

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 1<sup>st</sup>.** 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 49<sup>th</sup> Avenue  
Vancouver, BC V5Y 2Z6

**By Email:** [gacrequest@langara.ca](mailto: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): \_\_\_\_\_

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**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## RESULTS

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