

<b>Graduation and Completion Procedure</b>	
<b>Policy:</b> Graduation and Completion Policy	
<b>Category:</b> Academic	<b>Approval Date:</b> November 21, 2022
<b>Procedure Owner:</b> Office of the Registrar	<b>Effective Date:</b> November 21, 2022
<b>Procedure Administrator:</b> Academic Policy Committee	<b>Review Period:</b> 5 years
<b>Associated Documents:</b> None	

## PROCEDURE

1. The Office of the Registrar begins the graduation audit process after the last day to withdraw from classes each term. The program graduation requirements and student eligibility are confirmed after grades are received each term.
2. Parchments are issued upon confirmation of student eligibility for Winter Term and are distributed at Convocation. Non-attendees' parchments are mailed within one month of convocation. Parchments for Fall, Spring, and Summer term graduates are mailed by the end of the next term.
3. The Certificate of Completion is issued upon request.
4. RDP reserves the right to rescind a credential and correct official transcripts issued as a result of administrative errors.
5. A credential issued to an RDP graduate may be rescinded upon evidence that the graduate obtained the academic credential by deceit, fraud or academic misconduct of a nature that had it been discovered prior to graduation would have resulted in expulsion.
6. To graduate from a program, a student must meet the graduation requirements for the program as published in the official Academic Calendar in effect at the time of admission providing continuous registration is maintained. When there has been an absence of one or more terms (Fall or Winter) students must reapply for admission. The program requirements in effect at the time of readmission will apply.
7. Collaborative students must meet the graduation requirements of the Collaborative program as determined by the Collaborative institution in order to participate in RDP Convocation.

8. Students with dated course work may be required to complete additional courses in order to meet graduation requirements as published in the Academic Calendar for their program.
9. Minimum program cumulative grade point averages required for graduation are specified by program and are listed in the Academic Calendar. Where no minimum cumulative grade point average is indicated, successful completion of all courses is required to graduate.
10. Students may earn multiple credentials and parchments:
  - a. Courses completed at RDP may be applied to earn an additional credential in a different program, with the condition that additional practica, fieldwork, work experience or course work is completed to meet the graduation requirement of the additional credential.
  - b. A lesser credential in the same discipline is not granted if an equivalent or higher credential has been awarded.
  - c. A second parchment will not be issued when additional courses are completed as a second major in the same program.
11. The awarding of a credential is recognized by stating the credential and the date issued on the official Transcript and by issuing a parchment.
12. Parchments are issued by the Office of the Registrar. Parchments and official Transcripts are not issued if the student has an outstanding debt with the college. The name on the parchment is the full legal name and the format for parchments is standardized across the Polytechnic.
13. Certificates of Attendance may be issued by Departments, Program Areas, Schools, and/or other areas of the College at any time.
14. 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.
15. A parchment, lost or damaged, may be replaced upon payment of a fee. A duplicate parchment will replicate the original except where changes have been made to the design of the parchment.
16. If a program is suspended students registered in the program will have one year after the expected graduation date, for the last enrolled cohort, to complete the graduation requirements in the RDP program.
17. A credential cannot be issued for a program that has been cancelled and is no longer an approved Program of Study at RDP.
18. Schools may establish, upon approval by Academic Council, a GPA required for a notation of "With Distinction" on the bachelor's degree parchment and transcript.