

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 the required minimum overall program/graduation grade point average (GPA). The minimum graduating GPA for most programs is 60 per cent. Some programs require a higher passing grade for individual courses and a higher graduating GPA to be eligible for graduation. You're responsible for reviewing the Graduation Eligibility details in your program and course outlines to confirm the passing grade required.

Some exceptions include:

- Graduate certificate programs require a minimum grade of 60 per cent in each course.
- Pre-Service Firefighter Education and Training requires a minimum grade of 70 per cent in courses with a "FIRE" subject code and an overall graduating GPA of 70 per cent.
- Practical Nursing (PN) requires a minimum of 65 per cent in each course or clinical with a "NRSNG" or "BIOL" subject code and an overall graduating GPA of 65 per cent.
- Degree programs require a minimum grade of 60 per cent in each course and an overall program GPA of 65 percent.
- (Honours Bachelor of Science - Nursing program (HBSN/HBNA) requires a 65 per cent in each 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're not able to progress in your program, you will not be eligible to graduate (Section 5.2.1 Number of course attempts). You're responsible for checking your course selections and graduation requirements each semester to ensure you're on track to graduate. To do so, you can use 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 by the deadlines posted on the [Important dates \(https://www.georgiancollege.ca/admissions/important-dates/\)](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're not eligible to receive a second credential for the same program. You may retake the same program as a 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 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 and certificate	25 per cent of the program courses at Georgian (usually made up of 6-8 required courses)
Certificate	25 per cent of the program course at Georgian (usually made up of 6-8 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 (students may be exempt from up to 75 per cent of their degree program. Up to 50 per cent may be obtained using PLAR and the remaining 25 per cent may be obtained through credit transfer).

6.1.1 Graduation residency

To meet residency requirements, you must complete courses that are distinct from those previously used towards another credential at Georgian (Section 6.2 Second programs). If you have been granted advanced standing for a program (Section 3.1.9 Advanced Standing), you must still meet residency requirements, and this may require you to complete additional courses outside those needed for graduation requirements. You're required to receive approval from the academic area to take these courses. Courses completed at Georgian via OntarioLearn can be used to fulfill residency requirements for Georgian.

6.1.1.1 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 3.1.4 Co-op transfer credit and section 3.2 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 to meet residency requirements. 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. 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. 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 to meet residency 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're applying to graduate from more than one program with shared vocational courses, you're eligible to receive the highest-level credential only.

6.3 Graduation timelines

If you're not able to complete your course requirements within the program's established progression, as specified 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 (HBSN/HBNA) degree program (six-year completion date), Power Engineering Technology program (six-year completion date) and Practical Nursing program (four-year completion date for full time program; 6-year completion for part time). Please check your program outline for more information and to confirm your graduation timeline.

If you're 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're 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're recognized at convocation and your credential states "with honours." Graduates with an overall program GPA below 80.0 per cent don't 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're recognized at convocation and your credential states "with distinction." Graduates with an overall program GPA below 80 per cent don't 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 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

Digital Credentials for new graduates are uploaded to MyCreds at the completion of each graduation cycle (February, June, and October). Hardcopies of credentials are produced to align with our Convocation Ceremonies typically in June and October. If you're a past graduate, you may request a replacement credential anytime 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'll receive. Below are the various credentials at Georgian:

- 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),
- Ontario College Diploma (typically 2 years),
- Ontario College Diploma, Co-op (typically 2 years),
- Ontario College Advanced Diploma (typically 3 years),
- Ontario College Advanced Diploma, Co-op (typically 3 years),
- Honours Bachelor's Degree (typically 4 years), and
- Ontario College Graduate Certificate (typically 1 year).

6.7.3 Credential details

The credential you receive reflects key academic information from your student record, including your name, program, graduation date, and any honours or distinctions earned.

6.7.3.1 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.

6.7.3.2 Program title

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

6.7.3.3 Credential date

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

6.7.3.4 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 80.0 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’ll receive your credential at the convocation ceremony when it’s bestowed onto you. If you choose not to attend convocation, you may request to have your credential delivered to you. You’re provided a link to the Request to Mail Credential page. Fees may apply for mailing. Georgian 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 a hold on your record, your credential will not be released. You’re 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’re a past graduate, you can request a replacement credential with an associated fee. 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’s a duplicate, and
- 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’re required to pay a fee.

Scenario	Contact Time	Action
Graduate did not receive credential	Less than six months / Greater than six months	Reproduce without fee / Reproduce \$55 fee
Credential was not released to student	Less than two years / Greater than two years	Reproduce without fee / Reproduce \$55 fee
Error on your credential	Less than six months / Greater than six months	Reproduce without fee / Reproduce \$55 fee
Credential sent via mail, returned to sender	Returned due to college error in mailing / Never picked up from UPS	Reproduce without fee / Reproduce \$55 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,
- 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.