's copyright. Copyright is different from plagiarism. To avoid plagiarism you need to cite all of the sources you use in any work you do at Langara. To avoid copyright violation, you must obtain permission from the creator of an original work in order to publish that work in any form.

The concept of *Fair Dealing* will be discussed in more detail during some of your courses in Publishing. The Langara Library has published Fair Dealing Guidelines at: www.langara.ca/library/copyright/toolkit/fair-dealing-full.html

Review the six factors in Fair Dealing at:

www.langara.ca/library/copyright/for-instructors/fair-dealing.html

The Publishing Program is very concerned about copyright because we publish our students' work—in *Pacific Rim Magazine* and on students' and the program's websites.

Original work is protected by copyright. This includes work whether it is printed or in electronic form. Images are also protected by copyright. Manipulating a copyrighted image until it looks different from the original may still incur a violation of the copyright holder's rights. If you require images for your assignments (this includes *Pacific Rim Magazine*), your instructors will require that you either have permission to use the images or that you hold the copyright.

The penalties for copyright violation can be very large fines and in extreme cases, jail time. In the Publishing Program it is considered a serious form of academic dishonesty.

Copyright for Students' Art, Photography and Writing

First rights for all work created during the program belong to the program and to Langara College. That means, if we want to publish something you have designed and/or written, we may do so before anyone else does. Three months after we have published your work, you may offer it for publication anywhere else you choose. Langara College and the Publishing Program retain the right to re-publish your work for promotional purposes.

Sometimes after we publish student work in *Pacific Rim Magazine*, other publications ask us for permission to reprint a piece. If you are the writer, illustrator or photographer, we will try to contact you and this may result in your receiving payment from the publication. Please keep us informed of any changes in your contact information, so we can reach you.

Instructor/ Course Issues

Misunderstanding and disagreements sometimes occur. If you are having an issue in a course, please start by contacting the instructor and trying to resolve the issue. If you are uncomfortable contacting the instructor or you have approached him or her, communicated your issue clearly, given the instructor sufficient time to respond and the issue is unresolved, the next step is to discuss the issue with the Publishing Program Coordinator. If the issue is still unresolved, please refer to Langara College's Concerns About Instruction Policy: F1002, available online, for the next steps. www.langara.ca/registration-and-records/pdf/F1002.pdf

Student Responsibilities (Student Code of Conduct)

Students are expected to demonstrate the following behaviours in both physical and online environments:

1. Abide by all relevant federal, provincial, and municipal laws
2. Abide by all College policies
3. Demonstrate respect for the College and members of the college community
4. Behave in a manner that does not harm, threaten or undermine:
 - a. The rights, safety, and well-being of members and guests of the College
 - b. The proper functioning of college courses, programs, and activities
 - c. Property owned by or in the care of the College

Additional detail is included in policy *E1003— Student Code of Conduct*. It is posted at: www.langara.ca/registration-and-records/pdf/e1003-student-code-of-conduct.pdf

It is expected that as part of reviewing this document that you will also read the *Student Code of Conduct* policy in full. This policy applies to any College-related activities occurring on College grounds or as part of an educational program. (Field trips, industry tours, online courses for example.) Failure to abide by these expectations may be deemed a violation of the *Student Code of Conduct*. Langara may impose penalties up to and including removal from the College for violations under the *Student Code of Conduct*. For more information please see the *Student Conduct and Judicial Affairs* page at:

www.langara.ca/student-services/student-conduct-and-judicial-affairs

College Policies

It is expected that you are familiar with all college policies. Ensure you have read the following policies in full. They are posted at: www.langara.ca/about-langara/policies

E1003 – Student Code of Conduct

F1004 – Code of Academic Conduct

E2008 – Academic Standing - Academic Probation and Academic Suspension

E2006 – Appeal of Final Grade

F1002 – Concerns about Instruction

E2011 – Withdrawal from Courses

Student Services

Services available through the “Student Services” link on the Langara website:

HEALTH SERVICES

Short video and information – www.langara.ca/student-services/health-services

LEARNING COMMONS & TUTORING

Resources, including Writing, WriteAway, Computing Help, group work space booking, etc. – www.langara.ca/student-services/learning-commons

COUNSELLING

Video and information, including workshops for students – www.langara.ca/student-services/counselling

FINANCIAL AID

Video and information – www.langara.ca/student-services/financial-aid

DISABILITY SERVICES

Video and information – www.langara.ca/student-services/disability-services

STUDENT CONDUCT AND JUDICIAL AFFAIRS (SCJA)

Video and information about policies, processes, academic integrity– www.langara.ca/student-services/student-conduct-and-judicial-affairs

LANGARA STUDENT UNION

Video and information – www.langara.ca/student-services/students-union

MacLab Rules

No food or drinks are allowed at the computers at any time. A table is available at the front of the MacLab near the IA's office for drinks. Please remove unfinished drinks at the end of class.

See page 8 of this document for the *MacLab Security Policy for Langara Students*. This is a Langara College policy created in cooperation with Langara College Security. Please note that any violations of the policy may result in loss of lab privileges.

Students who violate MacLab policy may be required to leave the lab.

Production Room Rules

The Production Room is used as a production area and a meeting room for Publishing Program students only. Please do not admit students from other programs to the room, except for *Pacific Rim Magazine* volunteers.

The door to the Production Room from the hallway must always be closed. Do not provide an easy opportunity for a thief to enter this area undetected. Thefts from this room, the MacLab, and in other parts of the college, have occurred.

The Production Room must be kept tidy at all times. A cleaning schedule will be used to ensure this room is kept clean.

A microwave, kettle, coffeemaker, toaster oven and a refrigerator are in the Production Room for your use. Please clean out the fridge by the last day of exams each semester. Any perishable items left in the fridge by Friday evening will be thrown out. Any food containers or other items remaining in the fridge (also, other materials remaining on tables, etc.) will be discarded once the semester ends.

Occasionally the Production Room will be closed to Publishing students for the purpose of department and college meetings. There will be a sign posted on the door.

Job Postings

Volunteer opportunities and job postings are emailed to students and posted on the *Langara Publishing Alumni LinkedIn* group. After completing the Publishing Program, be sure to join the *Langara Publishing Alumni LinkedIn* group to view job opportunities in the future.

If you hear of work opportunities for your fellow students or alumni, please post them to the *LinkedIn* group and/or pass them along to the Publishing Program Coordinator for posting.

Job References

If you wish to give an instructor's name for a job reference, you must request this of the instructor in writing, i.e. in a signed memo or email.

Industry Tours

Tours to commercial printers, publishing houses, advertising and graphic design firms and other publishing-related businesses, are arranged occasionally by instructors. It is recommended that you sign up whenever a tour becomes available outside of class time. Tours scheduled during course time are part of the course and have the same attendance requirements as any part of the course. These activities can give you valuable and up-to-date information on changes in the industry and help you identify the area of work to pursue after graduation. Students are encouraged to visit publishing trade shows and attend magazine or digital media related special events as well. The college and departmental policies still apply when attending tours or events as part of your course.

Convocation

Convocation occurs in June of the summer following completion of the Publishing Program. For instance, if you complete the summer semester in 2019, convocation would occur in June 2020. You must apply to graduate by February 1 for the Convocation Ceremony in June. Details are at: www.langara.ca/registration-and-records/graduation

myLangara e-mail

All Publishing students are required to check their *myLangara* email daily. Important messages are sent to students through email to their *myLangara* address. Failure to read these messages may affect a student's grades or ability to graduate. You may choose to set your *myLangara* email options so that mail is forwarded to a personal email account.

The Langara College website contains a "Contact Us" link at the bottom of all pages. Click on it and use the "Faculty/Staff Directory Search" link to search for the email address, phone number and office number of your instructors or other Langara employees. Publishing instructor contact information is available on page 9 and at www.langara.ca/departments/publishing/faculty

Registration

Registration prior to the beginning of each semester in every Publishing Program course is mandatory, and unregistered students will not be admitted to classes. Students are advised to pay their fees on time and register promptly during each semester's registration period. Important dates are listed at www.langara.ca/registration-and-records/important-dates

Please note that failure to register during the assigned time for the summer semester's support course in marketing may result in the inability to secure a place in this class. At the end of the Publishing Program registration window, the course is opened to students from outside the program and remaining spaces are filled. If you do not complete this course, you cannot graduate from the Publishing Program.

Ricoh Colour Copy Prints

Colour and black and white printing is available in the A247 MacLab and for better quality prints through the Graphics printer located in the hallway on the second floor (south wing) of the A building. Students will be provided with a \$25 voucher for printing and they are responsible for adding to their account after that. Note that failed prints due to incorrect settings will be charged. There are two ways to add credit to your printing account:

Visit the Library Circulation Desk and purchase credit for your account or purchase a myPrint Voucher from the Bookstore and manually add it to your myPrint account.

Entering Contests

Should you choose to enter work that was produced while enrolled as a student in the Publishing Program, be sure to include *Publishing, Langara College* in your entry information. Review the section on copyright in this document prior to entering your work. Winning entries may be eligible to have the entry fees reimbursed by the department. Please discuss with the Publishing Program Coordinator if you have further questions.

Lynda.com

Langara College provides full access to the training videos at Lynda.com. Click on the "Sign in" link and choose the "Sign in with your organization portal" option. Enter "www.langara.ca". Use your "Langara Federated ID". This is your User ID + langara.ca and the password that you use in the MacLab.

Equipment Loans

Equipment such as cameras and voice recorders is available for loan to Publishing Program students for college-related assignments. Fill out the form available on the Studentshare server and bring it to a MacLab Instructional Assistant or Publishing Program instructor. The equipment borrowing procedure and form will be reviewed during the first week of classes in September.

Save this Document

Please keep this document in your binder as you may need to refer to it more than once during your year as a Publishing Program student. Read it again in about two weeks. This document was prepared with the intention of saving much valuable student and instructor time in going over often asked questions. Addenda to this document may be distributed in student mailboxes from time to time.

Save Course Outlines

You are responsible for keeping Course Outlines for future reference and use, including for transfer credit at another institution. A fee is charged for replacement copies of course outlines, available only from the Registrar and Enrolment Services Department.

MacLab Security Policy

The A247 MacLab is open to registered students during college operating hours:

08:00–22:00 Monday–Friday

08:00–19:00 Saturday & Sunday

Closed on Statutory Holidays (Weekends that include a stat holiday may result in the MacLab being closed on Saturday and Sunday. Confirm availability in advance.)

The only time students are allowed in the MacLab after operating hours is during Pacific Rim Magazine's heavy production period (mid-March to mid-April). During this time, only Publishing students may be granted extended MacLab hours after 22:00, as required by the production schedule. An announcement will be made in class when this opening occurs. During this time, all MacLab activities other than magazine production must conform to college operating hours. This access must be arranged at least 24 hours in advance of when it is required. Discuss with your instructor or the Pacific Rim Magazine Publisher.

The last student using the MacLab must phone Security at local 5270 before leaving. A phone is located near the instructor computer in the MacLab. The student must remain in the MacLab until Security comes and locks and alarms the area.

Students must vacate the MacLab when asked to do so by faculty, Instructional Assistants, IT staff or Security.

In Case of Emergency

To contact Emergency or First Aid: dial 4444 from any college phone or 604-562-1011. Yellow emergency call stations are located in hallways throughout the campus.

In case of fire, the following procedures are used:

First Stage Warning Alarm

Slow beat of the alarm bells; 20 beats per minute.

Do not evacuate, but be prepared to leave.

Second Stage General Evacuation Alarm

Continuous ringing of the alarm bells.

Evacuate the building.

Langara's Public Address System is a notification system used for emergency response. The ceiling mounted speakers will broadcast announcements in case of emergencies.

Instructor Contact Info.

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Bursaries and Scholarships

Bursaries must be applied for through the Financial Aid office. Drop off your application with the Registrar and Enrolment Services Office by the 20th day of the first month of the semester. Some bursaries are term-specific while others are awarded in any semester. www.langara.ca/student-services/financial-aid/bursaries

There are two Publishing Program scholarships. Also listed are Arts & Science and general scholarships.

Publishing

Editors' Association of Canada, BC Branch Scholarship – Awarded to a student enrolled full-time in the Publishing Program who has a minimum GPA of 3.5 and who has received an A in Writing for Publication (PUBL1115). The student must also have demonstrated a strong interest in becoming an editor.

Publishing Scholarship – Awarded to a full-time student in the second term of the Publishing program, who demonstrates a strong work ethic, a high degree of professionalism and willingness to help other students.

Arts & Science

J.J. Denholm Arts & Science Award – Award for a high achiever graduating from a two year Arts and Sciences Program.

Valerie Nielsen Dunsterville Endowed Scholarship – Scholarship awarded to the student with the highest grade point average in the field of Arts and Science.

Xerox Canada Arts & Science Scholarship – Student must be registered in a full-time Arts of Science program and have a GPA of no less than 3.50 in the full-time term for which the award is granted.

Xerox Canada Scholarship – Split between 4 courses: Fine Arts, Design Formation, Publishing and Journalism. Please refer to Terms of Reference for specific criteria.

General

Langara Faculty Association (LFA) Scholarships – Scholarships to recognize outstanding academic achievement – one each for students in Arts, Science and Career Programs.

Langara International Education Scholarships – Scholarships for International Education students with exceptional academic achievement.

Langara Part-time Studies Scholarship – The award is for students with outstanding academic achievement in any regular program of study who are enrolled in six to eleven credits. They must also have been enrolled in six to eleven credits in one of the past two semesters. Recipients must have a cumulative grade point average of at least 3.5.

Langara President's Trust Scholarship – Scholarships will be distributed to students registered in each of the spring, fall and summer semesters to individuals in either Career, Arts or Science program. Preference given to the highest GPA achieved over the highest number of credits.

Jade Volunteering Excellence Award – Extensive and exemplary off and/or on-campus contribution in volunteering and leadership. Volunteering must be without compensation or part of a program of study. Preference to those who are currently registered in 9 credits; may be awarded to a student who is not currently enrolled but was enrolled in 9 credits in the immediate past term. An application is required.

Minerva Foundation Awards for B.C. Women – Be a female student, demonstrate financial need, demonstrate academic proficiency, demonstrate community engagement, be full-time enrolled in one of the programs at Langara College, meet at least one of the following:

- A single mother advancing her education
- A mature woman returning to the workforce after a long absence
- A recent immigrant or an aboriginal woman overcoming educational barriers
- A woman with a disability overcoming educational barriers

Chartwells Awards of Excellence – Degree students must have a minimum GPA of 3.5 and must have completed at least 90 credits toward a degree. Diploma, UT, and Assoc. Degree Students must have a min. of 3.5 and have completed at least 30 credits toward their credential.

Langara Graduate Excellence Scholarship – Two scholarships to be awarded to the top graduates from Arts and Science and Career Programs.

Alumni Association Leadership Award – A letter, not exceeding one-page, outlining: - school/ community involvement in extracurricular activities, academic achievement, and demonstrated leadership.

Bliss Murray Memorial Scholarship – Awarded to a full-time student (minimum 12 credit hours) at Langara College, who has a minimum GPA of 3.5, Canadian citizenship, demonstrated need, and is active in community affairs and volunteer work and who demonstrates financial need.

CHMB-AM 1320 Scholarship – Awarded to students at Langara College who demonstrate academic excellence.

Dora M. Ross Endowed Scholarship – Awarded to a single parent student who is registered as a full-time student and who has completed at least one semester as a full-time student in their last two semesters of attendance. A minimum GPA of 3.00 in their most recent semester is required.

Enterprise Rent-A-Car Scholarship – Minimum G.P.A. of 2.75

India Club Scholarship – Scholarship for a Langara College student enrolled in their final year with an academic standing of B or higher, Student must have demonstrated good citizenship and community service with a significant contribution toward enhancing cross-cultural harmony and communication within the Langara student body.

Langara Peace Prize – Awarded to student who completes a project that best reflects good research, creativity and thoughtful consideration of some aspect of human relations among peoples of the world. Project deadline February 15th of each year.

LSU International Student Scholarship – International students must be currently registered in a minimum of 9 credits and who were registered in a minimum of 9 credits in one of the past two semesters. Student must have a minimum CGPA of 3.0 and be members of the LSU. Students must demonstrate outstanding student leadership or service through volunteerism with LSU or Langara College. Applications are required and can be obtained from the Langara College Financial Aid Department.

LSU University- Transfer Program Student Award – Student must be registered in a minimum of 9 credits and who were registered in a minimum of 9 credits in one of the past two terms. Available to international or domestic students who are LSU members. Students must be enrolled in a University-Transfer program. Students must demonstrate outstanding student leadership or service through volunteerism with the LSU or with Langara College. Application is necessary for this award. Applications may be obtained at the Langara College Financial Aid Department.

LSU Volunteer Leadership Award – Students must demonstrate outstanding student leadership or service through volunteerism with the LSU or with Langara College. Application is necessary for this award. Applications may be obtained at the Langara College Financial Aid Department. Available to international or domestic students who are members of the LSU.

Marjorie K. Atkinson Memorial Scholarship – Scholarship for a Langara College student, who has a minimum GPA of 3.5. The student must be enrolled in the third or more terms at Langara College and submit letters from community organization(s) about the nature and extent of their volunteer activity with the organization(s). Preference will be given to students who have recently volunteered to work with seniors.

J.J. Denholm Career Program Award – Award for a high achiever graduating from a two year Career program.

LSU Union Faculty of Arts Award – Student must be enrolled in Faculty of Arts Program. Available to domestic and international students who are current members of LSU. Student must be registered in a minimum of 9 credits and who were registered in a minimum of 9 credits in one of the past two terms. Student with highest CGPA. No application is necessary for this award. Students receive the recommendation of program faculty when they meet specific scholarship criteria.

Mrs. Prem Goel Memorial Scholarship – Scholarship for a Langara College student who has demonstrated overall excellence in the Arts and Sciences.

Shirley Joseph Memorial Scholarship – Awarded annually to First Nations' students, who have successfully completed in the immediate previous semester of study, a minimum of four courses (12 credits), with a GPA of 3.5. Students must be currently enrolled in at least four courses (12 credits). Students must demonstrate characteristics of kindness, creativity and decision-making based on relevant research, as well as a commitment to helping First Nations' peoples by their participation in First Nations' activities at Langara College and/or externally.

Langara Faculty Excellence Scholarships – Student(s) completed two terms of study (full course load; 15 credits,) with superlative GPA.

Richardson/McMenamon Endowment Trust Scholarship – Awarded in recognition of academic excellence to a student with the highest GPA in their program. To be awarded on a rotating basis to a student in Arts/Science/Career programs.

Hanyin Group International Education Scholarship – Students must apply through a one page essay that includes three references and details regarding how they have contributed back to the community through their volunteering. Must be registered with the Langara Volt Program and be a member of Langara Plus for a minimum of 2 semesters.

