

<b>23.01</b>	<b>Graduation Requirements &amp; Program Progression</b>	<b>POLICY</b>
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## 1.0 PURPOSE

- 1.1 To clearly articulate graduation requirements for college credential programs, and to support students in planning their studies at NSCC.

## 2.0 SCOPE

- 2.1 Applies to all students registered in college credential programs

## 3.0 DEFINITIONS

- 3.1 **GRADUATE** refers to a student who has successfully completed all program requirements.
- 3.2 **COLLEGE CREDENTIAL PROGRAM** refers to a program of study that recognizes the successful completion of all program requirements within college approved timelines by providing a student with a credential (certificate, diploma, advanced diploma).
- 3.3 **FULL-TIME PROGRAM DURATION** refers to the duration outlined in the curriculum document for the program of study.
- 3.4 **RESIDENCY** refers to the minimum percentage of total units required that must be completed through enrolment in NSCC credit courses for a NSCC credential.
- 3.5 **PROGRAM GRADUATION REQUIREMENTS** includes all requirements for the program as outlined in NSCC’s program curriculum document.
- 3.6 **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.
- 3.7 **STUDENT** refers to a person who is currently registered and attending or undertaking a course of study at NSCC. This includes students who are full-time, part-time, online and apprenticeship, etc.
- 3.8 **POSTHUMOUS CREDENTIAL** refers to a credential awarded after the death of a student.

## 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 graduation requirements in order to graduate from a college credential program.
- b. A student who has been active on a continuous basis has a maximum of 3x the full-time program duration to complete their credential (example: three years to complete a one year certificate program, and six years to complete a two year diploma program), from their program start date until completion of the last requirement of the credential.

<b>Executive Policy Sponsor:</b> VP, Academic	<b>Policy Steward:</b> Director, Enrolment & Registrar	<b>Approved:</b> Executive Council, Sept 13, 2017	<b>Effective Date:</b> Oct 1, 2017	<b>Next Review:</b> Sept 2018
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- c. Students who take longer than the regular 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. A student must have completed at least 25% of their credits towards their credential at NSCC. This excludes 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. 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 Posthumous Credential**

The awarding of a posthumous credential recognizes the academic success earned by a deceased student.

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

**4.5 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

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