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| <b>Graduation and Completion</b>   |  |
| <b>Category:</b> Academic  | <b>Approval Date:</b> January 9, 2020  |
| <b>Policy Owner:</b> Academic Council  | <b>Effective Date:</b> January 1, 2020 |
| <b>Policy Administrator:</b> Academic Policy Committee                             | <b>Review Period:</b> 5 years          |
| <b>Recommended by:</b> Academic Council  |  |
| <b>Associated Documents</b><br><a href="#">Graduation and Completion Procedure</a> |  |

## PURPOSE

This policy identifies the criteria that govern eligibility for graduation and completion and the procedures to request, issue and rescind credentials.

## SCOPE

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

## POLICY

Red Deer College recognizes successful program completion through the issuance of credentials for programs that are approved by the Board of Governors as authorized by the *Post-Secondary Learning Act* and the *Program of Study Regulation*.

## DEFINITIONS

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

**Bachelor’s Degree:** Successful completion of published graduation requirements for an approved Program of Study normally consisting of 120 credits of academic study.

**Bachelor’s Degree (Honours):** Successful completion of published graduation requirements for an approved Program of Study normally consisting of 120 credits with a particular focus on a discipline.

**Bachelor’s Degree with an Applied Focus:** Successful completion of published graduation requirements for an approved program of study normally consisting of:

- the completion of a diploma plus up to 60 credits earned through one year of academic study and one year of work experience, or
- the completion of 90 credits of academic study with 30 credits of applied study for a total of at least 120 credits.

**Certificate:** Successful completion of published graduation requirements for an approved Program of Study 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 RDC in collaboration with another credential-granting post-secondary institution.

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

**Credential:** Issued upon completion of graduation requirements indicating the credential type by discipline.

**Credit:** Recognition of attendance or measure of performance in an instructional activity (course or program) that can be applied toward the requirements for a credential 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 that has received or requires Academic Council approval.

**Diploma:** Successful completion of published graduation requirements for an approved Program of Study 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 Academic Upgrading Program.

**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.

**Program Level:** The level of education determined by the courses in a program and identified on the official transcript as apprenticeship, continuing education, credit, or academic upgrading.

**Programs of Study:** Credit programs approved for delivery by RDC under the Programs of Study Regulation.

**Residency Requirements:** A minimum of 50% of the total course credits for the program graduation requirements must be RDC courses unless a formal agreement for alternate pathways has been approved by the Vice President Academic.

**Transcript:** The official record of a student's academic history, printed on tamper proof paper or sent electronically between institutions, documenting the program level, courses completed, grades, grade point average, academic standing, award of a credential and co-curricular activities.

## **RELATED POLICIES**

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[Credit Program Suspension, Cancellation and Reinstatement](#)

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