

## 6. GRADUATION

To graduate, students must meet program requirements in place at the time of admission and achieve an overall program grade point average (GPA) of 60 per cent or greater. Exceptions to this are as follows:

- Students in graduate certificate programs require a minimum grade of 60 per cent in each course
- Students in degree programs require a minimum grade of 60 per cent in each course, and an overall average of 65 per cent in core courses and 60 percent in non-core courses in the program
- Students who have not been continuously registered may be required to meet the program graduation requirements at the time of readmission
- Students that fail courses or fall out of progression may be required to satisfy new requirements due to revised curriculum.

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

All students 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.

Students who already received a credential for a given program that repeat the same program in whole or in part, are not eligible to receive a second credential for the same program. A student may retake the same program in whole or in part, but the college will not issue a second credential to the student.

### 6.1 Graduation residency requirements

Residency requirements refer to the number of courses students 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 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).

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 students have been granted advanced standing (Section 3.1: *Advanced standing*) for the program applied for, they are required to take other courses to meet the residency requirements outlined above. Further, they must obtain the approval for these courses from their academic area.

Courses taken through OntarioLearn satisfy Georgian College residency requirements.

### 6.2 Second program certification

Students wishing to pursue a program of study leading to a second credential must complete the graduation requirements for that program as outlined below:

- For certificate programs less than one year in duration, students 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, the candidate 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, students 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 students 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; they must obtain the approval for these courses from their academic area.
- Co-operative education requirements, where applicable, are assessed on an individual basis by the appropriate co-op consultant and Dean.

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

## 6.3 Graduation timelines

Some students may not be able to complete their course requirements in order to graduate within the program's normal progression, as charted in each program outline. For these students, 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 6-8 courses	1 year

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

Students studying part-time 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 commencing the program.

Students who are not able to remain continuously registered and follow the typical sequence of semesters for their program, 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 GPA of 80 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate, diploma, or degree states "with honours." Graduates with an overall program GPA below 80 do not qualify.

## 6.5 Program distinction

The status of program distinction recognizes graduates from apprenticeship programs who have achieved an overall program GPA of 80 per cent or higher at the time of graduation. These graduates are recognized at convocation and their certificate states "with distinction." Graduates with an overall program GPA below 80 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 academic average.

## 6.7 Credentials

In order to receive a credential, students must meet program requirements and apply to graduate. Once students have applied to graduate, a graduation audit will be completed. Once a student has 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). Past graduates may request replacement credentials at any time throughout the year.

## 6.7.2 Credential types

The curriculum record determines the type of credential a student 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)
- Degree (typically 4 years)

## 6.7.3 Credential details

**Graduate name** - The name printed on the credential must match the student record. If a graduate wishes to change the name on their student record, they must provide appropriate official documentation.

**Program title** - The student record and admission term will determine the exact program name to be printed on the credential.

**Credential date** - The credential will be printed with the month and year of the student’s graduating term (e.g., MM, YYYY).

**Honours/Distinction** - If a graduate completes a postsecondary certificate, diploma or degree program achieving an overall grade point average (GPA) of 80 per cent or higher, the phrase “with Honours” will appear on the credential after the program title.

If a graduate completes an apprenticeship program with an overall grade point average (GPA) of 80 per cent or higher, the phrase “with Distinction” will appear on the certificate after the program title.

## 6.7.4 Releasing credentials

Credentials are not released prior to the convocation ceremony dates. Graduates will receive their credential at the convocation ceremony. If a graduate chooses not to attend convocation, they may request delivery:

- Graduates are provided a link to the Request to Mail Credential page. Credentials are sent via UPS courier. There may be a fee for mailing.

Georgian College does not provide graduates with electronic versions of credentials.

## 6.7.5 Fees owing and holds

If a graduate has any outstanding fees or holds on their account, the credential will not be released. Graduates are advised of holds prior to the convocation ceremony and providing instruction on how to have it cleared.

## 6.7.6 Replacement credentials

Past graduates can request a replacement diploma. There is a fee for this. The credential will be produced according to the following guidelines:

- Graduate’s name will be printed as shown in their student record
- Watermark printed on credential stating it is a duplicate
- Credential parchment will be produced using as close to original format as possible. An exact replica cannot be guaranteed

The following chart outlines scenarios where a replacement credential will be required. At times, the graduate will be required to pay a fee.

Scenario	Contact Time	Action
Graduate did not receive credential	Less than 6 months / greater than 6 months	Reproduce without fee / Reproduce \$54 fee
Credential was not released to student	Less than 2 years / greater than 2 years	Reproduce without fee / Reproduce \$54 fee
Error on Credential	Less than 6 months / greater than 6 months	Reproduce without fee / Reproduce \$54 fee
Credential sent via UPS, returned to sender	Returned due to college error in mailing / never picked up from UPS	Reproduce without fee / Reproduce \$54 fee

## 6.8 Posthumous academic recognition

The posthumous degree 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 posthumous diploma/certificate/degree will be 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.