

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 appropriate authority.

PURPOSE:

This policy identifies the criteria that govern eligibility for graduation 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, participation in convocation, and issuing approved credentials.

PRINCIPLES:

Procedures and decisions at Red Deer College:

1. Treat all persons fairly and respectfully.
2. Are nondiscriminatory and nonintrusive.
3. Incorporate open, honest and timely communication.
4. Are made in a timely manner.
5. Provide appropriate confidentiality and privacy.
6. Provide appropriate access to education.
7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
8. Operate with clear written expectations for conduct and handling of complaints.
9. Meet all accreditation standards.
10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS:

Advanced Certificate: Successful completion of published program graduation requirements normally consisting of 30 credits where admission is based on completion of a previous post-secondary credential.

Applied Degree: Successful completion of published graduation requirements for an approved program of academic study normally consisting of the completion of a diploma plus 60 credits of academic study and two terms of work experience.

Baccalaureate Degree: Successful completion of published graduation requirements for an approved program normally consisting of 120 credits of academic study.

Certificate: Successful completion of published program graduation requirements for a credit program normally consisting of 30 credits of academic study or completion of a Career Development program.

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.

Certificate of Completion: Successful completion of the final year of an Apprenticeship program.

Credential: Issuance of a certificate, diploma, applied degree or degree, indicating the credential type by discipline, approved under the authority of the Post Secondary Learning Act.

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 certificate, diploma, degree, advanced certificate or other formal award.

Credit Course: A series of learning opportunities within a specific subject area to which an academic credit is assigned on the basis of the number and type of instructional hours.

Credit Program: A credit program is comprised of a set number of courses that, upon completion, result in the awarding of a credential (certificate, diploma, applied degree or degree) that has received or requires Academic Council approval.

Diploma: Successful completion of published graduation requirements for an approved program normally consisting of 60 credits of academic study.

Diploma in University Transfer Studies: Successful completion of the equivalent of 60 university transfer credits.

High School Equivalency Diploma: Successful completion of published graduation requirements in the Career and Academic Preparation Program.

Honorary Degree: An award conferred on an individual as a way to honour the contributions they have made to the College, the Central Alberta region, the nation, or society in general.

Non-credit Program: All on-campus and off-campus courses, programs, and learning activities such as Corporate Training, Continuing Education programs and Apprenticeship training.

Parchment: The paper embossed with the RDC seal, coat of arms and logotype signed by the President and Registrar acknowledging the completion of the requirements for a credential.

Residency Requirements: A minimum of 50% of the total course credits for the program graduation requirements must be Red Deer College courses.

Transcript: The official record of academic history for a student, printed on tamper proof paper, documenting courses completed, grades, grade point average, academic standing, award of a credential and co-curricular activities.

GUIDELINES:

1. To graduate from a Red Deer College program, a student must meet the graduation requirements for the program as published in the Academic Calendar in effect at the time of admission providing continuous registration is maintained. When there has been a break in attendance (fall or winter term) students must reapply and the program requirements in effect at that time will apply. Red Deer College parchments are issued by the Registrar's Office 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. 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 specified by program and are listed 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, work experience or course work requirements are completed as part of the additional credential. A lesser RDC credential in the same area is not granted once a higher-level RDC credential has been awarded.
6. 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.
7. Official parchments and official transcripts are not issued if the student has outstanding debt with the college. The name on the parchment is the full legal name and the format for parchments is standardized across the College.
8. Certificates of Attendance are issued by Departments, Program Areas, Schools, and/or other areas of the College at any time.
9. 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.
10. 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 design of the parchment.
11. Red Deer College retains the right to cancel programs. Upon cancellation students have the right to complete the program in which they have commenced studies as specified in the Academic Calendar at the time of admission.
12. 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.

PROCEDURE:

1. The graduation audit process begins after the last day to withdraw from classes in Fall term.

2. The Registrar's Office prepares a list of all students who are registered in programs that are eligible to receive parchments then checks the program graduation requirements and student eligibility for graduation after grades are received for Fall, Winter, and Spring terms.
3. Parchments are issued upon completion of program requirements for winter term graduates and are distributed at convocation. Non-attendees' parchments are mailed within one month of the convocation. Parchments for Fall term graduates are mailed by the end of February of the next term.
4. The Certificate of Completion is issued upon request.

OFFICER RESPONSIBLE: Chair, Academic Council

RECOMMENDING AUTHORITY: Academic Council

CONSULTATION FOR REVIEW: Students' Association, School Councils, Deans' Council, Registrar's Office

POLICY REVIEW DATE: June 2020

EFFECTIVE DATE: December 1, 2015

REVISION HISTORY: January 1, 2001
 January 9, 2002
 June 2, 2003
 January 1, 2009
 December 1, 2015

RELATED POLICIES:

Academic Credit Assignment to Courses
Admission of Students to Credit Programs
Non-Credit Programming
Prior Learning Assessment and Recognition
Credit Program Suspension or Cancellation
Honorary Degree Policy

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.