## 1.0 PURPOSE/POLICY REFERENCE

1.1 To identify the accountabilities and processes associated with identifying students who have met the program requirements to complete and be awarded a college credential.

## 2.0 PROCEDURE

### ACTION

#### 2.1 GRADUATION REQUIREMENTS

- **a.** All student records will be evaluated against the program requirements prior to assigning a program status of complete.
- **b.** Students who go beyond the maximum timeframe to complete their credential will be advised to reapply, and be assessed for recognized prior learning.
- **c.** Students who take longer than the full-time program length will be assessed and contacted if the program has gone through significant revision, and program/course requirements have changed which may impact their completion.

#### 2.2 RESIDENCY REQUIREMENT

- **a.** Students will be assessed throughout their program to verify that the residency requirement has been met.

#### 2.3 INTERUPTION IN STUDIES

- **a.** Students who want to return to their program will be required to meet all current program requirements upon readmission.
- **b.** Students who return to a program will be assessed for credit from their previously taken courses within the program.
- **c.** Students who are unable to complete due to the program being discontinued will be assessed for recognized prior learning upon admission to their new program of study.

#### 2.4 POSTHUMOUS CREDENTIAL

- **a.** Written requests from an immediate family member will be assessed for eligibility by the Assistant Registrar and forwarded to the appropriate academic chair, and dean for final approval.

#### 2.5 EXCEPTIONS

- **a.** Requests for an exception to this policy must be made in writing to the Director, Enrolment & Registrar by the Academic Chair.
- **b.** The Director, Enrolment & Registrar will provide a response via the College email system within 5 days of the request.