

1.0 ASSOCIATED POLICY

- Credentials Policy

2.0 DEFINITIONS

Admit Term

The term associated with an application for admission to an academic program or the first term of enrolment for academic programs that do not have a formal application process.

Grade Point Value

A number between 0.00 and 4.00 that is assigned to a letter grade.

Graduation Grade Point Average (GGPA)

Calculated by dividing the sum of all grade points achieved at the University and counted towards a program credential by the sum of all those credits with Grade Point Values.

Program of Study

An approved pattern of coursework that provides the program structure for a credential.

Program Representative

Staff or faculty members who have the authority to advise on exceptions to graduation requirements as outlined in this procedure. Program Representatives are delegated by the Dean and may include, but are not limited to, positions such as Associate Deans, Department Chairs or Directors.

Requirement Term

Identifies the academic year which governs the Program of Study for graduation from a Ministry-approved program. The initial requirement term is applied at the time of application and matches the Admit Term.

Student

For the purpose of this policy, Student means any individual with an enrolment record for a Ministry-approved program at the University.

3.0 PROCEDURE ELEMENTS

3.1 Graduation Requirements Overview

- 3.1.1 To fulfill graduation requirements and earn a Ministry-approved credential, Students must satisfy all the institutional graduation regulations, program requirements and regulations, and the Program of Study outlined in this procedure and in the Academic Calendar.
- 3.1.2 The Academic Calendar for the Student's Requirement Term will govern fulfillment of clause 3.1.1. The Requirement Term is the same as the Admit Term when a program does not require a major/minor declaration. In bachelor programs with majors and minors, the Requirement Term is governed by the date on which a student declares or changes a major or minor.

3.2 Institutional Graduation Regulations

- 3.2.1 The University has established program time limits which limit the period of time permitted to complete requirements for graduation. The standard time limits for each credential are published in the University's Academic Calendar.

- 3.2.1.1 Program time limits are calculated from the first day of the Student's Admit Term for any given program. Program time limits are not adjusted with major or minor declarations.
- 3.2.1.2 The Dean or delegate may recommend a different program time limit based on factors related to the career field or discipline. Such requests require approval from the General Faculties Council. Approved program time limits will be published in the Academic Calendar.
- 3.2.1.3 In extenuating circumstances, a Student may be granted an individual extension to the program time limits by the Dean or delegate. The Dean or delegate will notify the Office of the University Registrar of the extended deadline. The Student must complete the graduation requirements by the extended timeline; subsequent extensions will not be granted.
- 3.2.1.4 After reviewing a Student's progression in a program, if it's determined the program time limits cannot be fulfilled, the Student may be required to withdraw from the program by the Dean or delegate.

3.2.2 The University has established academic residency requirements which stipulate the percentage of program credits that must be completed at the University. The standard requirements are published in the University's Academic Calendar. Program-by-program variances to the residency requirement may be approved by the General Faculties Council and must be published in the Academic Calendar. Exceptions are not available to Students on an individual basis.

3.2.3 Students must comply with other institutional graduation regulations as outlined in the Academic Calendar. This includes, but is not limited to, minimum grade, Graduation Grade Point Average and course repeats.

3.2.4 Except where a Student is under the requirement to withdraw, Students who apply to graduate and otherwise meet the graduation requirements for their credential shall be deemed eligible to graduate.

3.2.5 Exceptions to institutional graduation requirements are not normally permitted; however, rare exceptions can be considered under the authority of the Dean and the University's Registrar.

3.3 Program Requirements and Regulations

3.3.1 Programs may stipulate additional graduation requirements and regulations which are approved in accordance with the Curriculum Policy and published in the Academic Calendar.

3.3.2 Exceptions to program graduation requirements can be considered under the advisement of a Program Representative and the authority of the Dean.

3.4 Application and Decision

3.4.1 Students are responsible to apply for graduation by the deadlines published on the Academic Schedule. More information on this process can be found on the University's website.

- 3.4.1.1 The University's Credentials Policy establishes the process of approving, granting and conferring Ministry-approved credentials, as well as the authority, roles and responsibilities for this process.
- 3.4.2 Students who complete graduation requirements for a Ministry-approved credential without being admitted to that program are ineligible to receive that credential until they apply and have been admitted to the program.
- 3.4.3 The decision on an application to graduate is not subject to appeal if requirements are not met. However, if the Student believes they were denied graduation in error, they may bring their concerns forward to the Dean.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Academic Standing Policy
- Admissions Policy
- Credentials Policy
- Inter-Institutional Transferability Policy
- Internal Recognition of Credit Courses Policy
- Prior Learning Assessment and Recognition Policy
- Program and Course Approvals Procedure
- Required English Course Policy
- Repeating Credit Courses Policy
- Subsequent Credential Procedure

5.0 ACCOUNTABILITY

Responsible Office

The Office of the University Registrar

6.0 HISTORY

Relevant Dates

Approved: **2023.05.23**

Effective: **2023.09.01**

Next Review: **28.09**

Modification History

23.05.23 New procedure approved by General Faculties Council Executive motion #07-05-23-2022/23 and effective September 1, 2023 in conjunction with the revised Credentials Policy and rescission of the Graduation policy and Program Time Limits policy approved by General Faculties Council on June 6, 2023 and effective September 1, 2023.

24.04.15: Minor revisions made for clarification and to ensure alignment with the Academic Standing policy. Approved by Policy Sponsor.