

GRADUATION ADJUDICATION REQUEST COVER FORM

When submitting your request to the Graduation Adjudication Committee, you must attach the following information to this form:

- A letter detailing the reason for your request for adjudication, clearly explaining why you are or were unable to meet the requirements of the program’s prescribed curriculum;
- How you believe you have met the requirements; and
- All relevant documents, course outlines (Langara and other institutions), or transcripts that support your request

Submit your request to:

Leszek Apouchtine
Secretary, Graduation Adjudication Committee
Registrar & Enrolment Services
T: 604 323 5588 | E: lapouchtine@langara.bc.ca

NOTE: The Graduation Adjudication Committee meets once per month only. Forms must be submitted at least two weeks prior to each meeting. Contact the Secretary to find out the next meeting date.

Name: _____

Student Number: _____

Response to be sent by: Email Fax Mailed Pick-up (at Registrar’s Office Front Desk)

NOTE: Your response will be forwarded to your address or e-mail account that is on your file.

Program for which you are requesting adjudication: _____

Brief Description of Graduation Adjudication Request (you must submit a detailed letter as well)

Please be as specific, e.g., transfer of 3 credits (identify course) in the last 40% of my program.

If you are requesting an exemption from a course or courses, please state the exemption and substitution below: Please double check that the grades for the substituting course meet the requirements of the program.

Required course	Course to be considered as a substitution or an exemption	Institution where course was completed or will be completed

Other relevant information:
