

**TITLE: GRADUATION, CERTIFICATION, AND COMPLETION**

**POLICY STATEMENT:**

Red Deer College offers instruction leading to the awarding of Certificates, Diplomas, Advanced Certificates and Applied Degrees. Red Deer College recognizes successful program completion through the issuance of credentials for programs that are approved by the President and Advanced Education and Technology.

**PURPOSE:**

This policy identifies the criteria that govern eligibility for graduation from Red Deer College and the procedure for requesting and receiving credentials.

**SCOPE:**

This policy applies to all students in credit, continuing education, apprenticeship, and collaborative programs at Red Deer College and to all staff who are involved in assessing eligibility for graduation and issuing approved credentials.

**PRINCIPLES:**

Students have the right to complete Red Deer College programs in which they have commenced studies.

Red Deer College reserves the right to cancel programs.

Procedures and decisions at Red Deer College

- Are nondiscriminatory, respectful, dignified and unintrusive.
- Provide appropriate confidentiality and privacy.
- Provide appropriate access to education.
- Ensure that all learners are treated fairly.
- Operate with clear written expectations for learner conduct and handling of complaints.
- Ensure that all accreditation standards are met.
- Ensure that a high standard of administration and instruction in all areas of educational programs is maintained and clearly stated in College practices and policies.

**Definitions:**

- **Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied by the individual toward the requirements for a degree, diploma, certificate, or other formal award.
- **Credit Certificate:** Successful completion of published graduation requirements for an Alberta Advanced Education and Technology approved program of not less than two fulltime terms of academic study.
- **Advanced Certificate:** Successful completion of published graduation requirements and that requires a previous post-secondary credential in a program where the prerequisite is another post-secondary credential.

- **Diploma:** Successful completion of published graduation requirements for an Alberta Advanced Education and Technology approved program of not less than four fulltime terms of academic study.
- **Diploma in University Transfer Studies:** Successful completion of the equivalent of twenty single-term, three-credit University Transfer courses (minimum grade point average of 2.0).
- **Applied Degree:** Successful completion of published graduation requirements for an Alberta Advanced Education and Technology approved program of not less than six fulltime terms of academic study and two terms of work experience.
- **Certificate of Completion:** Successful completion of a non-credit program of studies at Red Deer College offered through Extension Services or Apprenticeship training.
- **Certificate of Attendance:** For compliance with the attendance expectations of a prescribed non-credit learning activity or for participation in a credit program offered at Red Deer College in collaboration with another credential-granting post-secondary institution.
- **High School Equivalency Diploma:** Successful completion of published requirements in the career and academic upgrading program.
- **Residency Requirements:** A minimum of 25% of the total course credits must be Red Deer College courses. Individual programs may have higher requirements as specified in the College calendar.

#### **GUIDELINES:**

1. To graduate from a Red Deer College program, a student must meet the graduation requirements for the program as listed in the College calendar in effect at the time of admission. Red Deer College parchments are issued by the Office of the Registrar after confirmation that requirements have been met.
2. Collaborating institutions or partners associated with a specific Red Deer College program may, in some instances, be recognized on the Red Deer College Parchment.
3. At the discretion of the Program Chair, students with dated course work may be required to complete additional courses in order to meet graduation requirements.
4. Minimum program grade point averages required for graduation are set by the College and are specified in the Academic Calendar.
5. Students may earn multiple credentials and parchments. Academic courses completed at Red Deer College may be applied to an additional credential with the condition that additional practica, fieldwork, or work experience requirements are completed as part of the additional credential. A lesser credential in the same area is not granted once a higher-level credential has been awarded.
6. Students who have debts owing to Red Deer College do not receive notification of graduation and do not receive a parchment; however they can request transcripts through the regular process.
7. If a program is cancelled, students registered in the cancelled program have one year after the expected graduation date for the last enrolled cohort to complete the requirements of the Red Deer College certificate, advanced certificate, diploma, or applied degree.

8. The awarding of a credential is recognized by stating the credential and the date issued on the Red Deer College Transcript and by issuing a Parchment.
9. Certificates of Attendance are issued by Departments, Program Areas, Extension, and/or other areas of the College at any time. The format for Parchments are standardized across the College.
10. A credential may be awarded posthumously to a deceased student who had essentially completed a program or was completing the last term of a program.
11. Lost parchments may be replaced upon the payment of a fee. A duplicate parchment will replicate the original except where changes have been made to the program name or design of the parchment. If a program name has changed, the College has no obligation to reissue a parchment with a previous program name.
12. Parchments for winter term graduates are distributed at the Spring convocation or at graduation ceremonies. Non-attendees' Parchments are mailed within one month of the ceremony. Parchments for Fall term graduates are mailed by the end of February of the next term.
13. The name on the parchment is the full legal name.

#### **PROCEDURE FOR ISSUING PARCHMENTS**

1. The graduation audit process begins after the last day to withdraw from classes in Fall term.
2. The Registrar's Office staff prepares a list of all students who are registered in programs that are eligible to receive parchments and checks their graduation requirements and eligibility for graduation after grades are received for Fall, Winter, and Spring terms.
3. The Registrar's Office Staff mails parchments to students who meet the graduation requirements and who do not attend convocation.

**RESPONSIBILITY:** Registrar, Executive Vice President Academic

**CONSULTATION FOR REVIEW:** Students, Chairs, Registrar's Office Staff

**POLICY REVIEW DATE:** January 1, 2014

**EFFECTIVE DATE:** January 1, 2009

**REVISED DATE:** January 1, 2001  
January 9, 2002  
June 2, 2003  
January 1, 2009