

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Graduation**

EFFECTIVE DATE: **February 10, 2014**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students in all programs offered by Canadore College.

2. PURPOSE AND PRINCIPLES

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

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

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

2.4 The College assigns credentials for all programs consistent with the Framework for Program of Instruction issued by the Ministry of Training, Colleges and Universities.

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

3. POLICY

3.1 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.

3.2 When registered to a program, students are assigned to the current version of the curriculum.

3.3 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.

- 3.4 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.
- 3.5 A minimum grade point average (GPA) of 2.0 is normally required to graduate. Higher graduating GPAs may be stipulated for different programs. Where a higher GPA is required, it will be published in the Program Student Handbook.
- 3.6 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 more than five years old to ensure their relevancy at the time of graduation.
- 3.7 In the event a program is cancelled or suspended, the College shall endeavour to support the affected students in obtaining an equivalent credential.
- 3.8 Time Limits For Completing Credential
- 3.8.1 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 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.
- 3.8.2 Courses that are part of a program taken on a part-time basis through Continuing Education, must be completed within seven (7) years of commencing the first course.
- 3.9 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.
- 3.10 Multiple Credentials
- 3.10.1 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.
- 3.10.2 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.

3.11 Lesser Credential

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

3.12 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 following Convocation.

3.13 Posthumous Award of Credentials

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

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President ensures the policy is implemented and that compliance is monitored.

4.2 Vice President, Academic

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

4.3 Vice President, Student Services, Enrolment Management, Recruiting and Marketing

The Vice President Student Services, Enrolment Management, Recruiting and Marketing is responsible for the effective implementation of this policy and is to resolve any disputes related to services arising over policy interpretation.

4.4 Registrar

The Registrar is responsible to enforce compliance with this policy.

5. EVALUATION

This policy will be reviewed every three years.