

# 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:

Les Apouchtine  
Secretary, Graduation Adjudication Committee  
The Registrar’s Office  
T: 604 323 5588 | E: [lapouchtine@langara.bc.ca](mailto:lapouchtine@langara.bc.ca)

NOTE: The Graduation Adjudication Committee meets once per month only. Forms must be submitted at **least four 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.

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**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:**

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