

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2017-04	Registrar		
Policy Name			
Graduation			
Approved by	Replaces	Category	Next Review
Senate	New	B	January 2023
Date Issued	Date Revised	Related Policies, Reference	
November, 2017		S.2013-02 Teaching Out of Discontinued Programs	

1. PURPOSE

- 1.1. This policy provides direction regarding the university requirements for graduation from credit-based programming. This policy relates to all credit-based programs and includes the timeframe for completion of programs, second credentials, graduation Grade Point Averages (GPAs), residency, and other graduation-related items.

2. SCOPE

- 2.1. Capilano University shall confer approved credentials to students who meet the specific program requirements in addition to the university standards as detailed in this policy including: 1) Meeting the requirements for graduation; 2) Applying and being deemed eligible for graduation; and 3) Receiving the parchment.

3. MINIMUM REQUIREMENTS FOR GRADUATION

- 3.1. All students applying for graduation must meet the specific program profile requirements as approved by Senate and published in the University Calendar at the time the student is first enrolled in the program.
- 3.2. If a student stops out of their program for more than two (2) sequential major terms (Fall/Spring or Spring/Fall), the student will be evaluated against the program profile for the term of their graduation. If they do not meet those requirements, the student will be evaluated against the program requirements that are in effect at the time they re-entered the program.
- 3.3. Students wishing to have their graduation application evaluated according to the program profile requirements of a term other than as described above must submit such a request to the Registrar when applying for graduation.

- 3.4. It is the student's responsibility to ensure that all requirements for the program, including Cap Core requirements, will be met within the term of application.
- 3.5. Students who have received permission to complete coursework elsewhere must complete this work and submit a final, official transcript from the other institution(s) at least four (4) months prior to applying for graduation.

4. GRADUATION CUMULATIVE GRADE POINT AVERAGE (GPA) REQUIREMENT

- 4.1. The minimum University requirement for graduation from all credentials is a CGPA of 2.00. All courses completed at Capilano University within the program requirements are used in the calculation of the Graduation CGPA.
- 4.2. Programs may have additional graduation requirements as approved by the University Senate.

5. RESIDENCY REQUIREMENT

- 5.1. Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study. For example, within a Baccalaureate credential these course credits would be at the 3xx and 4xx level.
- 5.2. Programs may have other residency requirements. These requirements will be included in the program requirements approved by the University Senate as listed within the University Calendar.

6. SECOND CREDENTIALS

- 6.1. Students may not receive two credentials for substantively the same coursework. This includes where the student's first credential is from Capilano University or another institution.
- 6.2. Students wishing to receive a second credential must complete a minimum of 50% new coursework from within the program requirements of their second credential to be eligible to graduate from that credential.
- 6.3. Residency requirements apply for the course credit completed under the second credentials framework.

7. TIMEFRAME FOR COMPLETION OF THE PROGRAM AND GRADUATION

- 7.1. Students are expected to complete the requirements for their program within a reasonable timeframe. The reasonable timeframe for each program is defined as twice the duration of the Senate approved program length plus an additional 50%. For example, students in a four-year program would be given ten years from the first term of registration to complete their program. Students in a two-year program would be given five years to complete their program.
- 7.2. Students are eligible to graduate from their program up to five years from the completion of their program requirements. Students requesting an extension to that time limit must do so in writing to the Vice-President Academic and Provost.
- 7.3. Students may attend the convocation ceremony that immediately follows their graduation.

8. EXEMPTIONS/SUBSTITUTIONS OF COURSES FOR GRADUATION

- 8.1. Students are expected to meet the requirements of their program as outlined in the profile approved by the University Senate.
- 8.2. Any request for an exemption from or substitutions for a program course requirements must be recommended by the dean and approved by the Registrar's Office.

9. APPLICATION FOR GRADUATION

- 9.1. To obtain a credential from Capilano University, all students must be approved for graduation. Students must submit an application for graduation that will be reviewed for eligibility. If eligible, the student will be approved for graduation by the Registrar. Application deadlines are posted on the Capilano University website.

10. GRADUATION ELIGIBILITY

- 10.1. Graduation eligibility is determined by the Registrar. Students will be notified of their eligibility as soon as possible after their graduation application is received; however, final eligibility is not confirmed until all courses have been completed and final grades are received, including grades from practicums, study abroad programs, transfer credit, or other coursework.

11. RECEIPT OF PARCHMENT

- 11.1. Summer or Fall term graduation – Students who have met all their financial commitments to the institution and who graduate after Summer or Fall term are eligible to receive their parchments following approval of the University Senate.

- 11.2. Spring Term graduation – Following approval of the University Senate, students who have met all their financial commitments to the institution and who graduate after Spring term will receive their parchments at Convocation. Students who do not attend Convocation will receive their parchments following Convocation.

12. REPLACEMENT CREDENTIALS

- 12.1. If there has been an error in the printing of the original document, the original credential must be returned to Capilano University to receive a replacement credential.
- 12.2. If the original credential was lost, stolen, or destroyed a signed “Lost Credential Declaration” form must be completed and submitted to the Registrar’s Office to receive a replacement credential.