

 <b>Policies</b>		Number <b>8617</b>	Title <b>Credentials and Graduation</b>		
		Replaces	8610		
		Effective	2014-08-01	Next review :	2019-08-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2014-03-19		
VP Education & Students	Registrar	Recommended/Approved by Education Council	2014-06-10		
		Approved by President			

## 1. PURPOSE

This policy fulfills the following purposes:

- (1) To clarify the means by which the College informs a student of a program's graduation requirements.
- (2) To clarify what types of requirements may be included in a program's graduation requirements.
- (3) To direct the reader to Policy 8100: Instructional Programs, Appendix C for the various types of credentials offered at Selkirk College.
- (4) To communicate the percentage of a program's graduation requirements that must be earned through Selkirk College. i.e., the residency requirement.
- (5) To enable the granting of posthumous credentials.

## 2. SCOPE / LIMITS

This policy applies to students enrolled in all programs at Selkirk College. Credentials will be issued in accordance with Policy 8100 Instructional Programs.

When graduation requirements for a program are changed, these changes will become effective when approved by the Education Council.

## 3. PRINCIPLES

- (1) The graduation requirements of a program must be explicitly stated in the program policies provided to the students prior to admission in the program.
- (2) Any changes to the graduation requirements which impact a current or returning student must be discussed with the student and a transition plan must be developed that takes into consideration current program outcomes as well as recognition of the student's prior learning and its currency.
- (3) Graduation requirements can include courses (including labs etc.), co-op terms, GPA requirements, and completion of other educational activities which contribute to the program outcomes of the course. Graduation requirements may also include residency requirements.
- (4) A student who has successfully completed the minimum requirements of a Selkirk College approved program will be granted the appropriate credential.
- (5) Posthumous credentials may be issued in accordance with section 8 below.
- (6) The College will not provide documentation of graduation to a student who is in arrears to the College.
- (7) The assignment of credentials to programs will be approved by the Selkirk College Education Council on the recommendation of the Admissions and Standards Committee in accordance with Policy 8100 Instructional Programs.

#### **4. DEFINITIONS**

See Policy 8610: Admissions and Standards Overview, Appendix A.

#### **5. GRADE REQUIREMENTS**

The minimal requirement for graduation will be a grade point average of 2.00 or equivalent standard. There may be higher standards and additional requirements for graduation in some programs. These requirements will be explicitly stated in the program policies.

Normally the minimum requirement for graduation with Honours is successful completion of program requirements with no grades less than a "B-" and a cumulative grade point average of 3.5 or higher. The requirements for an Honour designation will be stated in program policy.

#### **6. CREDENTIALS**

All Selkirk College credentials as described in Policy 8100 will be issued by the Office of the Registrar, will bear the Registrar's seal and will be signed by the Registrar and the President. Other documents, for example a course completion document, may bear the Selkirk College logo but will not bear the Registrar's seal. Such documents may have other signatories as approved by the Selkirk College Registrar.

#### **7. DUAL AND MULTIPLE CREDENTIALS**

In order to earn a subsequent or higher level credential, a student must complete all of the requirements of the credential. A minimum of 50% of the requirements of the additional credential must be new credits earned while registered in the program. Additionally, the new credits earned must be 18 or more.

Program policies will state the program-level requirements for dual and/or multiple credentials. Students are advised that receiving institutions may or may not recognize the full credit for dual or multiple credentials.

#### **8. POSTHUMOUS CREDENTIALS**

The College may award a credential to a student who, upon death, has not completed the necessary requirements to qualify for the credential.

Posthumous credentials may be awarded at any time:

- (1) To a student who has met all program graduation requirements (no special notations on transcripts or credentials).
- (2) Upon approval of the Dean, to a student who has substantially completed the requirements of the program and for whom successful completion was expected. The notation "posthumous" will be recorded on the student's transcript, but will not appear on the credential.

#### **9. GRADUATION APPEALS**

A student denied graduation may appeal by following the appeals procedure specified by Selkirk College. See Policy 8400: Student Appeals.

## **10. TIME LIMITS FOR COMPLETING A CREDENTIAL**

The standard time limit for a continuously registered student to complete a credential is twice the length of time it takes to complete the program as a full-time student.

A medical or compassionate leave may extend this timeframe. An extended timeframe must be approved by the School Chair and the Dean. Such approval is provided on a case-by-case basis and documented in a student learning plan that is filed with the Registrar's Office. In the case where a student has left the program they must return and complete it within five years. Program policies will detail specific program variations that may reduce this five year norm.

## **11. OTHER RELEVANT POLICIES**

### **12. GLOSSARY OF EDUCATION TERMS IN 8610**

8612 Grading Policy

8613 Student Evaluation Policy

8614 Advanced Standing Policy

8615 Standards of Academic Progress

8616 Student Withdrawals and Refunds Policy

8617 Graduation

3400 Student Code of Conduct

8400 Student Appeals

6550 Protection of Privacy