

Graduation Adjudication is intended for students who wish to graduate and require an exemption from the standard requirements of a program and/or policy. The Graduation Adjudication Committee (GAC) convenes **once per month** (excluding July). Forms must be submitted **a minimum of 20 business days (excluding holidays) prior** to each meeting in order to be reviewed at the next scheduled meeting. Every effort is made to present requests in a timely manner, however complex requests may require additional time for processing and therefore may need to be deferred to a subsequent meeting date. **The deadline to submit graduation adjudication requests required for graduation is February 1st.** GAC requests submitted after this date may not be adjudicated in time for Convocation in June.

SUBMIT YOUR REQUEST TO THE GRADUATION ADJUDICATION COMMITTEE

In person or by mail:

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

By Email: gacrequest@langara.ca

By Fax: (604) 323-5590

Graduation adjudication 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 for adjudication;
- 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; and
- Official transcripts from transferring institutions

STUDENT INFORMATION

NAME: _____ LANGARA ID.: _____

I have verified my name, address, email, and phone number via myLangara.

I understand correspondence relating to my graduation adjudication request will be sent to the email and mailing addresses on file in mylangara.

PROGRAM INFORMATION

I am requesting adjudication for the following credential:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Associate of Arts Degree | <input type="checkbox"/> Associate of Science Degree | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Citation | <input type="checkbox"/> Post-Degree Diploma | <input type="checkbox"/> Post-Degree Certificate |

PROGRAM NAME: _____ CO-OP: Yes No

Further details of your GAC request are to be provided on the reverse side of this form.

REQUEST INFORMATION

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

OPTION ONE (select this option if you are requesting an exemption or substitution from the standard program requirements)

I am requesting permission to use _____ from _____ in lieu of
(Course) (School)
the _____ requirement for the _____ program.
(Program Name)

I have completed the course I am requesting permission to use in lieu of the required course.

I have completed the course on (date): _____

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.

OPTION TWO (select this option if you are requesting permission to transfer credit in the final 40% of your program)

I am requesting permission to apply transfer credit to the final 40% of my program.

• Course: _____

• Institution: _____

I have transferred this course and it appears on my Langara transcript.

I am currently registered in the course that I am requesting to transfer.

I will complete the course by (date): _____

I intend to register for the course that I am requesting to transfer.

I will complete the course by (date): _____

OPTION THREE (select this option for all other requests, provide details of your request in the space provided)

Other (specify nature of request): _____

STUDENT SIGNATURE: _____ **DATE:** _____

RESULTS

Results of graduation adjudication requests are sent via email within 10 business days of every meeting.