1.0 PURPOSE

1.1 To clearly articulate graduation requirements for College credential programs, and to support students in planning their studies toward graduation.

1.2 NSCC is committed to a fair and transparent approach to a student’s right to understand their graduation and program progression requirements and how they affect academic progress and standing.

1.3 Stewardship and application of the Graduation Requirements & Program Progressions Policy is the responsibility of the Director, Enrolment and Registrar, in partnership with the Vice-President, Academic, academic schools and Student Services.

2.0 SCOPE

2.1 This policy applies to all students registered in College programs that grant a credential through graduation.

3.0 DEFINITIONS

3.1 COLLEGE CREDENTIAL PROGRAM a program of study that recognizes the successful completion of all program requirements within college approved timelines.

3.2 CONFERRING CREDENTIALS refers to the bestowing or presenting of a College credential at the time of graduation. NSCC confers credentials through a predetermined schedule, outlined in this policy and posted on our College website.

3.3 FULL-TIME PROGRAM DURATION refers to the typical duration of a program, as outlined in the curriculum document for the program of study.

3.4 GRADUATE refers to a student who has successfully completed all program requirements and has been officially conferred to their credential, with all its rights and privileges.

3.5 INTERRUPTION IN STUDIES refers to when a student withdraws from their program or is not actively enrolled in courses related to their program area of study for a 12-month period or longer.

3.6 POSTHUMOUS CREDENTIAL refers to a credential awarded after the death of a student.

3.7 PROGRAM GRADUATION REQUIREMENTS includes all requirements for the program as outlined in NSCC’s program curriculum document.
3.8 **RESIDENCY** refers to the minimum percentage of total units in a program of study that must be completed by a student through NSCC to be granted an NSCC credential.

3.9 **STUDENT** a person who is registered in a course or program at NSCC.

### 4.0 POLICY

#### 4.1 Graduation Requirements and Program Progression

The College establishes graduation requirements in College credential programs to ensure program quality, currency of learning and consistency.

- **a.** Students are required to successfully complete all program requirements in order to graduate from a College credential program.
- **b.** A student has a maximum of 3 times the minimum length of delivery for the program to complete their credential. Maximum length to complete is calculated from the program start date until completion of the last requirement of the credential.
- **c.** The College reserves the right to change program curriculum and requirements. Students who take longer than the typical full-time program length may be required to take additional courses and/or repeat courses which have gone through significant change.

#### 4.2 Residency Requirement

NSCC is committed to reducing barriers to College credential program completion and to the recognition of prior learning for academic credit. A student may be granted credit in their NSCC program for learning obtained from other institutions. This is done through the RPL or transfer credit process.

- **a.** A student must complete at least 25% of their credits through NSCC to earn an NSCC credential. The minimum 25% earned at NSCC does not include recognized prior learning (RPL), transfer credit, and applied learning such as work experience, practicum, and clinical.

#### 4.3 Interruption in Studies

- **a.** Students who have interrupted their studies and are seeking to return will be required to meet all current admission and program requirements.
- **b.** Readmission for students who have interrupted their studies will be subject to availability of space in the program.
- **c.** A student must be in good academic and good financial standing to return to their program of study.
- **d.** Students who have interrupted their studies will not be permitted to return to a program that is no longer offered by the College.

#### 4.4 Conferring Credentials
NSCC confers credentials through the Registrar’s Office three times a year. Confer dates are published in the Academic Schedule, using the following guidelines:

- Fall: October, at the term midpoint, noted in the Academic Schedule
- Winter: March, at the term midpoint, noted in the Academic Schedule
- Spring: June, as noted in the Academic and Convocation Schedules

a. To be eligible to graduate and receive an NSCC credential, a student must successfully complete all program requirements.

b. Students who complete their program between scheduled confer dates will receive an NSCC communication advising their eligibility to graduate and the next confer date.

c. Students who require a record of their program completion can request a copy of their official transcript through their campus.

d. Past graduates can request replacement credentials through their former campus.

4.5 Posthumous Credential
The awarding of a posthumous credential recognizes the academic success earned by a student prior to their death.

a. Credentials may be awarded to students posthumously who were actively progressing in their program of study at the time of their death and had successfully completed a minimum 75% of their program requirements.

b. The granting of a posthumous credential must be approved by the Academic Dean and the Director, Enrolment & Registrar.

4.6 Exceptions
Exceptions to the above noted policy must be approved by the Director, Enrolment & Registrar and are not subject to student appeal.

5.0 POLICY SUPPORTS

23.02 Graduation Requirements & Program Progression Procedures