

# POLICY

<b>CATEGORY</b>	D. Student and Academic	
<b>SUBJECT</b>	Graduation and Convocation	
<b>POLICY NUMBER</b>	D20	
<b>CROSS REFERENCE</b>	D19 Grading	
<b>ADMINISTRATIVE SERVICES COMMITTEE</b>		<b>ACADEMIC COUNCIL</b>
		November 9, 2017
<b>POLICY STATEMENT</b>		
<p>Olds College is mandated to grant parchments, including certificates, diplomas, applied degrees and post diploma certificates for those learning activities that have been approved and included in the Provider &amp; Program Registry System (PAPRS) maintained by Alberta Advanced Education under the authority of the Post-Secondary Learning Act, 2003 (c19.5). Olds College may also award credentials to learners completing requirements for credit or non-credit programming, as approved by the Academic Council. In every case, students must complete all requirements outlined for a credential before it can be awarded.</p>		
<b>DEFINITIONS</b>		
<ul style="list-style-type: none"> <li>• Parchment - The official document embossed with the Olds College seal and coat of arms acknowledging the completion of the requirements for a credential.</li> <li>• Transcript - The official document of academic history for a student that may include: all attempted and completed course(s) with associated grade(s); credential(s) awarded; academic standing; and grade point average(s). Transcripts are maintained and issued by the Office of the Registrar.</li> </ul>		
<b>GUIDELINES</b>		
<p>It is the responsibility of the Office of the Registrar to issue parchments for provincially approved credentials, Certificates of Professional and Continuing Education and Certificates of Achievement for the Transitional Employment Program.</p> <p>At their discretion, it is the responsibility of the Continuing Education department to issue Certificates of Achievement (for programs with 3-11 credits), Certificates of Completion and Certificates of Participation.</p> <p>To be awarded an Olds College credential, students are required to earn a minimum of 25% of the credits from Olds College.</p> <p><b>Honours and Distinction Designation</b></p> <ul style="list-style-type: none"> <li>• Students obtaining a program G.P.A. of 3.50 to 3.69 in a provincially approved credential will receive “Honours” designation.</li> <li>• Students obtaining a program G.P.A. of 3.70 or higher in a provincially approved credential will receive “With Distinction” designation.</li> </ul> <p><b>Program Completion</b></p> <p>Students complete the program requirements of the approved Program of Study at the time of their first enrolment. If a change is approved to a Program of Study, the college will make reasonable efforts to provide opportunities for the student to complete their program requirements.</p> <p>Students have five-years from the date of their first enrollment in a program to complete all requirements. Students re-commencing study after a break of 12 months or longer, within a five-year period, must reapply for admission and will fall under the Program of Study in effect for the academic year during which they recommence their studies.</p>		

**Exceptions to Graduate**

Exceptions to graduate can only be approved by the Registrar in consultation with the Chair. Requests for exception must be received in writing to the Office of the Registrar.

**Multiple Programs**

A student will only be registered in one program at any one time. A student may complete additional coursework that leads to completion of program requirements for an additional program. There is no limit on how many credit courses can be used to meet the program requirements of a second program if it is a higher credential. However, when completing a lesser credential after having completed a higher credential, a minimum of 10% new credit is required.

**Multiple Majors**

Students may complete courses from multiple majors concurrently or sequentially.

**Convocation**

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

**IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

<b>VICE PRESIDENT Responsible for:</b>	Academics
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<b>REVIEW PERIOD:</b>	5 Years
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# PROCEDURE

SUBJECT AND POLICY NUMBER:	D20 Graduation and Convocation
VICE PRESIDENT Sign Off Date:	June 14, 2018

## 1. Graduation Standards for Provincially Approved Credentials

### a. Applied Degree

- Completion of 120 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.50 or better
- Satisfactory completion of 30 credits of Directed Field Studies in an approved employment environment

### b. 60 credit Diploma

- Completion of 60 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### c. 30 credit Diploma

- Completion of 60 credits (30 credit Diploma and related 30 credit Certificate or equivalent)
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### d. Certificate

- Completion of 12 to 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

### e. Post Diploma Certificate

- Completion of 30 credits
- Successful completion of all planned program components
- Cumulative G.P.A. of 2.00 or better

## 2. Graduation Standards for College Approved Credentials

### a. Certificate of Professional and Continuing Education

- Completion of programs with 12 or more credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### b. Certificate of Achievement

- Completion of programs with 3 to 11 credits, or completion of the 30 credit Transitional Employment Program
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better

### c. Certificate of Completion

- Successful completion of a credit course

d. Certificate of Participation

- Successful completion of a non-credit course requirements

### **3. Issuing of Parchments**

Within a program only one parchment will be issued. All majors completed concurrently will be indicated on the parchment. If an additional major(s) is completed in a different year, the original parchment must be surrendered to the Office of the Registrar to receive a new parchment listing all majors.

Parchments are issued three times per year, in February, June and October, for students that have fully completed their program requirements and submitted an application for graduation. Parchments are sent to students by regular mail to the address on the student record.

Parchments may be issued at other times, with the approval of the Registrar, where needed for industry licensing.

### **4. Application for Graduation**

It is the responsibility of each student to submit an application for graduation in order to be assessed for program completion, and subsequently receive a parchment. All program requirements must be completed by the last date of the application window.

- February parchment – apply between September 1 and December 31.
- June parchment – apply between January 1 and April 30.
- October – apply between May 1 and August 31.

### **5. Convocation**

Application to attend convocation will open December 1 of each academic year. It is the responsibility of each student to submit an application by May 1 if they wish to attend.

To be eligible to attend convocation, students must meet the following requirements by May 1:

- Be in good standing (refer to Policy D31 Academic Integrity), and
- Have 9 or fewer credits outstanding in provincially approved programs, or
- Are expected to complete a provincially approved program by August 31, or
- Completed program requirements for provincially approved or college approved programs of 12 or more credits in the last 12 months (May 2 to May 1), or
- Received final period of technical training