


Procedure Name:	GRANTING OF CREDENTIALS	
Approved By:	Board of Governors	
Approval Date:	December 4, 2020	
Next Scheduled Renewal Date:	November 2025	
Procedure Holder:	Education Council	
Operational Lead:	Registrar and Director of Institutional Research	
Procedure Number:	EDU-019P	

GRANTING OF CREDENTIALS PROCEDURE

1.00 PURPOSE

- 1.1 This procedure accompanies [EDU-019, Granting of Credentials Policy](#).
- 1.2 These procedures are to be modified and approved by EdCo in consultation with the Registrar's Office as operationally required.

2.00 DEFINITIONS

- 2.1 For a list of all definitions related to Educational Policies: [Education Council Policy and Procedures Definitions](#).

3.00 CREDENTIAL TIMEFRAMES

- 3.1 By August 1, 2020, all programs must abide by the new credential timeframes.
- 3.2 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.
- 3.3 Notification of revised completion date will be documented in the student record.

4.00 GRADUATION REQUIREMENTS

- 4.1 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.
- 4.2 Some programs require students to apply for graduation.

5.00 CREDENTIALS

- 5.1 For programs that have an opt-out, students must formally request the lesser credential.
- 5.2 The Registrar's Office requires a minimum of six weeks to confirm the eligibility for a student to receive a credential.
- 5.3 Students must be in good financial standing to receive a credential.
- 5.4 Minimum GPA or percentage for credential eligibility is based on credential sought.

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- 5.5 Honour's standing will be determined by the Registrar's Office.
- 5.6 Confirmation of a credential is based on the end date of the final required course.
- 5.7 Students can apply to attend the annual convocation to celebrate their success.
- 5.8 Students must pay for duplicate credentials.

6.00 GRADUATION APPEALS

- 6.1 Students on restricted enrolment are required to appeal for graduation if they satisfy the requirements of graduation during the restricted period.
 - a) The appeal will be reviewed by the program Dean, Registrar, and the Program Coordinator/Academic Head/Department Chair.
 - b) 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.
 - c) The student is required to write a letter detailing their understanding of the issue and the consequences for not receiving the credential.

7.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 7.1 [EDU-019, Granting of Credentials Policy](#)

8.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			