

Procedure Name:	GRANTING OF CREDENTIALS PROCEDURES
Approval Date:	Dec 4, 2020
Procedure Holder(s):	Education Council
Procedure Number:	EDU-018P



GRANTING OF CREDENTIALS PROCEDURES

(Policy: Granting of Credentials Section 4.00)

These procedures are to be modified and approved by EdCo in consultation with the Registrar's Office as operationally required.

4.00 PROCEDURES FOR GRANTING CREDENTIALS

- 4.01 By August 1, 2020, all programs must abide by the new credential timeframes.
- 4.02 Students requiring an extension to the credential timeframe must apply to the Program Coordinator/Academic Head/Department Chair, who will review the extension in consultation with the Dean and the Registrar. Notification of revised completion date will be documented in the student record.
- 4.03 Deviations from approved graduation requirements must be submitted in writing by the Program Coordinator/Academic Head/Department Chair for approval by the Dean and the Registrar and documented on the Student Record.
- 4.04 Some programs require students to apply for graduation.
- 4.05 For programs that have an opt-out, students must formally request the lesser credential.
- 4.06 The Registrar's Office requires a minimum of (6) six weeks to confirm the eligibility for a student to receive a credential.
- 4.07 Students must be in good financial standing to receive a credential.
- 4.08 Minimum GPA or percentage for credential eligibility is based on credential sought.
- 4.09 Students on restricted enrolment are required to appeal for graduation if they satisfy the requirements of graduation during the restricted period.
 - i. The appeal will be reviewed by the program Dean, Registrar, and the Program Coordinator/Academic Head/Department Chair.
 - ii. The student may be required to submit a letter of support from the institution they completed the course at demonstrating that they maintained good standing.

- iii. The student is required to write a letter detailing their understanding of the issue and the consequences for not receiving the credential.
- 4.10 Honour's standing will be determined by the Registrar's Office.
- 4.11 Confirmation of a credential is based on the end date of the final required course.
- 4.12 Students can apply to attend the annual convocation to celebrate their success.
- 4.13 Students must pay for duplicate credentials.