

Procedure Name:	GRANTING OF CREDENTIALS PROCEDURES
Approval Date:	February 8, 2019
Procedure Holder(s):	Education Council
Procedure Number:	EDU-018P



## GRANTING OF CREDENTIALS PROCEDURES (Policy: Granting of Credentials Section 4.00)

### 1.00 DEFINITIONS

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

### 2.00 PROCEDURES FOR GRANTING CREDENTIALS

- 2.01 By August 1, 2020, all programs must abide by the new credential timeframes.
- 2.02 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.
- 2.03 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.
- 2.04 Some programs require students to apply for graduation.
- 2.05 The Registrar's Office requires a minimum of (6) six weeks to confirm the eligibility for a student to receive a credential.
- 2.06 Students must be in good financial standing to receive a credential.
- 2.07 Minimum GPA or percentage for credential eligibility is based on credential sought.
- 2.08 Honour's standing will be determined by the Registrar's Office
- 2.09 Confirmation of a credential is based on the end date of the final required course.
- 2.10 Students can apply to attend the annual convocation to celebrate their success.
- 2.11 Students must pay for duplicate credentials.