

6. GRADUATION

Graduation is determined by the Office of the Registrar by completing a graduate audit against your record. To graduate, you must meet all program requirements in place at the time of admission and achieve an overall program/graduation grade point average (GPA) of 60 per cent or greater. Exceptions to this are as follows:

- Graduate certificate programs require a minimum grade of 60 per cent in each course
- Practical Nursing (PN) requires a minimum of 65 per cent in each program course or clinical in each semester and must attain a minimum of 50 per cent in general education and communication courses
- Degree programs require a minimum grade of 60 per cent in each course (Honours Bachelor of Science - Nursing program (HBSN) requires a 65 per cent in each core (Nursing) course and a minimum of 60 per cent in each non-core course), and an overall average of 65 per cent in core courses and 60 per cent in non-core courses in the program
- If you have not been continuously registered, you may be required to meet the program graduation requirements at the time of re-admission
- If you fail courses or fall out of progression, you may be required to satisfy new requirements due to revised curriculum.

Should you not be able to complete a course, co-op, clinical, practicum or field placement because you have exhausted the number of available attempts, or you are not able to progress in your program, you will not be eligible to graduate (Section 5.2.1 *Course attempts*).

You are responsible for checking your course selections and graduation requirements each semester to ensure you are on track to graduate. To do so, you can use the Student Educational Planner (labelled Plans) in MyPath prior to registering. This will assist you with course selection and future planning.

You must apply to graduate using the [online application to graduate \(https://www.georgiancollege.ca/student-life/graduation/\)](https://www.georgiancollege.ca/student-life/graduation/) by the deadlines posted on [important dates on our website \(https://www.georgiancollege.ca/admissions/important-dates/\)](https://www.georgiancollege.ca/admissions/important-dates/).

In extenuating circumstances, the vice president, academic, and the registrar, in consultation with the dean, may review a decision regarding graduation eligibility.

If you have already received a credential for a given program and you repeat the same program in whole or in part, you are not eligible to receive a second credential for the same program. You may retake the same program in whole or in part, but the college will not issue a second credential.

6.1 Graduation residency requirements

Residency requirements refer to the number of courses you must take at Georgian College in order to receive a credential. The following residency requirements must be met to be eligible for a Georgian credential:

Georgian Credential	Residency Requirement
Recognition of attendance	25 per cent of the program courses at Georgian (usually made up of 6 to 8 required courses)
Certificate	25 per cent of the program courses at Georgian (usually made up of 6 to 8 required courses)
Ontario College certificates, graduate certificates and diplomas	25 per cent of the program courses or the equivalent of one semester (whichever is greater) at Georgian
Honours Bachelor degree programs	25 per cent of the program courses at Georgian (you may be exempt from up to 75 per cent of your degree program. Up to 50 per cent may be obtained using PLAR and the remaining 25 per cent may be obtained through credit transfer).

For all of the above, to meet residency, these must be different courses than those already taken for credit toward previous certification (Section 6.2 *Second program certification*). When you have been granted advanced standing (Section 3.1 *Advanced standing*) for the program applied for, you are required to take other courses to meet the residency requirements outlined above. Further, you must obtain the approval for these courses from your academic area. Courses taken through OntarioLearn satisfy Georgian College residency requirements.

6.1.1 Co-op residency requirement

Where a program has co-op, you must complete at least one of the co-op semesters while enrolled at Georgian. Where a program has only one co-op semester, you must complete it while enrolled at Georgian (Section 3.4.1 *Co-op transfer credit* and section 3.5 *Prior Learning Assessment and Recognition*).

6.2 Second programs

If you wish to pursue a program of study leading to a second credential, you must complete the graduation requirements for that program as outlined below:

- For certificate programs less than one year in duration, you must apply for the program desired and, upon being admitted, take a minimum of 25 per cent of the program courses at Georgian College. These must be different courses than those already taken for credit toward previous certification
- For certificate and diploma programs that are one to three years in duration, you must apply for the program desired and, upon being admitted, complete a minimum of 25 per cent of the program courses, or the equivalent of one semester, whichever is greater, at Georgian College. These must be different courses than those already taken for credit toward previous certification
- For degree programs that are four years in duration, you must apply for the program desired and, upon being admitted, complete a minimum of 25 per cent in the degree program at Georgian College. These must be different courses than those already taken for credit toward previous certification
- When you have been granted advanced standing, prior learning assessment and recognition (PLAR) and/or course exemptions for the program applied for and are required to take other courses as outlined above; you must obtain the approval for these courses from your academic area
- Co-operative education requirements, where applicable, are assessed on an individual basis by the appropriate co-op consultant and dean.

If you are applying to graduate from more than one program with shared vocational courses, you are eligible to receive the highest-level credential only.

6.3 Graduation timelines

If you are not able to complete your course requirements in order to graduate within the program's established progression, as charted in each program outline, the following timelines apply:

Full-time programs	Completion date from time of admission
Honours Bachelor degree	8 years
Three-year program	6 years
Two-year program	4 years
One-year program	2 years
One-semester program, or part-time program of 6 to 8 courses	1 year

Some programs may have different progression lengths. This includes the Honours Bachelor of Science – Nursing degree program (six-year completion date), Power Engineering Technology program (six-year completion date) and Practical Nursing program (four-year completion date). Please check your program outline for more information and to confirm your graduation timeline.

If you are studying part-time, you must maintain continuous registration (two out of three terms each year) in order to complete the program according to the curriculum in place at the time of starting the program. Some programs may have exact part-time timelines stated on the program outline.

If you are not able to remain continuously registered and follow the typical sequence of semesters for your program, you must be readmitted to the program and follow the new curriculum.

6.4 Georgian scholar

The status of Georgian scholar recognizes graduates from ministry-approved postsecondary programs who have achieved an overall program/graduation GPA of 80 per cent or higher at the time of graduation. You are recognized at convocation and your credential states "with honours." Graduates with an overall program GPA below 80 per cent do not qualify.

6.5 Program distinction

The status of program distinction recognizes graduates from apprenticeship programs who have achieved an overall program/graduation GPA of 80 per cent or higher at the time of graduation. You are recognized at convocation and your credential states "with distinction." Graduates with an overall program GPA below 80 per cent do not qualify.

6.6 Governor General's Academic medal

Each year, the Governor General of Canada provides one medal to each college in Ontario. This prestigious medal is awarded to the Georgian College graduate of a postsecondary diploma program who has achieved the highest overall program/graduation GPA.

6.7 Credentials

To receive a credential, you must meet program requirements and apply to graduate. Once you have applied to graduate, a graduation audit will be completed. Once you have been deemed a graduate (Section 6 *Graduation*), a credential can be produced.

6.7.1 Producing credentials

Credentials are produced three times per year during graduation cycles (February, June, and October). If you are a past graduate, you may request replacement credentials at any time throughout the year. Fees will apply (Section 6.7.6 *Replacement credentials*).

6.7.2 Credential types

Your curriculum record determines the type of credential you will receive. Below are the various credentials at Georgian College:

- Recognition of Achievement (typically equal to one semester or less, non-credit)
- Certificate (typically equal to one semester)
- Week Certificate (typically less than one year)
- Ontario College Certificate (typically 1 year)
- Ontario College Graduate Certificate (typically 1 year)
- College Diploma (typically 2 years)
- College Diploma, Co-op (typically 2 years)
- Advanced Diploma (typically 3 years)
- Advanced Diploma, Co-op (typically 3 years)
- Honours Bachelor's Degree (typically 4 years)

6.7.3 Credential details

Graduate name

The name printed on the credential must match your record in the student information system (Banner). If you wish to change the name on your record, you must provide appropriate official documentation.

Program title

Your record and admission (catalogue) term determine the exact program name to be printed on your credential.

Credential date

The credential is printed with the month and year of your graduating term (e.g., MM, YYYY).

Honours/distinction

If you complete a postsecondary certificate, diploma or degree program achieving a program/graduation GPA of 80 per cent or higher, the phrase "with Honours" will appear on your credential after the program title. If you complete an apprenticeship program with a program/graduation GPA of 80 per cent or higher, the phrase "with Distinction" will appear on your credential after the program title.

6.7.4 Releasing credentials

Credentials are not released to you prior to the convocation ceremony dates because you have not officially graduated yet. You will receive your credential at the convocation ceremony when it is bestowed onto you. If you choose not to attend convocation, you may request to have your credential delivered to you. You are provided a link to the Request to Mail Credential page. Fees may apply for mailing. Georgian College also provides electronic versions of credentials through MyCreds after your convocation.

6.7.5 Fees owing and holds

If you have any outstanding fees or holds on your record, your credential will not be released. You are advised of holds prior to the convocation ceremony and provided instruction on how to clear those holds (Section 4.2.1 *Registration definitions*).

6.7.6 Replacement credentials

If you are an (past graduate), you can request a replacement credential. There is a fee for this. The credential will be produced according to the following guidelines:

- Your name is printed as shown in the student information system (Banner)
- A watermark is printed on the credential stating it is a duplicate
- The credential is produced as close to the original format as possible. An exact replica cannot be guaranteed

The following chart outlines scenarios where a replacement credential is required. At times, you are required to pay a fee.

Scenario	Contact Time	Action
You did not receive your credential	Less than six months / Greater than six months	Reproduce without fee / Reproduce \$54 fee
Credential was not released to you	Less than two years / Greater than two years	Reproduce without fee / Reproduce \$54 fee
Error on your credential	Less than six months / Greater than six months	Reproduce without fee / Reproduce \$54 fee
Credential sent via mail, returned to sender	Returned due to college error in mailing / Never picked up from mail	Reproduce without fee / Reproduce \$54 fee

6.8 Posthumous academic recognition

The posthumous credential must be recommended by the academic area, be approved by the dean, vice president, academic, and registrar. Credentials will be created as per normal process (Section 6.7 *Credentials*).

A credential is granted to a deceased student under the following minimum conditions. The student must have:

- Passed away within 12 months of the last registration, and
- Been in good academic standing or a high enough standard that eventual graduation was expected, and
- Successfully completed at least three-quarters of their program.