

## **GRADUATION REQUIREMENTS AND ISSUANCE OF CREDENTIALS PROCEDURE**

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	College Credentials Policy
<b>Approval Date:</b>	June 19, 2017
<b>Effective Date:</b>	June 1, 2017
<b>Procedure Owner:</b>	Chief, Customer Experience Officer
<b>Procedure Administrator:</b>	Senior Manager, Registrar

### **Overview:**

NorQuest College (college) recognizes learners for successful completion of program requirements by issuing official graduation status as well as credentials in the form of both transcripts and parchments. The college grants credentials for Ministry approved credit programs.

The purpose of this procedure is to define the criteria that govern eligibility for graduation and procedures for issuing credentials.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### **Procedures:**

The Office of the Registrar is responsible for establishing graduation application deadlines, reviewing student records for graduation eligibility, and issuing credentials. The processes and timelines are developed to align with the annual Convocation Ceremony.

#### **Graduation Requirements and Process**

- Official program graduation requirements are reviewed annually and published in the NorQuest College Academic Calendar. In order to be eligible to graduate, students must successfully complete all program and grade point average (GPA) requirements. The requirements that apply to a particular student are determined by the requirements published for the year they were admitted to their program. Students must also meet the course Residency Requirement of 50% (refer to the [Transfer Credit Procedure](#) for more information).
- Students who have completed or will complete their program requirements during the current academic year must apply for graduation via their MyQuest account. Applications to graduate are limited to the academic year in which a student applies. If a student is not successful in achieving their credential in that year, they must re-apply to graduate during the year they complete the outstanding requirements.
- Upon receipt of the application to graduate, the Office of the Registrar will review each student's record. As each applicant's eligibility to graduate is determined, a notification email is sent to the student's NorQuest MyMail email account. An explanation of missing requirements is sent when required.
- If all requirements have been completed, the credential will be issued within 30 days of the final grade submission. A transcript

notation of completion is added to the student record. The parchment is mailed to the student's address as recorded on their MyQuest account.

### **Credentials**

- The college may issue Alberta Advanced Education approved credentials for Certificates, Diplomas, and NorQuest High School Equivalency Diplomas.
- Credentials can be issued at any time of year. To receive a credential, a student must apply to graduate and have their eligibility reviewed.
- A credential for a program is conferred upon a student once, even if the student successfully completes the program requirements more than one time. The credential notated on the official transcript will reflect the earliest program completion date.
- An official parchment will be issued once and can only be issued in the student's legal name as indicated on the student record. Parchments may be reissued if a student submits a signed Declaration for Parchment Replacement Form confirming loss or damage of the original parchment or a legal name change. If it is not lost, the original parchment must be returned. A duplicate parchment will replicate the original except for a Reprint Date notation, as well as any design changes that may have been made to the NorQuest College parchment since the issuance of the original document. The replacement will bear the signatures of officials in office at the time of reprint.

### **Honours Distinction**

- Post-secondary Certificate and Diploma programs (excluding Employment Certificates) recognize the Honours distinction for outstanding academic achievement. To qualify for graduation with Honours, a student must have achieved an overall grade point average (GPA) of 3.7 or greater, with no courses having been failed or repeated. The Honours distinction will be noted on the transcript and parchment of qualified graduates.

### **Honorary Diploma**

- An Honorary Diploma is awarded annually at the college Convocation Ceremony.
- Eligible nominees will come from NorQuest's community which includes, but is not limited to, the geographic regions of the college as well as the social, economic, educational and political reaches of the institution be they local, national or international.
- The granting of the Honorary Diploma falls under the authority of the Board of Governors. The Honorary Diploma Selection Committee holds the responsibility to conduct a search and make a recommendation of recipients to the Board.

### **Definitions:**

**Academic Calendar:** an annual publication of academic regulations, academic dates, programs of study, and course descriptions. The NorQuest College website is the official source of Academic Calendar information.

**Academic Year:** the twelve-month period from July 1 to June 30.

**Certificate:** a credential received for a program of one year, or less.

**Convocation:** a formal ceremony and time-honoured post-secondary tradition to celebrate the achievement of students who qualify as graduates.

**Credential:** a qualification issued upon completion of a program of study approved under the authority of the *Post-Secondary Learning Act*.

**Diploma:** a credential received for a two year program, or a one year program following the completion of a certificate (exception: High School Equivalency Diploma).

**Graduation:** the formal recognition of the conclusion of a program of study once a student has successfully completed all requirements.

**High School Equivalency Diploma:** credential awarded based on the completion of specific high school level courses.

**Honours:** distinction for outstanding academic achievement.

**Honorary Diploma:** an award conferred on an individual as a way to recognize distinguished citizens who have made an outstanding and significant contribution to NorQuest and the communities the college serves, or have demonstrated excellence in upholding the values and/or mission of NorQuest College.

**Parchment:** the official document embossed with the NorQuest College seal and logo, and signed by the Board of Governors Chairperson, President and CEO, and Registrar acknowledging the completion of the requirements for a credential.

**Residency Requirement:** the minimum number of credits in a program that must be taken through NorQuest College in order to receive a credential.

**Transcript:** the official permanent record of a student's academic activities while enrolled at the college including: all attempted and completed course(s) with associated grade(s); accepted transfer credit(s); credit(s) awarded by challenge examination or prior learning; credential(s) awarded; and term and cumulative grade point average. Transcripts are maintained by the Office of the Registrar in perpetuity.

**Related NorQuest College Information:**

- Academic Calendar Procedure (to be developed)
- [College Credentials Policy](#)
- [Transfer Credit Procedure](#)
- [Declaration for Parchment Replacement Form](#)

**Related External Information:**

- [Post-Secondary Learning Act](#)

**Next Review Date:**

June 2021

**Revision History:**

June 2017: New  
August 2019: Compliance Office template & reorganization update