

APPROVAL AUTHORITY  Board of Governors	APPROVAL DATE  April 28, 2011
SPONSOR  Provost and Vice President Academic	EFFECTIVE DATE  July 1, 2023
POLICY ADMINISTRATOR  Registrar	LAST REVISION  July 1, 2023 (Minor)

## PURPOSE

The purpose of this policy is to communicate how Lethbridge College will provide students with information related to successful completion of program requirements and earning a credential as evidenced by the issuance of a parchment.

## SCOPE / LIMITS

This policy applies to all students enrolled in Lethbridge College credential bearing programs who intend to complete their program and graduate from Lethbridge College.

## POLICY STATEMENTS

1. Lethbridge College has defined graduation requirements for each program as published in the Lethbridge College – Academic Calendar. A student must satisfy requirements related to credits, courses, exams, and grade point average for their program of study. The college maintains these requirements in accordance with recognized expectations of academic performance and achievement.
2. To qualify for graduation from a program, a student must be admitted to the program and meet the graduation requirements stipulated under the section “Graduation Requirements” in the Academic Calendar governing the academic year of their last admission to the program.
  - a. Students re-admitted after an absence (including absence due to disqualification) are governed by the Academic Calendar pertaining to their year of re-admission.

- b. If a program has recently undergone changes, students may apply to change their Academic Calendar (year) to graduate under the new program graduation requirements and program name as specified in the Academic Calendar (year) they have selected. Refer to SOP: Academic Calendar Year Change.
- 3. Students must achieve an overall program GPA of at least 1.5 out of a possible 4.0 in order to graduate. However, should it be identified by the program through the College’s Academic Calendar, the graduating GPA requirement may be higher in that specific program.
- 4. Students achieving a program GPA as stated below will have the following additions affixed to their parchment:

Required Program GPA	Program Academic Standing
3.50-3.74	Honours
3.75-3.99	Honours with Distinction
4.0	Honours with Great Distinction

- 5. Program residency requirements must be met to be eligible to graduate from a Lethbridge College credential. Residency requirements required for a Lethbridge College certificate or diploma credential must be completed through enrolment in Lethbridge College credit courses in order to meet the residency requirement. Credits earned through Prior Learning, Student Government, Athletics Participation, and credit earned through Advance Credit awarded for work completed at an external post-secondary institution are not considered in the minimum requirement for residency.

Credential Type	Residency Requirement	Time Limit for Retention of Individual Course Credit	Additional Information
Certificate	25% of credits within program	10 years from admitted calendar year	
Diploma	25% of credits within program	10 years from admitted calendar year	<ul style="list-style-type: none"> <li>• Practical Nursing: 5 years after completion of the first Nursing course used for the diploma.</li> <li>• Therapeutic Recreation: “TRG” specific courses must be completed within 6 years of the first TRG course taken.</li> </ul>
Applied Degree	25% of credits within program	10 years from admitted calendar year	
Baccalaureate Degree	50% of credits within program	10 years from admitted calendar year	

- 6. Eligibility to graduate is verified and parchments are issued by the Registrar’s Office.
- 7. Parchments will be withheld from graduates placed on restrictive holds at Lethbridge College, eg: outstanding fees or equipment.
- 8. Eligible students are invited to participate in convocation as defined in SOP: Eligibility to Participate in Convocation.

## DEFINITIONS

**Last Admission** The most recent admission to a program.

**Convocation** The ceremony where credentials are conferred on students who have met eligibility requirements for graduation as stipulated by the Lethbridge College academic calendar.

**Graduation** The successful completed, within the allowable time frame, all program requirements (academic and non-academic) defined in the calendar associated to the year of admission

**Parchment** A document made of superior paper used for awarding the Credential.

## A: POLICY SUPPORTS

- [Academic Calendar Year Changes Procedure \(Standard Operating Procedure\)](#)
- [Eligibility for Participants in Convocation Ceremonies Procedure \(Standard Operating Procedure\)](#)

## B: RELATED LEGISLATION

## C: OTHER REFERENCES

## D: RELATED POLICIES

- Academic Calendar
- Credentials and Parchments
- Grading
- Student Rights and Code of Conduct