Sheridan	**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING**

Title: Graduation Policy

Original Date: June 4, 2014; January 18, 2017; May 25, 2017 **Date of Approval:** September 1, 2017	**Effective Date:** September 1, 2017 **Last Review Date:** September 1, 2017	**Approved By:** ☐ Board of Governors ☒President and Vice Presidents

1. **Purpose**

The programs offered by Sheridan College Institute of Technology and Advanced Learning (Sheridan) are designed to align with the Ontario Qualifications Framework and enable graduates to enter the workforce with the competencies for success in the vocational field or to pursue further education.

Credentials issued by Sheridan must be consistent with the learning outcomes associated with the program at the time of graduation.

In order to earn a Sheridan credential, a Student must have satisfied the program and grade point average requirements of his/her education at the institution, demonstrated competence in the curriculum, and met the residency requirements.

The purpose of this policy is to define the terms by which a Student at Sheridan may be awarded an academic credential and graduate from a program.

2. **Scope**

The Graduation Policy applies to all Students who graduate with an Ontario College Certificate, Diploma, Advanced Diploma, Honours Baccalaureate Degree, Graduate Certificate, Sheridan Certificate or Recognition of Achievement.

3. **Definitions**

Academic Decision: An academic decision is a decision made by Sheridan College acting in accordance with academic policies and procedures. Examples of decisions that may be appealed include but are not limited to:

- Sanctions for a breach of the Academic Integrity Policy
- Progression or graduation decisions
- Prior Learning Assessment and Recognition (PLAR) decisions
- Advanced Standing decisions
- Research Integrity

Apply to Graduate: is an online process completed by the student that alerts the Office of the Registrar of the Student's intention to graduate from their program of study after the current term.

Cancelled Program: A program Sheridan is no longer offering and in which no Students are enrolled.

Confer: To award or bestow a credential.

Credentials: Honours Baccalaureate Degrees, Ontario College Certificates, Diplomas, Advanced Diplomas and Graduate Certificates, Sheridan Certificates and Recognitions of Achievement awarded on successful completion of a program. Credential regulations and policies, such as the Academic Standing, Posthumous Award Credential and Graduation policies, specify the requirements that the Student must meet in order to be awarded a credential, which include total credits and program cumulative grade point averages (PCGPA).

Degree Audit: An individualized report that reflects a Student's academic progression toward a specified credential.

Graduate: A person who has both successfully completed a course of study that leads to an Ontario College Certificate, Recognition of Achievement, Sheridan Certificate, Diploma, Advanced Diploma, Graduate Certificate or Honours Baccalaureate Degree, and has been conferred.

Interrupted Study: A full or part-time Student who stopped attending Sheridan for a period of two or more consecutive terms.

Program Cumulative Grade Point Average (PCGPA): The Grade Point Average of all courses taken to meet the program requirements for all terms.

Program of Instruction (PoI): The courses and associated requirements for a program based upon the admit term of the Student.

Student: means any individual who is admitted, enrolled or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a

particular term (e.g. on a vacation or coop term) are considered to have a continuing student relationship and are included in the definition of student.

Suspended Program: A program into which a college has decided not to admit first year or beginning level Students.

4. **Policy Statement**

4.1 Graduation Program Requirements

In order to ensure that graduates are proficient in the learning outcomes associated with programs, Students must have successfully completed or be registered in all published course requirements for their program of study in effect at the time the Student applies to graduate.

The date noted on the credential will align with the date of the last requirement achieved.

4.2 Apply to Graduate

Students in post-secondary programs who wish to graduate promptly upon completion of requirements must declare their intent to graduate in a timely manner and in accordance with published deadlines and procedures set by the Office of the Registrar. Students who have completed all program and GPA requirements but do not Apply to Graduate will be awarded their credential automatically after three terms (one year) of no enrolment.

4.3 Declare Program of Study

Students from the Faculty of Continuing and Professional Studies who believe they have successfully completed the last course required for their credential must declare both their program of study and their intent to graduate by emailing capsrecords@sheridancollege.ca.

4.4   Degree Audit

The Office of the Registrar manages the Apply to Graduate and associated Degree Audit processes for all Students, as well as the application of the appropriate honours standing earned by the Student.

4.5 Approved Program Changes

Graduation requirements include any changes made to the program while the Student is enrolled, but would not include changes made to courses that the Student has already completed.

Course requirements may be updated to reflect changes in the vocational field. Sheridan will ensure that Students will not be academically disadvantaged by any changes made to the original program of instruction.

Once a Student starts a program, the total number of credits required for that Student to graduate from that program will not be extended, except in circumstances where required by professional or industrial standards or legislative requirements.

4.6 Interrupted, Reduced and Part-time Studies

Students whose full or part-time studies are interrupted for two or more consecutive terms will have their earned credits re-assessed against the current version of the program of study at the time of re-starting the program. The time to complete for interrupted Students will be re-aligned to begin at the point at which credits were most recently assessed against the current version of the program.

The Dean of the Faculty or designated Associate Dean reserves the right to waive the requirements in 4.6.

4.7 Program Completion Timelines

Full-time Students

Students who register in a program full-time may extend the timeline to complete their program requirements by twice the normal and original length of the program without penalty or risk to credits earned toward their credential.
Faculties reserve the right to extend or limit times to complete any program to ensure relevant professional or disciplinary standards for currency of knowledge are met at graduation. Faculties also reserve the right to require upgrading or repeat of earned credits in all cases not covered by the provisions to ensure relevant professional or disciplinary standards for currency of knowledge are met at graduation.Students whose actual or projected date to complete all requirements extends beyond twice the normal length of the program will have earned credits re-assessed against the current version of the Program of Instruction to ensure relevancy at the time of graduation from the program.

If in the course of the Student's residency, changes to the time limits are made by the Faculty, the more favourable of the two time limits will be applied.

Part-time Students

Students admitted to Sheridan on a part-time basis are subject to time limits established for the program by the Faculty at time of registration

The Dean of the Faculty or designated Associate Dean reserves the right to waive the requirements in 4.7.

4.8 Programs No Longer Offered by Sheridan

When Sheridan decides to suspend or cancel a program, every reasonable effort will be made to ensure that Students who are currently registered in the program will be able to complete their studies and graduate from the program.[1] Students who have left the program or who do not complete the program before the program concludes, will not be eligible to graduate from a program that is no longer offered by Sheridan unless written approval has been granted by the Dean of the Faculty or Designate responsible for the program.

4.9 Grade Point Average Requirements

Students must meet the minimum Program Cumulative Grade Point Average (PCGPA) required for their respective credential. Refer to the Academic Standing policy and procedures for detailed descriptions of these terms.

Students who have been awarded a credential may re-attempt courses to improve their GPA. However, the original award status for Academic Achievement will not change.

4.10 Residency Requirements for Graduation

No fewer than 25 percent of all required credits for the program must be completed through Sheridan in order for a Student to graduate from that program.

In some cases, certain programs may require higher residency requirements of Students to meet professional and other accreditation standards or other external requirements for professional practice. These variations are the responsibility of Faculty Deans to approve and publish as part of the Program of Instruction.

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[1] MTCU Guidelines for Program Suspension and Cancellation: Operating Procedures

4.11 Subsequent Credential Requirements for Common Courses

A student who wishes to receive a subsequent credential from Sheridan using common courses must meet Sheridan's residency requirements in 4.10.

The applicable course credits must be unique at the appropriate credential level, and exclusive of work integrated learning.

Where the earned unique course credit total falls below 25 percent, it is at the discretion of the Associate Dean to:

i.   Evaluate and allow or deny previously earned course credit that has not been applied to any other credential to meet the 25 percent requirement. OR

ii.   Allow or deny the Student to take additional core elective course work to meet this requirement.

4.12 Graduation Awards for Academic Achievement

Graduation awards, including honours or high honours, silver medals or Governor General's awards are determined by the Program Cumulative GPA.

4.13 Outstanding Obligations and Sanctions

When a Student fails to make full payment of any debt to Sheridan by its due date, Sheridan retains the right to the following:
• Withhold official transcripts and/or proof of credentials and suppress the view of grades online.
• Deny further registration by the Student
• Apply an academic encumbrance to the Student file.
• Apply a financial penalty.

4.14 Appeals

Academic decisions related to this policy may be appealed under the Academic Appeals and Consideration Policy.

4.15 Notice of Disclosure[2]

Sheridan will confirm whether a Student has graduated, the date of graduation and the name of certificate, diploma or degree obtained. Convocation programs, containing Students' names, program, degree earned and year of graduation, and webcasts of the ceremonies, including individuals' images, are considered public information. Students are provided with additional information about the publication of their personal information at the time of graduation. Upon graduation, Students' personal information

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[2] Notice of Collection & Use of Personal Information, Sheridan College

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is shared with Sheridan's Advancement and Alumni Relations departments and related third parties by written agreement.

4.16 Responsible Executive

The Responsible Office shall be the Office of the Provost and Vice-President, Academic. The Office of the Registrar will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

Contact: Office of the Registrar - infosheridan@sheridancollege.ca

5. **Related Documentation (Procedures/Additional Policies/Forms)**

Graduation Procedure
Academic Standing Policy
Academic Standing Procedure
Academic Appeals and Consideration Policy
Academic Appeals and Consideration Procedure
Academic Integrity Policy
Academic Integrity Procedure
Posthumous Award Credential Policy
Posthumous Award Credential Procedure
Prior Learning Assessment and Recognition (PLAR) Policy
Prior Learning Assessment and Recognition (PLAR) Procedure
General Education Policy
General Education Procedure
Degree Breadth Policy
Degree Breadth Procedure
The Governor General's Academic Medal Directives (2006)
Ontario Qualifications Framework.
Student Code of Conduct
Student Assessment and Evaluation Policy
Student Assessment and Evaluation Procedure