

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

RESPONSIBILITY

2.1 GRADUATION REQUIREMENTS

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| a. All student records will be evaluated against the program requirements prior to assigning a program status of complete | Assistant Registrar |
| b. Students who go beyond the maximum timeframe to complete their credential will be advised to reapply, and be assessed for recognized prior learning | Assistant Registrar |
| 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 | Academic Chair |

2.2 RESIDENCY REQUIREMENT

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| a. Students will be assessed throughout their program to verify that the residency requirement has been met. | Assistant Registrar |
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2.3 INTERRUPTION IN STUDIES

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| a. Students who want to return to their program will be required to meet all current program requirements upon readmission. | Assistant Registrar |
| b. Students who return to a program will be assessed for credit from their previously taken courses within the program. | Academic Chair |
| 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. | Assistant Registrar |

2.4 POSTHUMOUS CREDENTIAL

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| 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. | Assistant Registrar/
Academic Chair/Dean |
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2.5 EXCEPTIONS

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

Executive Policy Sponsor: VP, Academic	Policy Steward: Director, Enrolment & Registrar	Approved: Executive Council, Sept 13, 2017	Effective Date: Oct 1, 2017	Next Review: Sept 2018
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