

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

<u>ACTION</u>	<u>RESPONSIBILITY</u>
2.1 GRADUATION REQUIREMENTS	
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	
a. Students will be assessed throughout their program to verify that the residency requirement has been met.	Assistant Registrar
2.3 INTERRUPTION IN STUDIES	
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	
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
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.	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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