Sheridan	THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

Title: Graduation Procedure		
Original Date: January 18, 2017;	**Effective Date:** September 1, 2017	**Approved By:** Office of the Registrar
Date of Approval: September 1, 2017	**Last Review Date:** September 1, 2017	

1.   Purpose

The purpose of this Procedure is to define the process by which a Student at The Sheridan College Institute of Technology and Advanced Learning (Sheridan) may be awarded an academic credential and graduate from a program.

2.   Scope

The Graduation Procedure 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 Decisions: 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**.**

4.0   Procedure

4.1 Graduation Program Requirements

For Ontario College Certificates, Diplomas, Advanced Diplomas, Honours Baccalaureate Degrees and Post Graduate Certificates:

Student registration is guided and supported by the online Academic Advisement module in the Student Information System and identifies, based on the admit term of a Student, all of the course requirements of the program for the Student. This module is maintained by the Office of the

Registrar, based upon the approved Program of Instruction issued by the Academic Faculty.

4.2 Apply to Graduate

All Students who are active and registered in their final course requirements of their post-secondary program will receive an Eligible to Apply (ELA) graduate status on their record.

The Office of the Registrar will send a communication to all eligible graduate Students inviting them to declare their intent to graduate online through their Student Centre and by selecting the Apply to Graduate link.

Those Students who intend to graduate at the end of the semester must Apply to Graduate online by the published deadline. A Student who does not apply online before the deadline must come into the Office of the Registrar and request to apply to graduate; the Student's record in the Student Information System will be updated to reflect the decision to graduate from the program of study. (A fee for processing a late application may apply).

Students who have completed all program and GPA requirements but did 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.

Once the declaration has been received, the Office of the Registrar will complete a status check to determine that all requirements have been met and will then award the Student. If all requirements are not met, the Office of the Registrar will inform the Student of the outstanding requirements.

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.

Once grades are final, the Office of the Registrar will review the records of all Students who have Applied to Graduate to determine their eligibility for graduation.

Those Students, who have successfully completed the program requirements and have met the Program Cumulative GPA requirements, as set out in the Academic Standing policy, will be awarded and the Student will be informed by the Office of the Registrar.

Those Students who Applied to Graduate but did not successfully complete either the program requirements or the GPA requirements, as set out in the Academic Standing policy, will be issued a non-graduate status and will be informed by the Office of the Registrar.

4.5 Approved Program Changes

In the case of a change to the Program of Instruction, the Academic Advisement module is updated by the Office of the Registrar to reflect the change(s) and the effective date of implementation.

4.6 Interrupted, Reduced and Part-time Studies

Students whose full or part-time studies are interrupted for two or more terms will have their earned credits re-assessed by the Academic Faculty against the current version of the program of study at the time of re-starting the program. The Office of the Registrar will be informed of the outcome of this assessment in order to register the Student in the correct admit term of 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 of Instruction.

Consultation will include the Program Coordinator and relevant faculty members in the decision to waive any requirement for a Student with respect to interrupted, reduced and part-time studies.

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 by the Academic Faculty against the current version of the program of study at the time of re-starting the program. The Office of the Registrar will be informed of the outcome of this assessment in order to register the student in correct admit term of 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 the time of first registration.

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

4.8 Programs No Longer Offered by Sheridan

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.

Students wishing to graduate from a program no longer offered by Sheridan must contact the Dean of the Faculty. If the request is approved, the Student must seek clarification from the Program Coordinator or Faculty Academic Advisor to determine, in consultation with the Office of the Registrar, what steps are required for successful completion of a credential no longer offered by Sheridan. Options may include PLAR or new course enrollment to be used as a course substitution.

4.9 Grade Point Average Requirements for Graduation from Sheridan Programs

Refer to Academic Standing Policy.

4.10 Residency Requirement 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 for Students to meet professional 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.

4.11 Subsequent Credential Requirements for Common Courses

Students who have graduated with a Sheridan credential and wish to apply credits towards a subsequent credential, must declare their intent to pursue a subsequent credential by completing the Subsequent Credential Declaration Form prior to starting the program. This form must be completed in consultation with a Records and Registration Specialist in the Office of the Registrar, who will review the Student's Academic Requirement Report to identify outstanding requirements, ensuring compliance with section 4.11 of the Graduation Policy – Subsequent Credential Requirements for Common Courses.

4.12 Graduation Awards for Academic Achievement

The Office of the Registrar will apply awards for academic achievement as follows:

Honours Standing: Students whose Program Cumulative GPA at the time of graduation is

equal to or greater than 3.60 and less than or equal to 3.89 will be awarded the status of Honours.

High Honours: Students whose Program Cumulative GPA at the time of graduation is equal to or greater than 3.90 will be awarded the status of High Honours

> Exclusions: Recognition of Achievements and Sheridan Certificates are not eligible for consideration of Honours or High Honours

Silver Medals: The Board of Governors awards at Convocation a silver medal to the graduate with the highest Program Cumulative GPA in each program. In order to qualify, students must have high a High Honours academic standing. In the event of a tie, the Program Cumulative GPA will be calculated using final grades rather than the 4.0 equivalent. Only one silver medal shall be awarded per qualifying program.

> Exclusions: Recognition of Achievements and Certificates awarded by the Faculty of Continuing and Professional Studies are excluded from consideration for silver medals.

Governor General's Academic Medal is awarded to the Student who achieves the highest overall program average upon graduation from a diploma-level, post- secondary program (minimum two year, full time duration). The Office of the Registrar will identify potential candidates based on grades. In situations where there is a tie, the Office of the Registrar will seek from the Faculty all numeric grades for courses within the program of study in order to determine the final award recipient.

> Exclusions: Ontario College Certificates**, Honours Baccalaureate** Degrees and Graduate Certificates are excluded from the Governor General's awards, as well as certificates awarded by the Faculty of Continuing and Professional Studies.

These awards are presented at our Convocation ceremonies and are also noted on the Student's Official Sheridan Transcript.

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, credentials and/or proof of credential(s) 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.

Financial Services will notify Graduates in advance of the Convocation ceremony that an outstanding obligation exists. Once all components of a sanction have been fulfilled by the Student, all sanctions will be removed.

4.14 Appeals

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

4.15 Notice of Disclosure[1]

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

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

Responsible Executive

The Office of the Registrar will interpret and apply the policy and have responsibility to draft and/or approve any associated procedures.

Responsible Executive: Office of the Provost and Vice-President, Academic. Contact: Office of the Registrar - infosheridan@sheridancollege.ca

4. **Related Documentation/Links/Forms**
5.
Graduation Policy
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
Ontario Qualifications Framework
The Governor General's Academic Medal Directives (2006)
Student Code of Conduct
Student Assessment and Evaluation Policy