Graduation and Completion Policy	
Category: Academic	**Approval Date:** November 21, 2022
Policy Owner: Academic Council	**Effective Date:** November 21, 2022
Policy Administrator: Academic Policy Committee	**Review Period:** 5 years
Recommended by: Academic Council	
Associated Documents Graduation and Completion Procedure	

PURPOSE

This policy identifies documents and requirements used for graduation and completion and the procedures to request, issue and rescind credentials.

SCOPE

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

POLICY

Red Deer Polytechnic 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

Credential is issued upon completion of graduation requirements indicating the credential type by discipline.

Parchment refers to 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.

Transcript means 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
Academic Calendar
Academic Standing
Admission of Students to Credit Programs
Assignment of Academic and Billing Credits to Courses
Credit Program Suspension, Cancellation and Reinstatement
Non-Credit Programming
NEW Program Structure and Definitions
Recognition of Prior Learning and Transfer Credit
Student Rights and Responsibilities
Student Appeals