



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.

Functional category	Academic
Parent policy	College Credentials Policy
Approval date	June 11, 2025
Effective date	June 11, 2025
Procedure owner	Vice President, Enrolment & Communications
Procedure administrator	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.

This procedure defines 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.

Procedure

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

1. Graduation Requirements and Process

- 1.1. Official program graduation requirements are reviewed annually and published in the NorQuest College Academic Calendar. 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 [Recognition of Prior Learning procedure](#) for more information).
- 1.2. Students who have completed, or will complete, their program requirements during the current academic year must apply for graduation through 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.
- 1.3. Upon receipt of the application to graduate, the Office of the Registrar will review the student's record. As each applicant's eligibility to graduate is determined, a notification email is sent to the student's NorQuest email account. An explanation of missing requirements is sent when required.
- 1.4. 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.

2. Credentials

- 2.1. The College may issue Alberta Advanced Education approved credentials for Certificates, Diplomas, Post-Certificates, Post-Diploma Certificates and NorQuest High School Equivalency Diplomas.

- 2.2. Credentials can be issued at any time of the year. To receive a credential, a student must apply to graduate through their MyQuest account and have their eligibility reviewed.
- 2.3. The conferral date is the program end date unless the student applies to graduate more than 30 days after the last day of their last class.
- 2.4. For students that apply more than 30 days after the last day of their last class, their credential is conferred on the first day of the month in which their application is received.
- 2.5. A credential for a program is conferred upon a student once, even if the student successfully completes the program's requirements more than one time. The credential notated on the official transcript will reflect the conferral date.
- 2.6. 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 to 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 at the time of reprint.

3. Honours Distinction

- 3.1. 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 failed or repeated courses and meet the minimum residency requirement.
- 3.2. The Honours distinction will be noted on the transcript and parchment of qualified graduates.

4. Convocation Eligibility

- 4.1. A spring Convocation ceremony is held annually to recognize graduates who completed their credential and whose conferral date is between

September 1st of the prior year and August 31st of the same calendar year.

All Program Requirements completed by:	Apply to Graduate Deadline to attend Convocation	Convocation Ceremony
September 1st to December 31st	Feb 28 th of following calendar year	Spring ceremony of the following calendar year
January 1st to August 31st	Feb 28 th of same calendar year	Spring ceremony of the same calendar year

- 4.2. To be eligible to attend Convocation, students must apply to graduate by February 28th if they have completed or plan to complete all their requirements between September 1st of the prior year and August 31st of the same calendar year.
- 4.3. Students who apply to graduate after this date will not be eligible to attend Convocation and will only be reviewed for credential completion.

5. Exceptions

- 5.1. Learners that start their program after February 28, including the Dental/Medical/Office Assistant and Hospital Unit Clerk programs, are eligible to convocate the following calendar year.
- 5.2. Health Care Aide and Health Care Aide Workplace learners are included in the Apply to Graduate process, however their conferral date is dependent on when the learner successfully completes the provincial exam.

6. Honorary Diploma

- 6.1. One or more Honorary Diplomas may be awarded annually at the College's convocation ceremony.
- 6.2. 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.
- 6.3. 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 recommend recipients to the Board.

7. Posthumous Credential

7.1. Process

7.1.1. Minimum 75% credential completion or in the last term of study as part of the Death of a Student checklist process.

7.1.2. Registrar reviews record and consults with Dean to determine eligibility. Once that is determined, the Registrar will provide the information to the family and proceed as per their wishes to receive the credential on behalf of the deceased student.

7.2. Convocation attendance

7.2.1. The family of the deceased student will be invited to attend the convocation ceremony at which the deceased student will be recognized.

7.2.2. The deceased student's name may be read aloud at the graduation ceremony upon approval of the deceased student's family.

7.3. A credential granted posthumously will be recorded on the student's parchment as "posthumously granted".

8. Exceptions

8.1. The Vice President Enrolment & Communications, in consultation with the program Dean and Registrar, may make considerations on other compassionate grounds and merit, to approve the granting of a posthumous credential for a learner who does not meet the defined eligibility criteria and similarly recognize a deceased learner's efforts at the College's graduation ceremony, in alignment with the wishes of the deceased learner's family.

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.

Conferral: the date the student's credential is officially confirmed and communicated to the student. This is the date that appears on the parchment and official transcript. It is not the same date as a convocation ceremony.

Convocation: a formal ceremony and time-honored 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.

Honorary Diploma: an award conferred on an individual 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.

Honours: distinction for outstanding academic achievement.

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 or length of time that must be spent under the direct supervision of faculty in the institution that awards the credential. NorQuest has established that a learner must be a “resident” for a minimum of 50% of the program, usually expressed in terms of total program credits.

Student: a person registered and attending a course(s) or program(s). Another term for student is Learner.

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.

Related information

NorQuest College

- [College Credentials Policy](#)
- [Transfer Credit Procedure](#)
- [Declaration for Parchment Replacement Form](#)

External

- [Post-Secondary Learning Act](#)

Next review date

June 2029

Revision history

Date	Version Number	Action
June 2017	V1	New
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update
June 2022	V3 (published as V2)	Revised for clarity
June 2025	V4	Regular and late conferrals, convocation eligibility and posthumous credential information added.