



## Policy on Graduation - Policy: A08 - 6

Revised/Reviewed: July 1, 2016 – VP Academic Office

### **I. Purpose**

Assiniboine Community College shall confer approved credentials to qualifying students at convocation ceremonies following successful completion of all institutional and program requirements.

### **II. Scope**

This policy applies to all credentials offered by the College as defined in Policy A09 Credentials Awarded by Assiniboine Community College.

### **III. Definitions**

#### **i. Minimum Credits**

The College establishes the minimum number of credits to fulfill each credential type as specified in Policy A09 - Credentials Awarded by Assiniboine Community College.

#### **ii. Required GPA**

The Graduation Grade Point Average (GGPA) is calculated by dividing the sum of all grade points achieved and counted towards a program credential by the sum of all those credits.

#### **iii. Program Time Limits**

Program time limits are calculated from the first day of the term in which the student is accepted into any given program.

### **IV. Policy**

To fulfill program graduation requirements and earn an approved credential, students must meet each of the following:

- i. Students must successfully complete all program and course requirements of an approved program of study.

- ii. Students must achieve a minimum grade of D per course as indicated in the Calendar in compliance with academic policies. For courses where a minimum course grade higher than D is required to fulfill graduation requirements for a specific program, these requirements will be specified in the Calendar.
- iii. Students must achieve a minimum Graduation Grade Point Average (GGPA) of 2.00.
- iv. Students must fulfill all program and institution regulations as indicated in the Calendar and in compliance with academic policies.
- v. Students must successfully complete all program and course requirements within program time limits. The College requires program completion within five years. Exceptions may be granted in cases of extenuating circumstances.
- vi. Students must be in good academic standing.
- vii. Students must meet the academic residency requirement for their program. The normal requirement is that students complete at least 50% of program credits through Assiniboine Community College.

#### **Notes**

Programs may establish regulations that stipulate additional graduation standards and requirements or establish exemptions to the institutional graduation policy. These requirements must be approved by the Dean of the program concerned, the Vice President Academic, and the Registrar. The College will publish these requirements in the Calendar.

The program and institution regulations indicated in the Calendar for the academic year in which the student is accepted into a program will govern fulfillment of program and institution regulations.

### **V. Convocation Process**

The process for graduation and details of convocation ceremonies will be published on the Registrar's Office website. Communication with students and graduates will be through official college email.

### **VI. Policy Authority**

The Vice President Academic is responsible for this policy.

The Registrar is responsible for administration and interpretation of this policy.

Questions regarding interpretation of this policy should be directed to:

Office of the Vice-President Academic  
1430 Victoria Ave. East  
Brandon, MB R7A 2A9  
Phone: 204.725.8700 / 800.862.6307  
Email: [VPAcademic@assiniboine.net](mailto:VPAcademic@assiniboine.net)

## VII. Appeals

Students may appeal a decision made using this policy by following the steps outlined in Policy A01 - Academic and Disciplinary Appeals. Requests for extensions to the program time limit follow the appeal process.

## VIII. Policy History

Policy Change Date	Details
Approved: June 27, 2016	Replaces Policy A08 Student Evaluation and Progression, effective July 1, 2016.

## IX. Related Policies

Academic and Disciplinary Appeals (A01)  
Student Concerns and Complaints (A04)  
Attendance and Punctuality (A05)  
Prior Learning Assessment and Recognition (A06)  
Credit for Previous Education (A07)  
Academic Responsibilities (A08-1)  
Academic Standards (A08-2)  
Evaluation of Student Learning (A08-3)  
Grades (A08-4)  
Student Academic Standing and Progression (A08-5)  
Credentials Awarded by Assiniboine Community College (A09)  
Application and Admission to College Programs (A17)

Date

July 15/16

President

