TITLE: **Graduation Policy**

EFFECTIVE DATE: **December 19, 2019**

---

1.   SCOPE

1.1   Authority

This policy is issued under the authority of the President.

1.2   Application

This policy applies to students enrolled in all programs offered by Canadore College of Applied Arts and Technology (hereafter referred to as "Canadore" or "the College").

2.   PURPOSE AND PRINCIPLES

2.1   Purpose

The purpose of this policy is to ensure the validity, consistency and quality of credentials issued by the College.

2.2   Principles

2.2.1   The College is committed to establishing standards that ensure the validity and the quality of the credentials awarded.

2.2.2   The College is committed to a consistent, equitable and transparent process that facilitates students' progression through their chosen program of study to graduation.

2.2.3   The College assigns credentials for all programs consistent with the Minister's Binding Policy Directives *Framework for Programs of Instruction*.

2.2.4   A student must meet all credential requirements of a program in order to be awarded a Canadore College credential.

3.   DEFINITIONS

3.1   Dean

For the purpose of this policy, Dean refers to the academic administrator with program responsibilities.

4.   POLICY

4.1   For each program, the College defines a curriculum which lists courses, sorted by semester that provides a continuum of learning from basic to more complex levels.

4.2   When admitted to a program, students are assigned to the current version of the curriculum.

4.3   In order to graduate, students must have successfully completed all published curriculum requirements in effect at the time of entry into their program of study.

4.4   Students who fail a course in their declared program of study will have to repeat the course. Fees will be assessed for the courses being repeated. Students can repeat courses for better grades. All attempts will be recorded on the student's transcript. The highest grade will be used in the calculation of the Grade Point Average (G.P.A). Students may attempt a course three times. Additional attempts require approval of the Vice President, Academic.

4.5   A minimum G.P.A of 2.0 is required to graduate from most programs. Higher graduating G.P.As may be stipulated for different programs. Where a higher G.P.A is required, it will be published in the Programs' Student Handbook.

4.6   Graduation requirements include any changes made to the program of study while the student was in progress but do not include any changes made to semesters that the student has already completed unless the student interrupts his/her studies for one year or more.

4.7   Students who interrupt their full-time studies for one year or more will be required to meet all program requirements in effect at the time of their return to the College. The College reserves the right to reassess previously granted courses to ensure their relevancy at the time of graduation.

4.8   In the event a program is cancelled or suspended, the College shall endeavor to support the affected students in obtaining an equivalent credential.

4.9   Students may be declined permission to graduate and/or have their credential withheld or revoked in situations such as, but not limited to: failure to settle outstanding debts to the College; failure to return College-owned equipment or materials; and unresolved conduct or academic integrity issues.

4.10   Time Limits for Completing Credential
4.10.1 The standard time limit for completion of a credential is twice the normal length of the program in which the student is enrolled. The College cannot guarantee that courses or programs will be available for a student to complete graduation requirements after this time. A student who completes a credential beyond the

specified time limit will be required to meet the program requirements at the time of credentialing. This may require that the student repeat certain courses, complete additional courses, or follow a new or revised program of study.

4.10.2 Courses that are part of a program taken on a part-time basis through Part-time Studies, must be completed within seven (7) years of commencing the first course.

4.11 College Residency Requirement
To be awarded a Canadore College credential, a student must have completed at least 25% of the program credits through Canadore College.

4.12 Multiple Credentials
4.12.1 Students may qualify for more than one credential by applying common courses toward multiple credentials. At least 25% of the credits for each credential must be unique to that credential.
4.12.2 Multiple credentials will not be awarded for the same study and evaluation. Students who have graduated with an Ontario College Diploma will not be awarded an Ontario College Certificate in the same area of study. Similarly, students who have graduated with an Ontario College Advanced Diploma will not be awarded an Ontario College Diploma in the same area of study.

4.13 Lesser Credential
Students who leave the College before completing their full program (e.g., a two-year diploma instead of a three-year advanced diploma or a one-year certificate instead of a two-year diploma) may be awarded a lesser credential.

4.14 Credential Awarded "In Absentia"
Credentials are awarded to students at Convocation. If a graduating student is absent from the ceremony the diploma or certificate is awarded "in absentia" and may be obtained from the Office of the Registrar.

4.15 Posthumous Award of Credential
A Canadore College credential will be awarded posthumously on the recommendation of the Dean, to students in good standing, who have successfully completed at least 75% of their program requirements.

5. ROLES AND RESPONSIBILITIES
5.1 President
The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President, Academic

The Vice President, Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

5.3 <u>Registrar</u>
The Registrar is responsible to enforce compliance with this policy.

6. EVALUATION
This policy shall be reviewed every five years or earlier if required.