

OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **D. Student and Academic**

SUBJECT: **Graduation Policy**

POLICY NUMBER: **D20**

APPROVALS

New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Human Resources, Finance & Facilities	Executive Committee
Date: June 24, 2009	Date: June 2009	Date: Feb. 2009	Date:	Date:

POLICY STATEMENT

Olds College is mandated to grant parchments, including Certificates, Diplomas, Applied Degrees and Post Graduate Diplomas for those learning activities that have been approved and included in the program registry maintained by Alberta Advanced Education and Technology under the authority of the Post Secondary Learning Act, 2003 (c19.5). Olds College may also award Certificates to learners completing the requirements for credit or non-credit programming, as approved by the Academic Council of Olds College, and offered through the Professional and Continuing Education programs of each academic school. In every case, students must complete all requirements outlined for a credential before it can be awarded.

SPECIFIC GUIDELINES

1. Provincially Approved Credentials

- Applied Degree – 120 credits
- Diploma – 60 credits
- Certificate – 30 credits
- Post-Graduate Diploma – 30 credits

2. College Approved Credentials

- Certificate of Professional Education – 15 credits minimum
- Certificate of Continuing Education – 9 credits minimum
- Certificate of Achievement – 3 credits
- Certificate of Attendance – Non-credit

3. Residency

In order to earn an Olds College credential, students are required to complete a minimum of 25% of their required credits (course load) while enrolled with Olds College.

4. Graduation Standards for Provincially Approved Credentials

- a) Applied Degree
 - Cumulative G.P.A. of 2.50 or better
 - Completion of all required courses and credits
 - Successful completion of the College Writing Proficiency Exam
 - Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment.

- b) Diploma
 - Cumulative G.P.A. of 2.0 or better (or as specified by a program)
 - Completion of required courses and credits
 - Successful completion of the College Writing Proficiency Exam
 - Satisfactory completion of occupational experience and/or assignment, if required.

- c) Certificate
 - Cumulative G.P.A. of 2.0 or better
 - Completion of required courses and credits
 - Successful completion of the College Writing Proficiency Exam, with the exception of the Meat Processing Certificate and Transitional Vocational Programs
 - Satisfactory completion of occupational experience and/or assignment, if required

- d) Post Graduate Diploma
 - Successful completion of all planned program components
 - Successful completion of the College Writing Proficiency Exam
 - Cumulative G.P.A. of 2.5 or better

5. Honour Roll

Olds College recognizes meritorious academic achievement by placing student names on the Honour Roll each semester. The Honour Roll will be posted and is noted on the student's permanent record. To qualify, a student must:

- be registered as a full-time student in courses that specify the standard grading ('A' to 'F') system
- earn a GPA of 3.50 or better
- earn grades greater than 'F' in all courses
- not have been on academic or behavioral probation during that semester
- have no 'I' (Incomplete) grades recorded for that semester

6. Honour and Distinction Designation

- Students obtaining a G.P.A. of 3.5 to 3.699 will receive "Honours" designation.
- Students obtaining a G.P.A. of 3.7 or higher will receive "With Distinction" designation.

7. Program Completion

Students who have a break in study of one-year within the five-year period will fall under the program requirements for the calendar year they re-apply.

Students requesting credit for courses previously taken at Olds College more than five-years prior will be required to apply through the Prior Learning and Assessment Recognition Policy.

8. Second Parchment

A student will only be registered in one program at any one time. A student may complete additional course work, on top of their current course load, that leads to completion of graduation requirements for an additional credential. In order to receive their second parchment, the student is required to complete an Application to Graduate form for each program.

9. Multiple Majors

Within a program, only one parchment will be issued. Furthermore, only one major will be listed on that parchment. If a student has completed the requirements for an additional major under their program, it will be listed on their transcript only.

10. Post Graduate Diplomas

Post Graduate Diploma programs are specially designed on the basis of the student's area of specialization, interest, industry needs, funding opportunities, individual's background and experience as well as career goals.

11. Graduation Ceremony

It is the responsibility of the Registrar to schedule the date of the Graduation Ceremony within the Calendar of Events. Normally the ceremony will be held annually on the third Saturday in June.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice-President Academic and Research in consultation with the Director of Student Services/Registrar. This policy will be reviewed every three (3) years.

Amended: ACC — February 2009
AC — June 2009